

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, DECEMBER 3, 2003
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, December 3, 2003, by Board President Bruce Fortine, 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
 Mr. Earl Foust III, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President
 Dr. Philip L. Hartley, Executive Vice President/Assistant Superintendent
 Ms. Sharlene Coleal, Dean, Business Services
 Dr. Michael Wilding, Acting Vice President, Human Resources & Student Affairs
 Mr. Michael Dermody, Academic Senate President
 Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

President Fortine declared a quorum and called the meeting to order at 5:00 p.m.

**QUORUM
 ESTABLISHED
 (1.1)**

The Board moved to Closed Session to discuss the following:

**CLOSED SESSION
 (1.2)**

- 1.2a Conference with Labor Negotiator
 Santa Clarita Community College District Representative:
 Dr. Michael Wilding
 College of the Canyons Faculty Association (COCFA)
- 1.2b Public Employee Discipline

Those present in Closed Session were Coleal, Fortine, Gillis, Hartley, Jenkins, MacGregor, Schrage, Tichenor, Van Hook, and Wilding.

The Board returned to Open Session at 6:50 p.m. and announced that no action was taken in Closed Session.

Mr. Dermody introduced three members of Boy Scout Troup ###, who were present as part of a badge requirement to attend a meeting of an elected Board. President Fortine asked Chris Rosenberger from Arroyo Seco Junior High and a member of the Troup, to lead the flag salute.

**FLAG SALUTE
 (1.3)**

President Fortine 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)**

**Board of Trustees Minutes – Organizational & Business Meeting
December 3, 2003**

2003/04-47

The Board moved approval of the Agenda for the meeting, with the correction to Item 1.10.

**APPROVAL OF AGENDA
(1.5)**

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

The Board moved approval of the minutes for November 12, 2003 as follows:

**APPROVAL OF MINUTES
(11/12/03)
(1.6)**

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

Dr. Van Hook administered the Oath of Office to Mr. Fortine, Mr. Gillis and Mrs. Jenkins as part of their re-election as members of the Board of Trustees.

**RECOGNITION/
INFORMATION
(1.7)**

Dr. Van Hook then recognized the College and our Civic Center department by showing sections from the television series “JAG” that were filmed on our campus.

Mrs. MacGregor nominated Mr. Tichenor as President, and he accepted the nomination.

**ELECTION OF OFFICERS
(1.8)**

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

Mrs. Jenkins nominated Mr. Gillis as Vice-President, and he accepted this nomination.

Motion: Jenkins Second: Tichenor Record of Board Vote: 3-2
(MacGregor & Fortine)
Student Trustee: Aye

Mrs. MacGregor nominated Mrs. Jenkins as Clerk, and she 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. Fortine with an engraved glass name plate for his desk as a token of her appreciation for his service as the President of the Board this past year.

Mrs. MacGregor and Mrs. Jenkins also thanked Mr. Fortine for his involvement, contributions, and time he spends attending community events, advocating on behalf of the college at every turn.

Mr. Fortine thanked the Board members and Dr. Van Hook for their comments, noting it is a pleasure to serve on the Board and to talk about the college in the community. He is pleased to do what he does on the college's behalf, as it comes easily, due to the fact that each person employed here is dedicated to making it a better place and makes the job enjoyable.

**Board of Trustees Minutes – Organizational & Business Meeting
December 3, 2003**

2003/04-48

Mrs. Jenkins noted that she would prefer, when possible, to avoid canceling the second meetings of a month as it makes the following month's meeting much longer and more involved. She also offered the Board's support to the President's office staff and asked the administration to adhere to deadlines for the agenda item due dates, noting if items aren't turned in on time, they will have to be placed on the next meeting. Mrs. MacGregor discussed having brief presentations from different departments at each meeting also. Dr. Van Hook agreed that one presentation at each meeting, rather than two or more at one meeting, is a good suggestion.

**APPROVAL OF MEETING
DATES FOR 2004
(1.9)**

The Board moved Approval for the Meeting Dates for 2004.

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

The Board moved approval of changes/revisions to section titles on the Board of Trustees' agenda format.

