

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

ORGANIZATIONAL and BUSINESS MEETING
WEDNESDAY, DECEMBER 3, 2008
MINUTES

The Organizational and Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, December 3, 2008, by President Ernie Tichenor in the Board Meeting Room (HSLH-137), College of the Canyons, 26455 Rockwell Canyon Road, Valencia, California.

Members Present: Mr. Bruce D. Fortine
Mrs. Michele R. Jenkins
Mrs. Joan W. MacGregor
Mr. Ernest L. Tichenor
Mr. Scott Thomas Wilk
Mr. Nicolas Cardenas, Student Trustee

Others Present: Dr. Dianne Van Hook, Chancellor
Dr. Mitjl Capet, Assistant Superintendent/Vice President, Instruction (departed 9:23pm)
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services
Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources and Interim VP,
Academic Affairs
Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology
and Online Services
Mr. Michael Dermody, President, Academic Senate (departed 9:38pm)
Ms. Lynne Mayer, Administrative Assistant to the Chancellor and the Board of Trustees

Special Presenters
and Others Present: Mr. Jim Schrage, Vice President, Facilities Planning, Operations, and Construction
Dr. Randy Good and Mr. Mark Osowski, Canyons Aquatic Club
Mr. Sherman Wong, Attorney, Public Agency Law Group
Mr. Mark Schneider, Ms. Pam Aytar and Ms. Sarah Smith - Chevron Energy Solutions
Deputy Chief Jim Powers, Mr. Tim Ottman, and Mr. Kurt Jerford – Los Angeles County
Fire Department
Dr. Floyd Moos, Dean, Fine and Performing Arts
Mr. Jerry Klassen, CEO, Klassen Construction Company
Mr. Jon Amador, Chair, RTVF Department
Ms. Sue Bozman, VP, District Communication, Marketing & External Relations
Dr. Dena Maloney, Founding Dean, Canyon Country Campus
Ms. Cindy Grandgeorge, Controller

President Tichenor declared a quorum and called the meeting to order at 5:10 pm.

**Quorum Established
(1.1)**

The Board moved to Closed Session in the Conference Room (HSLH-136), where they discussed 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)
(pursuant to Government Code §54957.6)
- 1.2b Conference with Labor Negotiator
Santa Clarita Community College District Representative: Mr. Jim Schrage
California Schools Employee Association (CSEA)
(pursuant to Government Code §54957.6)

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Those present in Closed Session were Capet, Coleal, Fortine, Gribbons, Jenkins, MacGregor, Schrage, Tichenor, Wilding, Van Hook and Wilk.

**Closed Session
(1.2) con't**

The Board returned to Open Session at 6:45 pm, and Mr. Tichenor announced no action had been taken in Closed Session.

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

**Flag Salute
(1.3)**

It was announced that Items 1.10, 5.6, 8.3, and 8.5 have been removed completely from this agenda. Corrections were distributed to items and/or contracts for Items 6.4, 6.10 and 6.12. Items 5.4, 6.11, 7.4 and 8.4 will be moved from the Consent Calendar and will be addressed under separate action for each. The Board moved approval of the agenda with the additional information presented for Item 7.1.

**Approval of Agenda
(1.4)**

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

Mr. Tichenor welcomed all present to the meeting and invited anyone wishing to address the Board to so indicate and they would be recognized.

**Welcome Guests
(1.5)**

Ms. MacGregor made minor revisions to the November 12th minutes, which were approved as amended by the Board at the time of the meeting.

**Approval of Minutes
(11/12/08)
(1.6)**

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

Dr. Van Hook introduced.

- ✓ Mr. David Martinez, who provided the Board with an overview and information on the Emerging Technology Program. The Board and Dr. Van Hook thanked Mr. Martinez for the hard work being done in the Engineering Department to the benefit of our students.

**Recognition/Up Close
(1.7)**

Ms. Jenkins nominated Ms. MacGregor as President and she accepted the nomination.

