

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

ORGANIZATIONAL and BUSINESS MEETING
WEDNESDAY, DECEMBER 6, 2006
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, December 6, 2006, by President Bruce Fortine, in the Staff Dining Room, Student Center, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California.

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

Others Present: Dr. Dianne Van Hook, Superintendent-President
Dr. Mitjl Capet, Assistant Superintendent/VP of Instruction (departed 8:10pm, returned at 8:45pm)
Dr. Michael Wilding, Interim Asst. Superintendent/VP, Student Services
Dr. Barry Gribbons, VP, Institutional Development, Technology & Online Services/ Interim Asst Superintendent
Ms. Sharlene Coleal, Vice President, Business Services
Mr. Michael Dermody, Academic Senate President (departed at 7:25pm)
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Guests: Ms. Sharon Collins, House Manager, COC Performing Arts Center
Ms. Barbara Milteer, Volunteer, COC Performing Arts Center

President Fortine declared a quorum and called the meeting to order at 5:00 p.m. The Board moved to Closed Session in Private Dining Room #1, Student Center. **Quorum Established (1.1)**

The Board discussed the following items:

- Closed Session (1.2)**
- 1.2a Conference with Legal Counsel – Anticipated Litigation One Case
(pursuant to Government Code §54956.9)
- 1.2b Conference with Labor Negotiator
Santa Clarita Community College District Representative: Dr. Michael Wilding
Part Time Faculty United-AFT Local 6262
(pursuant to Government Code §54957.6)
- 1.2c Discussion of Denial of Claim
Keenan & Associates Claim #4501-06-00003-0103
Santa Clarita Community College District
(pursuant to Government Code §54956.95(a))

Those present in Closed Session were Capet, Coleal, Fortine, Gribbons, Jenkins, MacGregor, Tichenor, Van Hook, Wilding and Wilk. Mr. Steve Harber (Attorney, District representative) was present by teleconference for Item 1.2a.

The Board returned to Open Session in the Staff Dining Room at 6:40 p.m. President Fortine announced the Board took no action in Closed Session.

President Fortine asked Ms. Gloria Mercado-Fortine, Wm. S. Hart Union High School District Board member to lead the flag salute. **Flag Salute (1.3)**

President Fortine noted the passing of Ms. Gloria Jackson, a 25-year employee and the “voice of COC” as one of our switchboard operators, and a moment of silence was held in her honor.

**Welcome Guests
(1.4)**

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

It was noted that the title for Item 5.15 was inadvertently left on the printed agenda, and it should not be listed. The Board moved approval of the Agenda for the meeting (with the additional information presented for Item 7.1 and Items 6.10 and 6.12) as follows:

**Approval of Agenda
(1.5)**

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

The Board moved approval for the minutes of 11/08/06 as follows:

**Approval of Minutes
(11/08/06)
(1.6)**

Motion: MacGregor Second: Wilk Record of Board Vote: 4-0-1
(Abstain: Jenkins)
Student Opinion: Aye

Dr. Van Hook:

**Recognition
(1.7)**

- Introduced Ms. Sharon Collins, House Manager of the Performing Arts Center, who introduced Ms. Barbara Milteer, a volunteer in the PAC who has served over 300 hours in this capacity. Ms. Collins noted Mr. Robert Dawe had also achieved this level of service, but he could not attend the meeting. The Board thanked Ms. Milteer for her service and dedication to the College, noting the volunteers are always incredibly helpful at our performances. Dr. Van Hook presented Ms. Milteer with a Certificate of Recognition. Ms. Milteer thanked everyone, noting it is a pleasure to volunteer at the College and work with Ms. Collins.
- Noted that December 15 is Mr. Fortine’s birthday and everyone sang to him.

Mr. Fortine added that:

- While at the CSBA conference over the weekend, he found a “High Impact Superintendent” cap that he presented to Dr. Van Hook.
- He is on the Board of Directors for the Betty Ferguson Foundation, and on their behalf, he presented a check to the College in the amount of \$5,000. Dr. Van Hook thanked the Betty Ferguson Foundation for this contribution.