**APPROVAL OF
CHANGES/REVISIONS
TO SECTION TITLES ON
THE BOARD OF
TRUSTEES' AGENDA
FORMAT
(1.10)**

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

The Board moved Approval of Resolution 2003/04-10: Certification of Signatures as follows:

**APPROVAL OF
RESOLUTION 2003/04-
10: CERTIFICATION OF
SIGNATURES
(1.11)**

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

Dr. Van Hook noted the terms of the contracts for Ms. Salvatori and Mr. Williams (Item 7.2 and 7.3, respectively) should be corrected to reflect a term of November 17, 2003 through June 30, 2006. This will keep all contracts consistent. The Board moved approval of the Consent Calendar as noted below:

**CONSENT CALENDAR
(2)**

- 5.1 Approval of Purchase Order Schedule PO 03/04-05
- 5.2 Approval of Travel Authorizations Schedule T 03/04-06
- 5.3 Approval of Budget Parameters for Fiscal Year 2004-05
- 5.4 Approval of Proposal – Vavrinek, Trine, Day & Co., LLP, for Annual GO Bond Performance Audit
- 5.5 Approval of Proposal – Vavrinek, Trine, Day & Co., LLP, for Additional Services Related to Entity-Wide GASB 35 Financial Statements
- 5.6 Authorization for Cash Loans – Annual Review of Existing Loans for Fiscal Year 2003/04
- 5.7 Approval of Process for Ratification of Independent Contractor Agreements Signed by District Designee Up to \$2,000 per Agreement
- 6.1 Approval of Change Order #01 for the FY01/02 Scheduled Maintenance Project: Replace Sidewalks
- 6.2 Approval of Consultant Agreement for Mechanical Engineering Services for Scheduled Maintenance Mechanical Systems Projects
- 6.3 Approval of Change Order #01 for the Campus Map Kiosks Project
- 6.4 Approval of Change Orders for the Performing Arts Center Project
- 7.1 Approval of Personnel Schedule PERS 2003/2004-08
- 7.2 Approval of Administrator's Employment Contract (S. Salvatori)
- 7.3 Approval of Administrator's Employment Contract (R. Williams)
- 7.4 Approval of College of the Canyons Faculty Association (COCFA)
CTA/NEA Agreement for 2003/2004

**Board of Trustees Minutes – Organizational & Business Meeting
December 3, 2003**

2003/04-49

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

**CONSENT CALENDAR
(2) con't**

Ms. Bozman expressed her appreciation to the Board for their support of Ms. Gloria Jackson and Ms. Mary Haines and the approval of their reclassification. She noted their job responsibilities have been expanded over the last few years and with the changes in our mail processing, these two ladies have saved the college a significant amount of money. They have new duties and responsibilities, and they do a wonderful job every day, playing a key role for staff, students, faculty and visitors to the campus. Dr. Van Hook and the Board noted the incredible impact they have as a first impression of our college, and they represent us superbly on a daily basis, both in person and with each phone call they take. Ms. Jackson and Ms. Haines thanked them for their comments and support.

The Board moved Approval/Ratification of Budget Transfers as presented.

**APPROVAL/
RATIFICATION OF
BUDGET TRANSFERS
(5.8)**

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

The Board moved Approval of the Agreement Between Santa Clarita Community College District and County of Ventura – Workforce Investment Board.

**APPROVAL OF
AGREEMENT BETWEEN
SCCCD & COUNTY OF
VENTURA–WORKFORCE
INVESTMENT BOARD
(5.9)**

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

The Financial Report for Month Ending October 31, 2003 was presented as information to the Board.

**FINANCIAL REPORT
MONTH ENDING
OCTOBER 31, 2003
(5.10)**

Mr. Jim Schrage was present at the meeting to present the results of the bids for this project. Upon hearing the results, the Board moved Approval to Award Contract for the Scheduled Maintenance Mechanical Systems Projects to Pacific Mechanical Services, Inc. in the amount of \$124,621.

**APPROVAL TO AWARD
CONTRACT FOR THE
SCHEDULED
MAINTENANCE
MECHANICAL SYSTEMS
PROJECTS
(6.5)**

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

Mr. Schrage presented the Board with the information regarding the lowest responsive bidder for this project. Based on this information, the Board moved Approval to Award Contract for Electrical Scheduled Maintenance Projects to Procal Electric, Inc. in the amount of \$460,013.

**APPROVAL TO AWARD
CONTRACT FOR
ELECTRICAL
SCHEDULED
MAINTENANCE
PROJECTS
(6.6)**

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

Dr. Van Hook announced that:

- ✓ We plan to get legislators to our campus in January.
- ✓ She and Ms. Bozman will work on a document to send to our legislators highlighting items of concern in order for them to provide input to the Governor with regards to the development of the community college proposal.
- ✓ We have heard the Governor is hoping to obtain legislator support for the suspension of Proposition 98, which could be devastating for public education.

