

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

ORGANIZATIONAL AND BUSINESS MEETING
WEDNESDAY, DECEMBER 1, 2004
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, December 1, 2004, by Vice 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 (arrived 5:22 pm)
 Mr. Steven Vanover, Student Trustee (departed 7:10 pm)

Others Present: Dr. Dianne Van Hook, Superintendent-President
 Ms. Sharlene Coleal, Vice President, Business Services
 Dr. Michael Wilding, Interim Asst. Superintendent/VP, Student Services
 Dr. Barry Gribbons, VP, Institutional Development, Technology & Online Services/
 Interim Asst Superintendent
 Dr. Carole Long, Interim VP, Instruction and Community Extension
 Ms. Diane Fiero, Vice President, Human Resources
 Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Presenters: Ms. Mary Dowell, Attorney, Liebert Cassidy Whitmore

Vice 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:

- 1.2a Conference with Labor Negotiator
 Santa Clarita Community College District Representatives:
 Dr. Michael Wilding
 Part Time Faculty United-AFT Local 6262
(pursuant to Government Code §54957.6)
- 1.2b Public Employee Discipline/Dismissal/Release
(pursuant to Government Code §54957)
- 1.2c Conference with Real Property Negotiator
 Property: Sierra Highway between Sand Canyon Road and Soledad Canyon Road
 Agency Negotiators: Dr. Dianne Van Hook and Mr. Jim Schrage
 Negotiating Parties: Mr. Bob Kellar and Mr. Marty Kovacs
 Under Negotiation: Price and Terms of Payment
(pursuant to Government Code §54956.8)

**CLOSED SESSION
 (1.2)**

Those present in Closed Session were Coleal, Fiero, Fortine, Gillis, Jenkins, Long, MacGregor, Tichenor (arrived 5:22pm), Van Hook, and Wilding.

The Board returned to Open Session at 6:44 pm. President Tichenor announced the Board took no action in Closed Session.

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President Tichenor asked Dr. Gribbons to lead the flag salute.

**FLAG SALUTE
(1.3)**

President Tichenor 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)**

The Board moved approval of the Agenda for the meeting.

**APPROVAL OF AGENDA
(1.5)**

Motion: MacGregor Second: Fortine Record of Board Vote: 5-0
Student Trustee: Aye

With the addition of the time the Board moved to closed session at the October 27th meeting, the Board moved approval for the minutes of 10/27/04 as follows:

**APPROVAL OF MINUTES
(10/27/04 and 11/10/04)
(1.6)**

Motion: MacGregor Second: Fortine Record of Board Vote: 4-1-0
(Abstain: Tichenor)
Student Trustee: Aye

The Board moved approval for the minutes of 11/10/04 as follows:

Motion: MacGregor Second: Fortine Record of Board Vote: 5-0
Student Trustee: Aye

Dr. Van Hook presented a 10-year pin to Ms. MacGregor and a 20-year pin to Ms. Jenkins, in recognition of their years of service with the college.

**RECOGNITION/
INFORMATION
(1.7)**

Mr. Fortine nominated Ms. MacGregor as President and Ms. Jenkins as Vice-President, and they accepted the nominations.

**ELECTION OF BOARD
OFFICERS
(1.8)**

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

Ms. MacGregor nominated Mr. Fortine as Clerk, and he accepted the nomination.

Motion: MacGregor Second: Gillis Record of Board Vote: 5-0
Student Trustee: Aye

The Board unanimously approved Dr. Dianne Van Hook to remain as Secretary-Parliamentarian to the Governing Board.

Dr. Van Hook presented Mr. Tichenor with a glass engraved frame of the Performing Arts Center, commending him on his excellent year of service as President of the Board. He thanked Dr. Van Hook and the Board for their support.

The Board moved Approval for the Meeting Dates for 2005 as presented. It was moved and approved to change the closed session start time to begin at 5:30 pm and open session to begin at 7:00 pm for the 2005 meetings.

**APPROVAL OF MEETING
DATES FOR 2005
(1.9)**

Motion: MacGregor Second: Jenkins Record of Board Vote: 5-0
Student Trustee: Aye

The Board moved Approval of Resolution No. 2004/05-12: Certification of Signatures as follows:

**APPROVAL OF
RESOLUTION NO.
2004/05-12:
CERTIFICATION OF
SIGNATURES
(1.10)**

Motion: MacGregor Second: Fortine Record of Board Vote: 5-0
Student Trustee: Aye

Items 8.11 and 8.12 were removed from the agenda. The Board moved approval of the Consent Calendar as noted below:

**CONSENT CALENDAR
(2)**

- 3.1 Approval of Payments for Supplemental Services
- 5.1 Approval of Purchase Order Schedule PO 04/05-05
- 5.2 Approval of Travel Authorizations Schedule T 04/05-06
- 5.3 Approval of Resolution No. 2004/05-11: Designation of the Official Representative and Alternate Representative to the Statewide Association of Community Colleges (SWACC) Joint Powers Authority (JPA) Board of Directors
- 5.4 Ratification of Second Amendment to Constellation NewEnergy, Inc., Electricity Service Agreement
- 6.1 Approval of Construction Change Orders for the Performing Arts Center
- 6.2 Approval of Construction Change Orders for Music/Dance Lab
- 6.3 Approval of Notice of Contract Completion for Performing Arts Center
- 7.1 Approval of Personnel Schedule PERS 2004/2005-09

A. **ACADEMIC PERSONNEL**

1. Employment – Regular

Deborah Gear, American Sign Language Instructor, start date **January 7, 2005**, salary pending. Position No. 493020-AC1.