**Election of Board
Officers
(1.8)**

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

Ms. MacGregor nominated Mr. Wilk as Vice-President, and he accepted the nomination.

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

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

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

Mr. Fortine nominated Dr. Van Hook to continue as Secretary-Parliamentarian to the Governing Board, which she accepted.

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

Dr. Van Hook presented Mr. Tichenor with an engraved pilsner glass and a crystal bookend/paperwork noting the College's gratitude for his past year of service as President. Mr. Tichenor thanked Dr. Van Hook, the Board and the administration for

their support to him during this past year, noting a leader is only effective as the team surrounding him or her, and this team has been great to work with. Ms. Jenkins thanked him for putting forth the extra time to serve in this position.

**Election of Board Officers
(1.8) con't**

Ms. MacGregor noted she felt there should be a shorter break between the December and January meeting dates. There were several ideas and suggestions made at the meeting. The Board moved approval of the dates presented, with the provision that when needed we will try to incorporate another meeting in the December or January time frame.

**Approval of Meeting Dates for 2009
(1.9)**

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

This item was removed from the Agenda at the time of the meeting.

**Approval of Appointment of a Representative from the SCCCD Board of Trustees to the COC Foundation Board of Directors
(1.10)**

The Board moved Approval of Resolution No. 2008/09-07: Certification of Signatures as follows:

**Approval of Resolution No. 2008/09-07: Certification Of Signatures
(1.11)**

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

The Board moved approval of the Consent Calendar with the additional information provided for Item 7.1 as follows:

**Consent Calendar
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 3.2 Approval of Resolution 2008/09-09: Licensing Application for the Canyon Country Campus Center for Early Childhood Education
- 3.3 Approval of Resolution 2008/09-10: Designees Representing the Santa Clarita Community College District as the Administrator, Manager(s), or Agent(s) of the Valencia Campus and Canyon Country Campus Centers for Early Childhood Education
- 5.1 Approval of Purchase Order Schedule PO 08/09-05
- 5.2 Approval of Travel Authorizations Schedule T 08/09-11
- 5.3 Approval of Authorized District American Express Corporate Charge Card Holders – Annual Re-Approval for Calendar Year 2009
- 5.5 Approval of Independent Contract Agreement Between Santa Clarita Community College District and Mr. Jesse Munoz, Freelance Writer and Photographer
- ~~5.6 Approval of Agreement Between Santa Clarita Community College District and Coffee Kiosk for Specialty Coffee Services~~
- 6.1 Approval of Addendum #01 to Contract for Maintenance Facility Workstation Shop Fixtures at the Canyon Country Campus (PVI Products)
- 6.2 Approval of Contract for Geotechnical Services for the Baseball and Softball Fields Dugout Modernization Project (SubSurface Designs, Inc.)
- 6.3 Approval of Contract for Modernization Project for Bonelli Hall Third Floor Painting (Ryan Welch Painting)
- 6.4 Ratification Approval of Contract for Hasley Hall for Flooring (Floor Connection)
- 6.5 Approval of Contract for Surveying Services for the Library Expansion Construction Project (CRC Enterprises)

- 6.6 Approval of Contract for Library Expansion Construction Project (H&S Electric, Inc.)
- 6.7 Approval of Contract for HVAC Cleaning of the Student Center (California Power Vac)
- 6.8 Approval of Addendum #02 to Contract for Central Plant Construction Project (Tom Bertone Consulting)
- 6.9 Approval of Contract for Central Plant Construction Project (Trane Business Services)
- 6.10 Approval of Contract for Campus Infrastructure Project (Ventura Directional Drilling, Inc.)
- 7.1 Approval of Personnel Schedule PERS 2008/2009-9
- 7.2 Approval of Classified Administrator Employment Contract for Economic Development Executive Project Director
- 7.3 Approval of Classified Administrator Employment Contract for Director, Center for Applied Competitive Technologies (CACT)
- 8.1 Approval to Surplus Property Other than Land in Accordance with Board Policy 6550 (Computer Equipment)
- 8.2 Ratification of Agreement Between Santa Clarita Community College District and Signal Perfection Limited for Audio Equipment in the College of the Canyons' Stadium
- 8.3 ~~Approval of Agreements Between the Santa Clarita Community College District/MIS Department and CollegeNET for the Purchase of Additional Services for the Series 25 Software Product~~
- 8.4 Approval of Joint Use Agreement Between the Los Angeles County Fire District and the Santa Clarita Community College District for Del Valle Regional Training Center

