

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, NOVEMBER 6, 2002
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, November 6, 2002, by Board President Joan MacGregor, in the Staff Dining Room of the Student Center, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California.

Members Present: Mr. Bruce D. Fortine
 Mr. Ronald E. Gillis
 Mrs. Michele R. Jenkins
 Mrs. Joan W. MacGregor
 Mr. Ernest L. Tichenor

Members Absent: Mr. J. Conroy, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President
 Dr. Phil Hartley, Asst Superintendent/Vice President, Instruction and Student Services
 Ms. Sharlene Coleal, Interim Chief Business Officer
 Dr. Michael Wilding, Dean, Student Services
 Ms. Anita Morris, Dean, Human Resources
 Mr. Michael Dermody, President, Academic Senate
 Ms. Lynne Mayer, Classified Coordinating Council/Administrative Assistant

President MacGregor declared a quorum and called the meeting to order at 5:05 p.m.

**QUORUM
 ESTABLISHED
 (1.1)**

The Board moved to Closed Session to discuss the following:

**CLOSED SESSION
 (1.2)**

- 1.2a Conference with Real Property Negotiator
 Property: Southern border of campus adjacent to the South Parking Lot
- 1.2b Conference with Labor Negotiator
 Santa Clarita Community College District Representative: Dr. Michael Wilding, California School Employees Association (CSEA)
- 1.2c Conference with Labor Negotiator
 Santa Clarita Community College District Representative: Ms. Anita Morris
 College of the Canyons Faculty Association (COCFA)

Those present were: Morris and Wilding (as negotiators), Coleal, Fortine, Gillis, Hartley, Jenkins, MacGregor, Tichenor, and Van Hook.

The Board returned to Open Session at 7:00 p.m. President MacGregor announced the Board took no action in Closed Session.

President MacGregor asked Ms. Mayer to lead the flag salute.

**FLAG SALUTE
 (1.3)**

President MacGregor welcomed all present and invited members of the audience desiring to address the Board to so indicate and they would be recognized.

**WELCOME GUESTS
 (1.4)**

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2002/03-42

The Board moved approval of the Agenda for the meeting.

Motion: Fortine Second: Tichenor Record of Board Vote: 5-0

**APPROVAL OF
AGENDA
(1.5)**

The Board moved approval of the Minutes for October 23, 2002 as follows:

Motion: Jenkins Second: Tichenor Record of Board Vote: 4-0-1
(Gillis Abstain)

**APPROVAL OF
MINUTES (10/23/02)
(1.6)**

Dr. Van Hook thanked everyone involved in the success of the recent Accreditation Visit, noting the special efforts of Dr. Hartley, Accreditation Liaison Officer, Mr. Dermody and the steering committee. She also congratulated the co-chair of the Prop 47 committee, President MacGregor on the passage of that measure in the election.

**RECOGNITION/
INFORMATION
(1.7)**

President MacGregor thanked the Public Information Office for their help and support throughout the election and during the press conference.

The Board moved approval of the Consent Calendar as follows:

- 4.1 Adoption of EOPS and CARE Budgets and Project Plan for 2002-2003
- 5.1 Approval of Purchase Order Schedule PO 2002/03-05
- 5.2 Approval of Travel Authorizations Schedule T 2002/03-05
- 5.3 Approval of Quarterly Financial Report Quarter Ended September 30, 2002
- 5.4 Approval of Agreement with the College of the Canyons Foundation and the Santa Clarita Community College District for Fund 83 – Agency Fund for Foundation Capital Campaign Donations
- 5.5 Approval of Proposal with MAXIMUS, Inc., to Provide Ongoing Base Re-Inventory Service
- 5.6 Ratification of Capital Lease with Fleet Capital Leasing – Global Vendor Finance
- 7.1 Approval of Personnel Schedule PERS 2002/2003-08

**CONSENT
CALENDAR
(2)**

Motion: Jenkins Second: Gillis Record of Board Vote: 5-0

The Board recognized Dr. Pamela Brogdon-Wynne for her dedication to the EOPS/CARE program. Dr. Brogdon-Wynne thanked the Board for their support.

The Board moved Approval/Ratification of Budget Transfers as follows:

Motion: Fortine Second: Tichenor Record of Board Vote: 5-0

**APPROVAL/
RATIFICATION OF
BUDGET
TRANSFERS
(5.7)**

The Financial Report for month ending September 30, 2002 was presented as information.

**FINANCIAL REPORT
MONTH ENDING
SEPTEMBER 30, 2002
(5.8)**

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The Board moved Approval of Board Policy 533 – Student Grades or Grading Review Policy, First Reading.