Rebecca Eikey, Chemistry Instructor, start date **January 7, 2005**, salary pending. Position No. 190500-AC2.

Kelly Burke, Biology Instructor, start date **January 7, 2005**, salary pending. Position No. 040100-AC04.

B. **CLASSIFIED PERSONNEL**

1. End of Service

Withdraw rescinded employment offer to Michael Rousselo. Mr. Rousselo's hire, effective 12/1/04 is reinstated.

2. Employment – Regular

Carol Bean, Program Specialist I (DSP&S), start date **December 6, 2004, Classified Represented Salary Schedule B, Range 25, Step 2 (\$3283)**.

Nancy Duffy, Administrative Assistant II (Occupational Programs), start date **January 3, 2005, Classified Represented Salary Schedule B, Range 25, Step 2 (\$3283)**.

Note: Due to reinstatement of offer of hire to Michael Rousselo, the placeholder for Custodian is no longer needed. The placeholder for Student Services Technician II (Degree Audit Evaluator; in house opening), is also being withdrawn as the position is being opened to the public.

C. **MANAGEMENT PERSONNEL**

2. Employment – Regular

Tara Kane, Box Office Manager, start date **12/13/04, \$48,000 annually**.

- 8.1 Approval of Agreement Between Santa Clarita Community College District and Community Memorial Hospital of San Buenaventura for the Associate Degree Nursing Collaborative
- 8.2 Approval of Agreement Between Santa Clarita Community College District and Ventura Community College District for the Associate Degree Nursing Collaborative

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- 8.3 Approval of Agreement Between Santa Clarita Community College District and Glendale Adventist Medical Group for the Associate Degree Nursing Collaborative
- 8.4 Approval of Agreement Between Santa Clarita Community College District and Glendale Community College for the Associate Degree Nursing Collaborative
- 8.5 Approval of Agreement Between Santa Clarita Community College District and Los Angeles Community College District/Los Angeles Pierce College for the Associate Degree Nursing Collaborative
- 8.6 Approval of Agreement Between Santa Clarita Community College District and Los Angeles Community College District/Los Angeles Valley College for the Associate Degree Nursing Collaborative
- 8.7 Approval of Agreement Between Santa Clarita Community College District and Sherman Oaks Hospital/Grossman Burn Center for the Associate Degree Nursing Collaborative
- 8.8 Approval of Agreement Between Santa Clarita Community College District and Ventura Community College District for the 126 Corridor Biotechnology Education and Training Collaborative
- 8.9 Approval of Agreement Between Santa Clarita Community College District and Riverside Community College District for California Alliance for Digital Manufacturing Grant
- 8.10 Approval of Agreement Between Santa Clarita Community College District and South Orange County Community College District/Saddleback College for California Alliance for Digital Manufacturing Grant

Motion: MacGregor Second: Jenkins Record of Board Vote: 5-0
Student Trustee: Aye

The Board moved Approval /Ratification of Budget Transfers.

**APPROVAL/
RATIFICATION OF
BUDGET TRANSFERS
(5.5)**

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

The Financial Report for Month Ending October 31, 2004 was presented as information to the Board.

**FINANCIAL REPORT –
MONTH ENDING
OCTOBER 31, 2004
(5.6)**

Motion: MacGregor Second: Jenkins Record of Board Vote: 5-0
Student Trustee: Aye

The Board moved Approval of Cable Contract for Classroom/High Tech Building Construction Project to SBC in the amount of \$6,481 plus applicable taxes.

**APPROVAL OF CABLE
CONTRACT FOR
CLASSROOM/HIGH
TECH BUILDING
CONSTRUCTION
PROJECT (6.4)**

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

The Board moved Approval of Contract with Nexus I.S., Inc. for Communications Engineering Services for Campus Infrastructure (GO Bond Project) in the amount of \$9,885.

**APPROVAL OF
CONTRACT WITH
NEXUS I.S., INC. FOR
COMMUNICATIONS
ENGINEERING
SERVICES FOR CAMPUS
INFRASTRUCTURE (GO
BOND PROJECT) (6.5)**

Motion: Jenkins Second: Fortine Record of Board Vote: 5-0
Student Trustee: Aye

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The Board moved Approval of Addendum #01 to Contract for Professional Services Agreement with Fredrick E. Little for Inspection Services of GO Bond Projects in the amount of \$25,000.