**Consent Calendar
(2) con't**

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

Mr. Mark Osowski and Dr. Randy Good from Canyons Aquatic Club were present at the meeting to provide information about their organization and their use of our facility. They are a non-profit/volunteer based group with 550 swimmers using the COC pool. The Board moved Approval of Amendment to Agreement Between Santa Clarita Community College District and Canyons Aquatic Club.

**Approval of
Amendment to
Agreement Between
SCCCD and Canyons
Aquatic Club
(5.4)**

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

Mr. Schrage introduced Mr. Mark Schneider who, along with Ms. Pam Aytar and Ms. Sarah Smith (from Chevron Energy Solutions) showed photos of the Save-Mart center in Fresno, which is using Photovoltaic Panels. The Board inquired if it would be possible to put these panels in the south parking lot instead, as it offers a large, open area with lots of south facing solar exposure.

**Approval of Resolution
No. 2008/09-08: To
Adopt Certain Findings
and Approve Energy
Service Contract for
Installation of
Photovoltaic Panels
with Chevron Energy
Solutions Company for
the Valencia and
Canyon Country
Campuses
(6.11)**

This item was ultimately approved to be **removed** from the agenda and will be brought back for final approval later this month. Motion to remove is noted:

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

Dr. Van Hook provided a brief history of this project since the initial inception in 1991. Dr. Gribbons introduced representatives from the LA County Fire Department - Deputy Chief Jim Powers, Facilities Manager Tim Ottman, and Project Manger Kurt Duerfahrd. There was a question and answer period that followed, and a virtual fly-over video of what this facility will look like when it is completed was shown.

Approval of Joint Use Agreement Between the Los Angeles County Fire District and the SCCCDC for Del Valle Regional Training Center (8.4)

The Board moved Approval of Joint Use Agreement Between the Los Angeles County Fire District and the Santa Clarita Community College District for Del Valle Regional Training Center.

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

Mr. Schrage provided a brief review of how the Design/Build process occurs and how College of the Canyons became the fifth pilot project for community colleges with our expansion of the Fine Arts building. Dr. Floyd Moos noted he has 5 departments in his division who are involved in this project. He complimented Mr. Schrage on his coordination of this new undertaking, while still keeping the other construction projects on campus in order. Mr. Wong discussed the process of design/build and what is required by legislation and the steps that need to be followed. He noted that Klassen Construction met all of our needs as the builder for this project, and Klassen demonstrated their understanding of the needs of a design/build project. Mr. Wong noted he did not have time to deliver the final contract to the Board last week, but the amount of the contract is \$12,422,000.

Approval of Award of Contract for Design/Build of Fine Arts Expansion Project (6.14)

The Board noted they are in full agreement of approving Klassen Construction for this project, and were eager to do so when the contract was finalized. They moved to table this item and bring it back for final approval later this month. Motion to table the item is noted.

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

Mr. Wong provided a brief overview of this agreement. The Board moved Approval of Settlement Agreement with Compass Energy Solutions and Associates, J.V.

Approval of Settlement Agreement with Compass Energy Solutions and Associates, J.V. (6.15)

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

Ms. Coleal discussed the legal basis and requirements as dictated by the Internal Revenue Service (IRS), and reviewed this policy and procedure in a short PowerPoint.