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

**Election of Board
Officers
(1.8)**

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

Ms. MacGregor nominated Mr. Tichenor as Vice-President. He accepted the nomination.

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

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

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

Ms. Jenkins nominated Dr. Dianne Van Hook to continue as Secretary-Parliamentarian to the Governing Board, which she accepted.

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

Ms. Jenkins noted her appreciation to Mr. Fortine for stepping in a little earlier than planned last year (due to her obligations with CCCT), and while it was a year that required extra effort (in light of Measure M), he handled the job and responsibilities superbly. Ms. MacGregor also thanked Mr. Fortine along with his wife, Ms. Mercado-Fortine for their constant work and support in the community to the benefit of the College.

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

Dr. Van Hook presented Mr. Fortine with an engraved object d'art, noting the College's appreciation for his outstanding year of service as President. Mr. Fortine noted that Measure M and the passage of it was an extraordinary experience and the College as a whole did a fantastic job throughout the campaign and around the community. He thanked the Board and administrators for a great year, noting he enjoyed working with everyone.

Ms. Jenkins added the following:

- ✓ She is looking forward to serving as President, and distributed copies of two recent editions of the CCLC's newsletter "Board Focus" which she felt contained valuable information for Board members.
- ✓ She would like to hold a Board workshop to review some of these issues and anticipates making some minor changes to the flow of the agenda.
- ✓ As it is important to draw upon the expertise of an immediate past officer, she added that she and Mr. Fortine met yesterday, and discussed the roles Mr. Fortine will continue to play. She noted he would continue working on the forward progress of the University Center, parking issues on campus, and security.
- ✓ She asked the administrators and staff to strive to have agenda items submitted to Dr. Van Hook's office on time. If items aren't completed on time, they will be pushed to the next meeting for the Board's approval.

Mr. Fortine thanked Ms. Mayer for her work and assistance during his year as President. She noted it was a pleasure to work with him and to be the assistant for all the Board members.

There was discussion and consensus to change the February 14th meeting to February 7, as two Board members will likely be out of town at a conference. The Board moved Approval for the remaining Meeting Dates for 2007.

**Approval of Meeting
Dates for 2007
(1.9)**

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

The Board moved Approval of Resolution No. 2006/07-10: Certification of Signatures as follows:

**Approval of Resolution
No. 2005/06-16:
Certification Of
Signatures
(1.10)**

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

Mr. Fortine moved Item 9.1 up on the agenda, as Mr. Dermody had a special presentation on campus to attend. Mr. Dermody highlighted the policy and recommendations being presented. The Board moved approval of Board Policy 614: Academic Freedom, First Reading.

**Approval of Board
Policy 614: Academic
Freedom, First Reading
(9.1)**

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

Ms. MacGregor requested that Item 5.3 be moved to follow Item 5.13 on the agenda (for separate approval). The Board moved approval of the remainder of the Consent Calendar (with the additional information for Item 7.1) as noted below:

**Consent Calendar
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 3.2 Approval of Contract Between Santa Clarita Community College District and Leonardo World LLC (Educational Travel, Summer 2007)
- 3.3 Approval of Resolution 2006/07-09: Instructional Materials Contract Number CCAP-6131 for Early Childhood Development Center
- 3.4 Approval of Purchase of Human Patient Simulators Under Education Code Section 81651 as Instructional Material – Exception to Bidding Requirement
- 3.5 Approval of Agreement Between Santa Clarita Community College District and Simi Valley Hospital & Health Care Services
- 3.6 Approval of Agreement Between Santa Clarita Community College District and Precor USA (Employee Training Institute)
- 3.7 Ratification of Agreement to Upgrade from Lumens Standard to Lumens Professional Online Enrollment Management System for Community Education Fee-Based Classes
- 3.8 Approval of Surplus District Property Other than Land Under Board Policy 707 (ThermoJet Printer)
- 3.9 Approval of Agreement Between the Santa Clarita Community College District and JF Design for the Economic Development Division (EDD)
- 4.1 Approval of Agreement Between Santa Clarita Community College District and Independent Contractor Ann Igoe for NSF-ATE CREATE Grant
- 5.1 Approval of Purchase Order Schedule PO 06/07-05
- 5.2 Approval of Travel Authorizations Schedule T 06/07-6
- 5.4 Approval of Merchant Application and Execution of Corporate Resolution for NOVA Information Systems, Inc. for Community Extension's New Online Registration System
- 5.5 Approval of Establishment of District Clearing Bank Account with Bank of America and Establishment of Parking Ticket Revenue Bank Account with Bank of America
- 5.6 Approval of Authorization for Increase in Cash Loan for Employee Training Institute Fund (Fund 59) for Fiscal Year 2006-2007
- 5.7 Approval of Process of Ratification of Contracts and Agreements Signed by District Designee Up to \$10,000 Per Agreement
- 5.8 Approval of Resolution No. 2006/07-11: Declaring Withdrawal of Membership from Schools Excess Liability Fund JPA
- 5.9 Denial of Claim for Damages – Keenan & Associates Claim No. 4501-06-00003-0103
- 6.1 Approval of Contract for Canyon Country Educational Center Construction Project (Town Park Construction – Retaining Walls, Rock Veneer Repair, Excavation & Forming)
- 6.2 Approval of Change Orders for Laboratory Expansion Construction Project
- 6.3 Approval of Contract for Canyon Country Educational Center Construction Project (Cal-Quake)
- 6.4 Approval of Contract for Canyon Country Educational Center Construction Project (Town Park Construction – Doors)
- 6.5 Approval of Contract for Energy-Saving Project, Power Quality and Conditioning
- 6.6 Approval of Contract for Java 'n Jazz Coffee Hut Ventilation System
- 6.7 Approval of Contract for Modernization and Repairs, Measure C Bond-Funded Project
- 6.8 Approval of Contract for Swimming Pool Chlorination System, a Measure C Bond-Funded Project
- 6.9 Approval of Contract for Pool Re-Plastering Project

- 7.1 Approval of Personnel Schedule PERS 2006/2007-9
- A. ACADEMIC PERSONNEL
 - 2. Employment – Regular
Andrew Cathcart-Jones, Philosophy Instructor, salary pending, **effective February 5, 2007.**
 - 3. Employment, Temporary Hourly as Needed
(additional names of Adjunct Instructors for Fall 2006 presented)
 - B. CLASSIFIED PERSONNEL
 - 2. Employment – Regular
Laurie Balfour, Administrative Assistant I (Center for Early Childhood Education), **Classified Represented Salary Schedule B, Range 20, Step 2, (\$3299/month), effective January 2, 2007.**

 - Juan Diaz Flores**, Custodian (**Graveyard Shift**), salary and start date pending.

 - Jesus “Jesse” Casteneda**, Groundskeeper, **Classified Represented Salary Schedule B, Range 15, Step 2, (\$2980/month) effective January 4, 2007.**

 - Jeffrey Graham**, Groundskeeper, **Classified Represented Salary Schedule B, Range 15, Step 3, (\$3143/month) effective January 2, 2007.**

 - Josue Sandoval**, Groundskeeper, **Classified Represented Salary Schedule B, Range 15, Step 2, (\$2980/month) effective January 3, 2007.**

 - 3. Employment – Adult Hourly – various levels
(additional name(s) presented for approval)

 - 6. Other
 - g. Volunteers
(additional name(s) presented for approval)
- 7.2 Approval of Classified Administrator Employment Contract for Director, Advertising and Public Information
- 7.3 Approval of Classified Administrator Employment Contract for Director, Budget Development
- 8.1 Ratification of Agreement Between Santa Clarita Community College District and Cheryl Dettrick for Grant Writing Services

Consent Calendar
(2) con't

Motion: MacGregor

Second: Jenkins

Record of Board Vote: 5-0
Student Trustee: Aye

Dr. Van Hook moved this item up on the agenda, noting Mr. Bob McCarty (Foundation Board Finance Chair) was present. She added Items 5.13 and 5.14 appear on the agenda based on previous discussions by the Board members. Mr. McCarty provided an overview of the COC Foundation budget, and thanked the Board of Trustees for their support to the Foundation.