Motion: MacGregor

Second: Gillis

Record of Board Vote: 5-0

Student Trustee: Aye

**APPROVAL OF
ADDENDUM #01 TO
CONTRACT FOR
PROFESSIONAL
SERVICES AGREEMENT
WITH FREDRICK E.
LITTLE FOR
INSPECTION SERVICES
OF GO BOND PROJECTS
(6.6)**

Ms. Mary Dowell, attorney with Liebert Cassidy Whitmore, provided a presentation and workshop for the Board on Conflicts of Interest. A copy of her presentation and handouts are hereby made a part of these minutes as if fully set forth herein.

**BOARD WORKSHOP –
CONFLICTS OF
INTEREST (10.1)**

Dr. Van Hook reported that:

- ✓ Prop 98 revenues should come in higher than expected, but it appears most will be diverted to K-12.
- ✓ The CEO Board is going to consider the workgroup funding formula proposal this week. Many CEOs are finding the proposed funding formula would not benefit their districts.

**UPDATE ON
LEGISLATION (10.2)**

Mr. Dermody was not present.

**ACADEMIC SENATE
REPORT
(11.1)**

Ms. Mayer announced that:

- ✓ The Classified Coordinating Council's (CCC) craft fair on November 20 and 21 had 70 vendors and they grossed \$4,000.
- ✓ The CCC will be participating in the Operation Gratitude program.

**CLASSIFIED
COORDINATING
COUNCIL REPORT
(11.2)**

Dr. Van Hook announced that:

- ✓ She attended the craft fair over the weekend.
- ✓ Tonight, the soroptomists held their meeting in the PAC and they'll talk about the University Center and endowment campaigns.
- ✓ On December 8, we are having a thank you reception for those people involved along the way with helping make the PAC a reality.
- ✓ President' Circle attendance is up to 157 for Saturday night's event. There are new people who have been invited and it should be a great event.
- ✓ We have a large list of musical performances for the holiday season happening all over the campus.
- ✓ The college participated in the Festival of Trees event this year.
- ✓ Following that event, Mr. Tom Peterson, who purchased one of the trees, donated it to the Performing Arts Center for display during the holiday season. It is now in the PAC for the season.

**SUPT-PRESIDENT'S
REPORT
(11.3)**

Dr. Long noted she attended the workshop on student learning outcomes in Sacramento and found it very helpful.

Mr. Vanover left the meeting at 7:10 pm to study for finals.

Mr. Gillis suggested the COC Foundation may want to consider holding a workshop with an attorney to discuss non-profit organizations and their rights and responsibilities according to the law.

**REPORTS BY STUDENT
TRUSTEE, STAFF
MEMBERS, AND BOARD
MEMBERS
(11.4)**

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Mr. Fortine participated in the Hart District superintendent community input meetings and the CCLC conference in Anaheim.

Ms. Jenkins attended the CCLC conference, the under-funded district caucus meeting, and the CCCT Board meeting. She thanked Dr. Van Hook and Dr. Gibbons for their help in putting together the University Center presentation at the CCLC conference.

Ms. MacGregor also attended the conference, the Three Irish Tenors concert, and the Secretary of Education's (Mr. Rod Paige) presentation last Monday on "No Child Left Behind" in the PAC. She reminded the Board of the FLEX workshop on January 11th in R-206 and encouraged their attendance.

Mr. Tichenor also attended the Secretary of Education's discussion in the PAC, the SCV Council PTA's dinner, where they presented the college with a plaque for our involvement in their organization for the past year.

Ms. Edel Alonso, counselor and vice-president of the Academic Senate noted she attended the meeting tonight in Mr. Dermody's absence.

**COMMENTS BY THE
AUDIENCE FOR ITEMS
NOT ON THE AGENDA.
(11.5)**

Requests included:

- ✓ Suggesting to the Foundation that they hold a workshop with an attorney who specializes in non-profit organizations.
- ✓ An update/status report on the diversity of the campus staff and employees.
- ✓ A future workshop for the Board on Conflicts of Interest for filing Economic Interest Disclosure statements.
- ✓ Scheduling a Board workshop at the end of January or early February 2005.

**REQUESTS/RECAP OF
REQUESTS MADE
DURING THE MEETING
BY BOARD MEMBERS
TO HAVE AN ITEM ON A
FUTURE AGENDA
(11.6)**

President Tichenor announced the next meeting will be on Wednesday, January 19, 2005, in S-132, Staff Dining Room, College of the Canyons Student Center. Closed Session will be held at 5:30 pm, Open Session at 7:00 pm.

**ANNOUNCEMENT OF
NEXT MEETING
(01/19/05) AND
ADJOURNMENT
(12)**

There being no further business, the meeting was adjourned at 10:12 p.m.

Mr. Bruce D. Fortine, Clerk
Board of Trustees
Santa Clarita Community College District

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

Entered in the proceedings of the District _____