Approval of the Monthly Cell Phone Allowance Salary Schedule (D) (7.4)

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

The Board moved Approval of Award of Contracts for Emerging Technologies Lab Training Program Equipment.

Approval of Award of Contracts for Emerging Technologies Lab Training Program Equipment (3.4)

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

The Board moved Approval of Payments for Supplemental Services for Full-Time Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date 2008-2009.

Approval of Payments for Supplemental Services for Full-Time Faculty; Information on

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The Board moved Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Construction Project.

Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Construction Project (6.13)

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

The Board moved Approval of Change Orders for the Hasley Hall Construction Project (Classroom/High Tech).

Approval of Change Orders for the Hasley Hall Construction Project (Classroom/High Tech) (6.16)

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

The Board moved Approval of Notice of Completion for Hasley Hall Construction Project (Classroom/High Tech).

Approval of Notice of Completion for Hasley Hall Construction Project (Classroom/High Tech) (6.17)

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

The Board moved Approval of Notice of Completion for the Dr. Dianne G. Van Hook University Center (Paving, Striping and Concrete Work).

Approval of Notice of Completion for the Dr. Dianne G. Van Hook University Center (Paving, Striping and Concrete Work) (6.18)

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

The Board moved Ratification of Contract for the Dr. Dianne G. Van Hook University Center Construction Project (The Rock Market).

Ratification of Contract for the Dr. Dianne G. Van Hook University Center Construction Project (The Rock Market) (6.19)

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

This item was removed from the agenda at the beginning of the meeting.

~~Presentation of Strategic Plan Accomplishments 2005-2008 (8.5)~~

The Board moved Approval of Appointment of Members to the Measure “M” Citizens’ Oversight Committee (Ms. Christine Lopez and Ms. Barbara Stearns-Cochran).

Approval of Appointment of Members to the Measure “M” Citizens’ Oversight Committee (10.1)

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

The Board moved Approval of Addition of Member to the Measure “C” Citizens’ Oversight Committee (Ms. Christine Lopez and Ms. Catherine Lynskey).

Approval of Addition of Member to the Measure “C” Citizens’ Oversight Committee (10.2)

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

Dr. Van Hook noted that:

- ✓ She had a new *“What They’re Saying...”* (written by Mr. Eric Harnish), which she distributed and briefly highlighted the key issues included therein.
- ✓ At the request of Senator Runner, we are in the process of defining 20 additional ways to help with reform at the state level that could generate over one billion dollars in savings.

**Update on Legislation
(10.3)**

Mr. Dermody had departed the meeting at this point.

**Academic Senate
Report
(11.1)**

There was not a representative present to report.

**Classified Senate
Report
(11.2)**

Ms. Jenkins noted she was not able to attend the last Foundation Board meeting last week. Dr. Van Hook announced the idea of a Foundation Resource Council was moved forward at the Foundation’s meeting.

**Board Liaison
Committee Member
Report
(11.3)**

Ms. Fiero noted that:

- ✓ She attended the Festival of the Trees event.
- ✓ She was appointed to Governing Board of the Boys and Girls Club.

**Chancellor’s Report
(11.4)**

Dr. Gribbons noted that:

- ✓ Tomorrow he will be going to Cal State L.A and then to Cal State Long Beach next week to secure new partnerships with the University Center.

Ms. Coleal:

- ✓ Thanked Cindy Grandgeorge and Kiyoko Koski for their help with the nanotechnology grant program.