**APPROVAL OF
BOARD POLICY 533-
STUDENT GRADES
OR GRADING
REVIEW, FIRST
READING
(8.1)**

Motion: Tichenor Second: Jenkins Record of Board Vote: 5-0

The Board moved Approval of Board Policy 815-Computer & Network Use for Faculty, Staff, & Administrators, First Reading.

**APPROVAL OF
BOARD POLICY 815-
COMPUTER &
NETWORK USE FOR
FACULTY, STAFF, &
ADMINISTRATORS,
FIRST READING
(8.2)**

Motion: Jenkins Second: Gillis Record of Board Vote: 5-0

The Board moved Approval for the Second Readings on the following Board Policies:

**APPROVAL/SECOND
READINGS OF
BOARD POLICIES
514 – 521
(Items 8.3 – 8.10)**

- 8.3 Board Policy 514 – Associated Students Organization, Second Reading
- 8.4 Board Policy 515 – Financial Responsibility of the Associated Students, Second Reading
- 8.5 Board Policy 516 – Associated Students Funds, Second Reading
- 8.6 Board Policy 517 – Student Clubs and Organizations, Second Reading
- 8.7 Board Policy 518 – Guest Speakers, Second Reading
- 8.8 Board Policy 519 – Calendar of Activities, Second Reading
- 8.9 Board Policy 520 – Publicity and News Releases, Second Reading
- 8.10 Board Policy 521 – Posters and Advertisements, Second Reading

Motion: Fortine Second: Gillis Record of Board Vote: 5-0

The Board accepted the resignation of Ms. Monika Bucknell from the Measure C Citizens' Oversight Committee and moved to appoint Mr. J. Conroy as her replacement.

**APPROVAL OF
REPLACEMENT FOR
A MEMBER OF
MEASURE C
CITIZENS'
OVERSIGHT
COMMITTEE
(9.1)**

Motion: Fortine Second: Tichenor Record of Board Vote: 5-0

- ✓ Dr. Van Hook announced that a packet of information highlighting the Board of Governors meeting and visit to our campus had been distributed to them.
- ✓ Member Jenkins noted that the Board of Governors is planning to adopt a statement in support of the bi-lateral governance system at their meeting.
- ✓ President MacGregor reminded the Board of the CCLC Legislative Conference in San Jose, November 14-16, 2002. She noted COC would be making two presentations; "COC Institute on Teaching & Learning" and "Planning for Your GO Bond Election: A District Perspective."

**UPDATE ON
LEGISLATION
(9.2)**

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Mr. Dermody noted that:

- ✓ The next Academic Senate meeting on November 14 and they will begin discussion on the statewide Academic Senate's paper on Ethics and Professionalism.

**ACADEMIC SENATE
REPORT
(10.1)**

Ms. Mayer announced that:

- ✓ The Classified Coordinating Council will host the 14th Annual Holiday Arts & Crafts Fair on November 16 and 17. It will be held in parking lot #8.
- ✓ The Homeless Aid Drive has their designated drop-off at the switchboard for anyone wishing to make donations to benefit the homeless.

**CLASSIFIED
COORDINATING
COUNCIL REPORT
(10.2)**

Dr. Van Hook announced that:

- ✓ The music department presented a "Concert Sampler" on October 26 in the cafeteria, demonstrating the talent we have at COC in our students and faculty. She noted that Ms. KC Manji, the newest addition to the music department, filled in for the bass player in Dirk Fischer's jazz band and dazzled them all!
- ✓ The two Press Conferences for the University Center and Proposition 47 were a huge success. Dr. Van Hook thanked the Public Information Office (Ms. Sue Bozman, Mr. John McElwain, and Mr. John Green) and President MacGregor, Member Jenkins, and Member Tichenor for their help and involvement. COC received wonderful coverage on both of these conferences.
- ✓ She is continuing to meet with University Center donors. Mr. B.J. Atkins has enthusiastically volunteered to chair the \$5,000 to \$25,000 gift level leadership effort.
- ✓ She met with Ms. Alexis Fernandez, a new Foundation board member who will be the chairwoman for President's Circle. A lunch for new members and possible prospects to the President's Circle was held yesterday.
- ✓ The Scholarly Presentation by Mr. Greg Nishiyama was a great success.
- ✓ The Association for Lifelong Intergenerational Voluntary Education (ALIVE) held its initial meeting on campus October 22 and included 50 individuals. A senior expo is planned for May 3, 2003 at COC and exciting things to come.
- ✓ We have been working with the Chancellor's Office on the Letter of Intent of the approval of the Canyon Country Education Site and expect to receive a letter from CPEC authorizing us to proceed with the Needs Study. If we don't receive this letter by Saturday, Dr. Van Hook will be addressing the Board of Governors about this topic at their meeting held on our campus next week.
- ✓ Ms. Coleal did a great job taking on a leadership role at the ACBO conference held in Oxnard, as Ms. Coleal and Ms. Mary Ann Bardin helped to organize this event.
- ✓ The Board is receiving a copy of the new Strategic Plan and Fact Book, which was put together by Dr. Barry Gribbons and his staff along with input from others on campus. They include accomplishments, strategic goals, and planning impacts. These documents will be put on a CD and distributed to the Board shortly.