**COC Foundation
Financial Update, as of
October 31, 2006
(5.13)**

The Board was presented with the Report of District Contributions to the College of the Canyons Foundation; Fiscal Year 2005-2006 Actuals/2006/2007 Adopted Budget as information. Ms. Coleal provided an overview and answered questions.

**Report of District
Contributions to the
COC Foundation;
Fiscal Year 2005-2006
Actuals/2006/2007
Adopted Budget
(5.14)**

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2006/07-56

This item was removed from the Consent Calendar by Ms. MacGregor for separate approval. The Board moved approval/ratification of Interfund Transfers.

**Approval/Ratification
of Interfund Transfers
(5.3)**

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

The Board moved Approval of Payments for Supplemental Services for Full-Time and Adjunct Faculty. Ms. Jenkins noted these are additional payments to full-time and adjunct faculty members for activities outside of their regular salaries.

**Approval of Payments
for Supplemental
Services for Full-Time
and Adjunct Faculty
(3.10)**

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

Mr. McElwain introduced Mr. Jeff DeVico, VP of Sales, PostageOne who was present to answer questions. PostageOne is a mail pre-sort service, which will allow us to save money on the District's postage costs. They will also provide daily pickup service directly to our site. The Board moved Approval of Agreement Between Santa Clarita Community College District and PostageOne.

**Approval of Agreement
Between Santa Clarita
Community College
District and
PostageOne
(5.10)**

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

The Board moved Approval/Ratification of Budget Transfers.

**Approval/Ratification of
Budget Transfers
(5.11)**

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

The Board was presented with the Financial Report – Month Ending September 30, 2006 as information.

**Financial Report –
Month Ending October
31, 2006
(5.12)**

Mr. Jim Schrage provided the bid results for this item. The Board moved Approval of Award of Contracts for the Canyon Country Educational Center Construction Project as presented at the meeting.

**Approval of Award of
Contracts for the
Canyon Country
Educational Center
Construction Project
(6.10)**

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

The Board moved Approval of Addendum #03 for Executive Architect for the Physical Education Addition and Tennis Courts Construction Project with Flewelling & Moody Architects in the amount of \$10,000.

**Approval of Addendum
#03 for Executive
Architect for the
Physical Education
Addition and Tennis
Courts Construction
Project
(6.11)**

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

This item was updated with the bid results at the meeting. The Board moved Approval of Contracts for Physical Education Addition and Tennis Courts Construction Project.

**Approval of Contracts
for Physical Education
Addition and Tennis
Courts Construction
Project
(6.12)**

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

The Board moved Approval of Purchase Order for the Classroom/High Tech Center Construction Project in the amount of \$33,385 to American Seating Company.

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

Approval of Purchase Order for the Classroom/High Tech Center Construction Project (6.13)

There was a brief discussion on this item, as the Board members were split in their support. The Board moved Approval of Resolution 2006/07-12: In Support of The DREAM (Development, Relief and Education for Alien Minors) Act as noted below.

Motion: Tichenor Second: Jenkins Record of Board Vote: 3-2
(Nay: Wilk, MacGregor)
Student Trustee: Nay

Approval of Resolution 2006/07-12: In Support of The DREAM (Development, Relief and Education for Alien Minors) Act (10.1)

Dr. Van Hook noted that:

- ✓ A new "*What They're Saying...*" written by Mr. Eric Harnish was distributed to the Board members, and she highlighted the topics included in the newsletter.
- ✓ She had a summary of SB361 (written by Ms. Coleal), and it was distributed to the Board members.

Update on Legislation (10.2)

Mr. Dermody had left the meeting.

Academic Senate Report (11.1)

Ms. Mayer had nothing to report.

Classified Coordinating Council Report (11.2)

Dr. Wilding had nothing to report.

Supt-President's Report (11.3)

Dr. Gribbons noted he has met with several Universities regarding their programs for the permanent University Center, and has more meetings planned next week.

Ms. Coleal added that:

- ✓ Fiscal Services is wrapping up their work on the audit.
- ✓ The Liquid Beans contract was approved by Foundation Board and will hopefully break ground the first part of 2007.