Dr. Van Hook noted that:

- ✓ The Facilities Planning Department page on our intranet is great and has many helpful updates.
- ✓ Ms. Chris Miner put together another great waste reduction newsletter. Thanks to her efforts, we have gathered lots of used batteries in just a couple of days.
- ✓ The International Film Festival won a grant from The Tournees Festival. We are the only community college to be named as a recipient.
- ✓ Dr. Maloney has received information from Solar Electrical Systems in Westlake Village that their CEO (Greg Johanssen) got his start at COC. He would like to be involved in our energy project at Canyon Country.
- ✓ Our enrollment is up 18% over last fall, (up 39% from winter ‘08 to winter ‘09) and up 15% from last spring as well.
- ✓ She had been given copies of letters that our ESL students wrote to the Governor about the budget cuts, and she distributed them to the Board for their information.
- ✓ The Department of Finance released \$2.7 million for the University Center equipment, so we can start ordering.
- ✓ A week ago Friday. Dr. Martha Kanter’s husband, Carl Brown, who helped us start our technology program at COC and helped us acquire many grants, passed away. It is a great loss for they system.

Mr. Cardenas noted that:

- ✓ The ASG approved a \$1500 contribution for the second phase of the University Center Family Campaign.
- ✓ The ASG is planning to attend the January CCLC Legislative conference and participate with lobbying efforts for COC and community colleges.

**Reports by Student
Trustee, Staff Members,
and Board Members
(11.5)**

Mr. Wilk added that:

- ✓ He appreciated Mr. Tichenor's year of service as president of the Board. He noted his gentleness of spirit was a guiding force, he appreciated his patience, and thought he did a great job.

**Reports by Student
Trustee, Staff Members,
and Board Members
(11.5) con't**

Ms. MacGregor noted that:

- ✓ She participated in the Board's faculty office hour.
- ✓ She attended the SCV Trustee's Association meeting and presentation about public access.
- ✓ She is planning to attend the EOPS breakfast and book reading this Saturday morning at 9:00 am.
- ✓ She attended "I Love a Piano" in the PAC.
- ✓ She attended the CCLC conference in Anaheim, and there were some good sessions. She reminded anyone who attends a conference that there are new forms on line to be filled out to report back on the conferences/sessions that are attended.
- ✓ She would like to have update on our MOU with the City (involving the PAC). This could be done either as an information item or in a written memo.

Mr. Fortine noted that:

- ✓ COC's football season has been spectacular and our team has played superbly.
- ✓ The City Manager directed city staff members to meet with the people who spoke at the City Council meeting regarding public access. He, along with Dr. Capet and Mr. David Brill, met with city staff members to discuss this topic.
- ✓ He leaves tomorrow for the CSBA conference.

Ms. Jenkins added that:

- ✓ Ms. MacGregor was present at the City Council meeting when the hospital expansion was considered and ultimately approved. She spoke from COC's point of view, including our great experiences and agreements with the hospital, and how they continue to fulfill those agreements. She did an excellent job in her comments.
- ✓ She attended several sessions at the CCLC conference and enjoyed her time. While there, she attended a session presented by Dr. Maloney, and noted she did a great job as well.

Mr. Tichenor had nothing additional to report.

None.

**Comments by the
Audience for Items Not
on the Agenda
(11.6)**

Ms. MacGregor requested:

- ✓ An update on Public Access.
- ✓ A progress report on the specialized grants and programs, and the number of students who participated in the PAL program.
- ✓ A copy of the options/proposal we gave to the City in regards with the MOU for the PAC. Ms. Coleal indicated she can email that to the Board members.

**Requests/Recap of
Requests Made During
the Meeting By Board
Members to Have an
Item on a Future
Agenda
(11.7)**

President Tichenor announced the next regular scheduled meeting will be a Business meeting on Wednesday, January 21, 2009. The meeting will begin at 5:00 pm in HSLH 137 with Closed Session, followed by Open Session at 6:30 pm. However, we have tentatively scheduled a meeting for December 10th at 3:00 pm.

Announcement of Next Meeting (1/21/09) and Adjournment (12)

There being no further business, the meeting was adjourned at 10:31 p.m.

Mr. Scott Thomas Wilk, Clerk
Board of Trustees
Santa Clarita Community College District

Dr. Dianne G. Van Hook
Chancellor
College of the Canyons

Entered in the proceedings of the District _____