**SUPT-PRESIDENT'S
REPORT
(10.3)**

Ms. Morris commented that:

- ✓ She attended the fall ACHRO Leadership Conference in San Diego in October. Ms. Mary Dowell and her legal firm were extremely informative at the conference.
- ✓ The Human Resource department participated in the Career Fair held on campus, getting the word out about our need for Adjunct faculty members.

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Dr. Hartley noted that:

- ✓ He participated in Principal for a Day and spent the morning with the Superintendent of the Castaic School District.
- ✓ He attended the CIO Conference. Dr. Carter Doran has been retained as the executive secretary for the CIO.
- ✓ The Los Angeles Police Department has expressed a desire to have a strong educational partner to sponsor their training programs. Mr. Bob Brode (Administration of Justice) and Dr. Hartley met with LAPD and will be working on an agreement with them to provide services.

Ms. Coleal reported that:

- ✓ The ACBO conference was a great experience and she was one of three coordinators for the event.
- ✓ Dr. Van Hook made a presentation at the ACBO conference on "A District's Perspective on GO Bonds."
- ✓ Next year, Fiscal Services will be transferring to "PeopleSoft" on July 1, 2003. Ms. Cindy Grandgeorge, who has been working with LACOE, has confirmed with LACOE that they will use our campus as a training facility for their programs. They visited our campus, loved our technology center, and will be using our campus for that reason beginning next year.

Member Jenkins attended the University Center Press Conference, the Measure C Oversight Committee meeting. She noted how well prepared and informed this committee was at the meeting. She encouraged all trustees to attend the meeting of the Board of Governors next week.

**REPORTS BY
STUDENT TRUSTEE
AND BOARD
MEMBERS
(10.4)**

Member Tichenor reported he attended the Scholarly Presentation, the House Subcommittee Hearing for the Department of Defense held at COC on October 25, the press conferences for the University Center and Proposition 47, the Zonta Roast honoring City Council Member Mr. Bob Kellar, and participated in phone banking for Prop 47. He also attended the "Band Rampage" event held at COC for marching bands. He noted the Hart District's sincere appreciation to COC for hosting this event again on our campus.

Member Gillis attended the President's Circle dinner and participated in phone banking with the democratic club during the elections.

Member Fortine attended the Scholarly Presentation, was a speaker at La Mesa Junior High School's Parent Advisory Council, attended President's Circle, COC Partnership workshop, the Accreditation Team's exit review, the Zonta Roast and was Principal for a Day, working with Mr. Dave LeBaron at Academy of the Canyons. He enjoyed his day discussing the Academy as well as Mr. LeBaron's role as principal at The Learning Post.

President MacGregor was Principal for a Day at Sky Blue Mesa Elementary School, working with a dynamic principal, who is involved in the new standards for testing. She has been a speaker for 10-15 events in the last month promoting Prop 47, but always ended up talking about the college, including one presentation about each department at COC. She also attended the Zonta Roast, President's Circle dinner, and other community events.

The Board expressed their thanks to Ms. Coleal and Ms. Shari Bricker for the information provided to the Board regarding the bid for printing costs.

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None.

**COMMENTS BY
AUDIENCE – ITEMS
NOT ON AGENDA
(10.5)**

None.

**REQUESTS/RECAP
BY BOARD
MEMBERS FOR
FUTURE ITEMS ON
AGENDA
(10.6)**

President MacGregor announced the next meeting would be the annual Organizational and Business meeting on Wednesday, December 4, 2002 at 5:00pm in the Staff Dining Room.

**ANNOUNCEMENT OF
NEXT MEETING
(12-4-02) AND
ADJOURNMENT
(11)**

There being no further business, the meeting was adjourned at 7:55p.m.

Mr. Ernest L. Tichenor, Clerk
Board of Trustees
Santa Clarita Community College District

Dr. Dianne G. Van Hook
Superintendent-President
College of the Canyons

Entered in the proceedings of the District _____