

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, SEPTEMBER 22, 2004
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, September 22, 2004, at 5:05 pm by Board 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 (arrived 5:07 pm)
 Mr. Ronald E. Gillis
 Mrs. Michele R. Jenkins
 Mrs. Joan W. MacGregor
 Mr. Ernest L. Tichenor (arrived 6:10 pm)
 Mr. Steven Vanover, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President
 Ms. Sharlene Coleal, VP, Business Services
 Dr. Michael Wilding, VP, Student Services/Interim Asst. Superintendent
 Dr. Barry Gribbons, VP, Institutional Development, Technology & Online Services/
 Interim Asst. Superintendent
 Dr. Carole Long, Interim VP, Instruction and Community Extension
 Mr. Jim Schrage, Dean Physical Plant and Facilities Planning
 Ms. Diane Fiero, VP, Human Resources
 Mr. Michael Dermody, President, Academic Senate
 Ms. Lenore Marta, Administrative Assistant/Classified Coordinating Council
 Dr. Michael McMahan, Division Dean, Fine Arts & Humanities and Interim
 Administrative Director of the Performing Arts Center
 Ms. Tami Toon, Production Coordinator
 Ms. Kathleen Maloney, Executive Director, COC Foundation
 Ms. Terry LaRue, Administrative Assistant, COC Foundation
 Ms. Sue Bozman, Dean, District Communication, Marketing & External Relations
 Ms. Chris Miner, Administrative Assistant
 Dr. Ron Vitale, Adjunct Faculty Member
 Mr. Matthew Suedkamp, ASG President

<u>Associate Program</u>	Susan Crowther	Victoria Leonard
<u>Committee Members</u>	Cindy Cruz	Russell Richardson
	Joe Gerda	Rebecca Shepherd
	James Glapa-Grossklag	Diane Stewart
	Mark Haller-Wade	

<u>Associate Program</u>	Laura Anne Adler	Mercedes McDonald
<u>Graduates</u>	John Albert	Juniko Moody
	Rebecca Edwards	Virginia Requa
	Bob Foster	John Rose
	Randall Gifford	Marni Troop
	Douglas Housley	

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2004/05-28

Vice-President MacGregor declared a quorum and called the meeting to order at 5:05 p.m. She announced that regarding the Closed Session meeting, Item 1.2d, Conference with Real Property Negotiator, the District's negotiator, Dr. Dianne Van Hook has had discussions with three individuals representing three pieces of property. These individuals are Mr. Bob Kellar, Mr. Marty Kovacs, and Mr. Dennis Verner.

**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
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 Labor Negotiator
Santa Clarita Community College District Representative:
Dr. Michael Wilding
California Schools Employee Association (CSEA)
(pursuant to Government Code §54957.6)
- 1.2d Conference with Real Property Negotiator
Properties: (1) South of Sand Canyon Road and East of SR 14, (2) North of Golden Valley Road and Sierra Highway, and (3) Sierra Highway between Sand Canyon Road and Soledad Canyon Road
Agency Negotiator: Dr. Dianne Van Hook
(pursuant to Government Code §54956.8)

Those present in Closed Session were Coleal, Fiero, Fortine, Gillis, Long, Jenkins, MacGregor, Tichenor (arrived 6:10pm), Van Hook, and Wilding.

The Board returned to Open Session at 6:40 pm. President Tichenor announced the Board took no action in Closed Session.

President Tichenor asked Dr. Russ Richardson 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 as indicated.

**APPROVAL OF AGENDA
(1.5)**

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

The Board moved approval of the minutes for September 8, 2004.

**APPROVAL OF MINUTES
(9/08/04)
(1.6)**

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

Associate Program

Dr. Van Hook introduced Dr. Russell Richardson, Professor, Political Science, Chair, Political Science Department, and Coordinator of the Associates Program. Dr. Richardson thanked Dr. Van Hook and the Board for their support of this program. He noted that:

- ✓ Sixteen adjuncts completed this program in spring 2004 bringing the total number of graduates to 171.
- ✓ Sixty-seven of those are teaching part time at COC.
- ✓ Twenty are now full-time COC faculty members.

Dr. Richardson thanked the members of the staff who serve as facilitators.