Dr. Van Hook announced:

- ✓ Southern California Edison is a new President's Circle member, and Ms. Anna Frutos-Sanchez will be their representative.
- ✓ A preliminary update on winter intersession enrollment is up 19% in headcount over last year (22% in FTES) and spring 2007 is up 2% (8% in FTES).
- ✓ The Foundation of the National Student Nurses' Association granted an award to our nursing program for \$29,487. She congratulated Ms. Sue Albert and her staff for this award.
- ✓ The first class of the Associate Degree Nursing Regional Collaborative graduated on November 29 from COC.
- ✓ The ETI and Small Business Development Center (SBDC) will be offering four workshops and courses beginning in January 2007. They are available to local business owners and employees.
- ✓ Dr. Maloney participated in a VIA Board Retreat.
- ✓ There will be a University Center donors lunch held on December 14th in the black box theatre (PAC).
- ✓ There was a nice article in the San Fernando Valley Business Journal about the college and how we are meeting the growth with new construction management programs being offered.

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- ✓ We were one of two SBDCs (of the 7 in our service area, which is Los Angeles, San Bernardino, Ventura and Santa Barbara Counties) to meet our contact target goal for 2006.
- ✓ She hosted a cocktail party at her house for the Chamber membership drive Red Team, celebrating their success.
- ✓ She and Mr. Schrage will travel to Sacramento next Monday to meet with Mr. Fred Harris to pursue getting the Media Arts building designated as a “design build” project.

**Supt-President’s
Report
(11.3) con’t**

Mr. Pemberton added that:

- ✓ The ASG held a “Whine and Cheese” event to solicit student input about issues around the College. They are tallying the results from this event.
- ✓ They will be helping the bookstore with the remote book buy-back event.

**Reports by Student
Trustee, Staff
Members, and Board
Members
(11.4)**

Mr. Wilk added that:

- ✓ He attended the CCLC Annual conference in Costa Mesa.
- ✓ He participated in the EOPS book festival and enjoyed reading to the kids at the event.

Ms. MacGregor noted that:

- ✓ She also enjoyed the EOPS breakfast and book festival.
- ✓ She attended the Canyon Country Advisory Committee meeting. If any Trustees have input, she would be happy to take those ideas to the next meeting.
- ✓ She attended the Trustees conference and brought some materials (which she asked Ms. Mayer to copy and distribute).
- ✓ She attended and enjoyed the Festival of Trees event.
- ✓ The Scholarly presentation was great, as was the Three Irish Tenors performance.

Mr. Tichenor announced:

- ✓ He will be attending the CCLC Legislative conference in January.

Ms. Jenkins:

- ✓ Attended Ms. Shirley Storlie’s retirement party which was wonderful.
- ✓ Thanked Ms. MacGregor for her efforts to make the Scholarly Presentation a successful event.

Mr. Fortine noted that he:

- ✓ Attended the CSBA conference in San Francisco and attended many workshops.
- ✓ He will be participating with Zonta again this year to dress up as Santa for appearances around the community.

Mr. William (Bill) Duke, who submitted two “Request to Speak” forms, addressed the Board.

**Comments by the
Audience for Items Not
on the Agenda
(11.5)**

Santa Claus (Dr. Capet) made an appearance and distributed candy to the Board, administration and guests in the audience.

Ms. MacGregor noted the Board of Trustees has not seen the Liquid Beans Coffee contract and felt they should have a copy of it, even though it has now been approved by the Foundation Board. Ms. Jenkins added that the Foundation may not have a final document yet.

**Requests/Recap of
Requests Made During
the Meeting By Board
Members to Have an
Item on a Future
Agenda
(11.6)**

**Board of Trustees Minutes – Organizational and Business Meeting
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2006/07-59

President Fortine announced the next meeting will be on Wednesday, January 17, 2007. The meeting will begin at 5:00 pm with Closed Session, 6:30 pm for Open Session in the Staff Dining room.

Announcement of Next Meeting (01/17/07) and Adjournment (12)

There being no further business, the meeting was adjourned at 8:55 p.m.

Mrs. Joan W. MacGregor, 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 _____