**UPDATE ON
LEGISLATION
(9.1)**

**Board of Trustees Minutes – Organizational & Business Meeting
December 3, 2003**

2003/04-50

- ✓ Cindy Grandgeorge worked closely with Scott Lay (CCLC) as they have revisited the proposed changes in finance mechanism for community colleges, prior to Mr. Lay's presentation to the CEOs at a recent meeting. Dr. Van Hook appreciated her efforts for this issue.

**UPDATE ON
LEGISLATION
(9.1) con't**

Mrs. Jenkins added that:

- ✓ The Chancellor's Office has narrowed their search for a new Chancellor down to three finalists.
- ✓ The Chancellor's office has also eliminated 5 appointments to the Board of Governors that Gray Davis made. This leaves the Board of Governors with possibly eight to nine open positions.
- ✓ At the CCCT meeting and CCLC Annual Conference, an emphasis was placed on how important the community college role is as they relate to employment training for business and industry and continued economic competitiveness.
- ✓ She talked about the "Missing Student" project that will be a part of the next "March in March" rally to Sacramento. There was some discussion with the administration and Mr. Foust about the idea of participating and attending.

Mr. Dermody noted that:

- ✓ The Board members are invited to participate in any of the January FLEX sessions that might be of interest.
- ✓ Two sabbaticals have been received, one of which will be forwarded to the Board for their approval soon.
- ✓ Dr. Van Hook is to be acknowledged and thanked for helping to support Soup & Surprise by providing the funding from her budget. Those that attend truly enjoy this event.

**ACADEMIC SENATE
REPORT
(10.1)**

Ms. Mayer had nothing to report

**CLASSIFIED
COORDINATING
COUNCIL REPORT
(10.2)**

Dr. Van Hook reported that:

- ✓ There was an article in the Orange County LA Times having to do with the funding disparity in building funds between systems. The article featured Cal State Fullerton, who is planning to construct a business and economic building for \$57 million. This will parallel the High Tech Building COC is planning to construct for less than \$8 million. She asked the Board members to remember and advocate for equity not only in per student funding, but also in facilities funding.
- ✓ The counseling department held an Open House on Monday and she appreciated them doing so.
- ✓ The journalism department and Canyon Call members were recently honored with 25 awards at their October conference. This is the most awards ever received at a conference by COC in the last seven years. While the Canyon Call is a small staff, they compete with the larger colleges and are to be commended for their extraordinary accomplishments.
- ✓ The student art sale started today and will run until December 17th in the Art Gallery.
- ✓ There are a number of holiday events going on around campus in the next few weeks, including the Symphonic and Orchestral Band concert and Sing-a-Long, the Choir concert, the Dance Concert, "Holiday Voices", the COC Holiday Party, and the President's Circle Holiday reception to be held in the Performing Arts Center.
- ✓ Dr. Pelkey was invited by the State Department to represent the United States and will travel to Central Asia in February.

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

**Board of Trustees Minutes – Organizational & Business Meeting
December 3, 2003**

2003/04-51

- ✓ Ms. Dena Maloney is to be congratulated for her work on the biotech project and the role she played in securing a \$1.2 million grant for working with the biotech industry. We will be administering the grant. Any training we conduct will generate additional revenue to cover costs.
- ✓ We will know by the end of the month where we stand on the combined source of funding from Workforce Investment Board, the Employment Training Panel and State Unemployment Department grant of \$3.1 million to work with biotech/ biomed industry.
- ✓ Ms. Kathleen Maloney, Ms. Bozman, Mr. John McElwain, Mr. John Green and Mr. Eric Harnish did an outstanding job putting together the press conference held on campus to announce the donations given to the University Center by The Newhall Land & Farming Company. They did an great job getting the word out about the press conference itself, the challenge gift for the University Center and our goal to meet an additional \$250,000 by the end of the year. She appreciated their hard work in making it happen.

**SUPT-PRESIDENT'S
REPORT
(10.3) con't**

Dr. Hartley reported that:

- ✓ We have finished discussions with Mount St. Mary's College and the good news is they will be a part of our University Center. They will offer a Saturday-Sunday program to be held for 6 weekends over a 15-18 week period. In particular, they will offer a MSN program next fall. This program is highly regarded, sought after, and will benefit our community and students tremendously. They will most likely offer two other bachelor programs (English and Gerontology) as well.
- ✓ He attended the last football game of the season, noting both teams played extremely well and with great sportsmanship.
- ✓ While there are a number of events on campus for December, he offered a recommendation for anyone to attend the Symphonic Band and Orchestra concert to be held on December 12th. He noted the accomplishments of Ms. K.C. Manji and her talents in the music department, having only been working on the program for about a year and a half.