They include:

- ✓ Susan Crowther,
- ✓ Cindy Cruz,
- ✓ Joe Gerda,
- ✓ James Glapa-Grossklag,
- ✓ Mark Haller-Wade,
- ✓ Victoria Leonard,
- ✓ Rebecca Shepherd, and
- ✓ Diane Stewart.

The graduates provided short personal biographies and thanked Dr. Richardson, the facilitators, and the Board for the opportunity to further their education as they continue their own personal and professional development, striving to become better teachers for students. They complimented COC for the excellent support of all faculty members and thanked the Board and administration for making College of the Canyons a great place to work as an adjunct instructor.

Mr. Tichenor expressed the Board's and administration's gratitude to the graduates, expressed their admiration for the program, and commended Dr. Richardson, the committee members, and the graduates for their hard work and dedication toward making this program successful.

Mrs. MacGregor asked if there was the possibility of expanding to two programs to increase the number of graduates. Dr. Richardson indicated the expansion was being studied, and they should have a plan within the next year.

Mr. Fortine responded to the positive comments about COC by complementing the graduates. Mrs. Jenkins stated her hope that they will be able to expand the program. Mr. Gillis mentioned that a national award was received by this program a few years ago.

Dr. Van Hook inquired as to the relationship between the Associate Program and the Institution for Teaching and Learning (ITL). Dr. Richardson noted that they both promote similar ideas and many of the courses in the Institute are a result of the Associate Program's expanded ideas. However, he noted that there was no formal relationship. Dr. Van Hook added that she had inquired because the ITL will be receiving Title III funding for the next three years, and a donor will be making a gift to the program as well.

**RECOGNITION/
INFORMATION
(1.7)**

Other:

Dr. Van Hook announced that:

- ✓ The Center for Early Childhood Development earned accreditation from the National Association for the Education of Young Children (NAEYC), the nation's leading organization of early childhood professionals.
- ✓ Dr. Bernardo Feldman, Music Department Chair, received the ASCAP (Association of Composers, Authors and Publishers) award for the multi-media composition he wrote, which the COC Jazz Choir performed at the Red Cat Experimental Theatre.
- ✓ COC's Alpha Nu Xi Chapter of Phi Theta Kappa received a certificate for participation in Project *Graduation Feed a Body, Feed a Mind*.
- ✓ Following the Board of Governors approval of the establishment of a Canyon Country Education Center, Ms. Sharlene Coleal, Mr. Jim Schrage, & Dr. Barry Gribbons, and she met with Alan Peterson, our consultant. A follow-up meeting was scheduled in Sacramento to meet with CPEC staff wherein it was determined that the Center would be approved by CPEC in one reading versus two. Our site should be approved at the November 2004 BOG meeting which saved the District about four months time, a lot of work and a lot of paperwork, putting us in a desirable position.
- ✓ The COC Hockey Club team, coached by Mr. Schrage (who volunteers his time), is one of only five in the country invited to national level competition. Jim does this out of the goodness of his heart creating opportunities for students to obtain scholarships to further their educations.
- ✓ Ms. Dena Maloney, Dean, Economic Development, worked with Advanced Bionics to secure a proposal to develop a 200 hour Production Assembler training program with the City of Los Angeles WorkSource California offices recruiting displaced workers for selection into the training program.
- ✓ Mr. Frank Kleeman, Foundation Board Member who serves as Chair of the Library Associates and the Scholarly Presentation Committee, is launching a theater tour trip in the spring.
- ✓ The college has succeeded in resolving a major challenge. Specifically, in mid July, the college was notified by communication from a Chancellor's Office representative to Mr. Jim Schrage that we were not eligible to receive additional growth revenue potential for FTES in new facilities. As this made no sense to us, the staff immediately kicked into gear and worked together to analyze how the Chancellor's Office could possibly have come to this conclusion. FTES/WSCH actuals and projections were reviewed, and it was determined that the conclusion was most likely linked to inaccurate data upon which they based their analysis. Once it was determined what had most likely caused the problem, she communicated with staff (while she was on vacation) and talking points were developed to make the case. Dr. Barry Gribbons, Ms. Sharlene Coleal, and Mr. Schrage traveled to Sacramento and met with the Chancellor's Office staff. The result was the Chancellor's Office agreed that our data was correct and therefore, added 9.06% growth potential in new facilities to our overall growth factor. That translates to approximately \$350,000 per percent, which means a potential for over \$3 million in new revenue we would have not received if we hadn't caught the error and been very persistent in resolving it. She thanked Barry, Shalene, and Jim for doing a great job and working as a team.
- ✓ Ms. Gloria Mercado-Fortine was awarded the Hispanic "Excelencia Awards" Community Leader of the Year.
- ✓ The Student Success interviews were conducted by COC Journalism students on the student success of the California Regional Consortium for Engineering Advances in Technology education (NSF CREATE Regional Center CREATE). COC is getting a CISCO Center for \$120,000 per year. The National Science Consortium has been funded for over \$800,000 per year for students, and several students were highlighted in the publication.