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

Mr. Foust reported that:

- ✓ The ASG held their last meeting for the 2003 year.
- ✓ Last week, they appointed a new Senator of Social Affairs and another director position.
- ✓ Today a new (pending) club (Gay/Straight Student Alliance) held an event in the Honor Grove. They had bands, speakers, and a nice turnout.
- ✓ The ASG will be co-sponsoring their events with the clubs on campus. One idea will be a democratic debate in conjunction with the Speech & Debate club. The event is scheduled to be held on February 19th.
- ✓ There are plans for events for Valentine's Day, St. Patrick's Day, and a talent show.
- ✓ Mr. Tichenor has volunteered to participate in more class presentations in the future, helping to further student awareness of the Board of Trustees.
- ✓ There will be another Blood Drive with USC and will be held in February.
- ✓ He thanked the administration once again for allowing the ASG to run the concessions stands at football games. It garnered them over \$5,000 and the entire ASG was grateful for the opportunity.

Ms. MacGregor attended the Festival of Trees event (fundraiser for the Boys and Girls Club), the Foundation Board meeting, noting that Ms. Patty Fincher has resigned due to job conflicts. On behalf of the Board, she thanked the Foundation Board for the Library Associates event and for their contributions to the college. As the Foundation does not have a policy manual, she has volunteered to work on a committee to get one up for them, hopefully to be completed by

**Board of Trustees Minutes – Organizational & Business Meeting
December 3, 2003**

2003/04-52

She also reported that during lunch off campus today with Dr. Van Hook, they were interrupted several times by people stopping by to praise Dr. Van Hook and the work she is doing for the college and community. On behalf of the Board, she thanked Dr. Van Hook for her continued commitment.

**REPORTS BY STUDENT
TRUSTEE, STAFF
MEMBERS, AND BOARD
MEMBERS
(10.4) con't**

Ms. Jenkins attended the CCCT Board meeting and the CCLC Annual Conference in Oakland. She conducted the opening session at the conference, as the president of the CCCT was unable to attend. She also attended a workshop at the conference conducted by Ms. Dena Maloney, Mr. James Glapa-Grossklag, and Dr. Diana Watkins on connecting communities and bridging into the community. She complimented them on their organization and for the information provided.

She noted the college's sympathy on the passing of Ms. Ruth Newhall, Mr. Clark Kerr, Mr. Ian Harte, a COC employee, and Mr. Anthony Zamora, a COC student.

She also recognized Mr. Len Mohney for the great job he did during the half time show of the football game on KHTS radio.

Mr. Gillis had nothing to report.

Mr. Tichenor thanked the Board members for the honor of nominating him as president of the Board. He will be attending the President's Circle Holiday reception. He noted he is continually reminded of how the budget cuts have impacted the school where he teaches and yet things are running smoothly at COC.

Mr. Fortine attended the reception for the Newhall Auditorium, the Festival of Trees event, an Economic Development Committee meeting, and the WSC Bowl Game at COC. He noted another loss to the community of Mr. Keith Byrum, a superior court judge in Newhall.

He thanked the administration for their help in working with him the last year and to his fellow Board for allowing him to serve. He thanked Ms. Mayer for the opportunity to work with her during the year and appreciated her help. He noted he now understood why Mrs. MacGregor had pushed to get an assistant for the Board of Trustees, and appreciated it.

None.

**COMMENTS BY THE
AUDIENCE FOR ITEMS
NOT ON THE AGENDA.
(10.5)**

Mrs MacGregor requested to have several brief presentations throughout the year from various departments and groups on campus during the next year of meetings.

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

**Board of Trustees Minutes – Organizational & Business Meeting
December 3, 2003**

2003/04-53

President Fortine announced the first Business Meeting of 2004 will be held on Wednesday, January 21, 2004 in S-132. Closed Session is scheduled to begin at 5:00 pm, Open Session at 6:30 pm.

**ANNOUNCEMENT OF
NEXT MEETING
(01/21/04) AND
ADJOURNMENT
(11)**

There being no further business, the meeting was adjourned at 8:24 p.m.

Mrs. Michele R. Jenkins, 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 _____