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- ✓ The English Council of California Two-Year Colleges congratulated Professor Susan Brant for her service as ECCTYC Region VII Co-director.

The Board moved approval of the Consent Calendar, with the additional information presented for Item 7.1

**CONSENT CALENDAR
(2)**

- 6.1 Approval of Change Orders for the Performing Arts Center
- 6.2 Approval of Notices of Completion for the Performing Arts Center
- 6.3 Approval of Change Order #14 for the New Warehouse Facility
- 7.1 Approval of Personnel Schedule PERS 2004/2005-05

C. MANAGEMENT PERSONNEL

2. Employment – Regular

Tom Brilbruck, Interim Assistant Director (Financial Aid), **\$57,000 annually, effective September 23, 2004.** In House employment process.

- 7.2 Approval of Administrator's Employment Contract (Theater Manager)
- 7.3 Approval of the Memorandum of Understanding Between the District and the Confidential Employees Group from July 1, 2004 to June 30, 2006

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

The Board moved Approval of Resolution 2004/05-07: Declaring the New Warehouse Project Not to be Used for Instructional Purposes.

**APPROVAL OF
RESOLUTION 2004/05-
07: DECLARING THE
NEW WAREHOUSE
PROJECT NOT TO BE
USED FOR
INSTRUCTIONAL
PURPOSES
(6.4)**

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

The Board moved Approval of the Canyon Country Educational Center Site Selection Committee's Recommendation for Inclusion in the Needs Study.

**APPROVAL OF THE
CANYON COUNTRY
EDUCATIONAL CENTER
SITE SELECTION
COMMITTEE'S
RECOMMENDATION
FOR INCLUSION IN THE
NEEDS STUDY
(6.5)**

Dr. Van Hook announced the Board of Trustees and Site Selection Committee members took tours of additional sites. At the September 21, 2004 meeting the Site Selection Committee reviewed the additional sites and recommended Site Three.

The only point in the checklist of criteria posing a challenge is that it is located within 20 miles or 40 minutes of the current campus. This point is being addressed in the Needs Study.

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

The Board of Governors and CPEC will forward information to the Chancellor's Office for approval. It will then go to the Site Selection Committee.

Mr. Schrage, Dr. Michael McMahan, Ms. Coleal and Ms. Kathleen Maloney presented the Board with information regarding the EPIC Center for the Performing Arts. Topics that were discussed included:

**PRESENTATION ON THE
EPIC CENTER FOR THE
PERFORMING ARTS
(6.6)**

- ✓ Mr. Schrage made a presentation on the EPIC Center which included:
 - **History** (A theatre was included in the beginning plans for the College, the 1970 Master Plan and continued in the 1990 Master Plan. In 1999 Category “C” funds became available, and with a 36-hour deadline, plans were submitted to the Chancellor’s Office for approval. We have been moving forward ever since.)
 - **State Approval** (Mr. Schrage explained the projects we submitted, the state funding allocations versus our eligibility, the “split”, and the final submittal.)
 - **Partnership with the City of Santa Clarita** (With the \$2.5 million provided by the City, the seating in the facility was almost doubled.)
 - **Scope Change and Augmentation, Including Seating** (The building had to be redesigned to accommodate the extra seating without changing the building footprint significantly. The program space could not change at all, and any extra cost was to be assumed by the District.)
 - **Design Process** (The design began after the project was approved and the design was modified after the scope change was approved. We were limited as to how much seating we could pack into a fixed-size space, i.e., length of rows on the arc, size of seats, accessibility issues, DSA review, etc.)
 - **What Happens Now that the Building is Complete** (The Steering Committee has been established to determine the processes used to achieve the mission and the business plan for the facility including the Facilities Use Agreement and hourly rates.)
 - **Performances** (The first performances were planned on the instruction side of the house. The next step was determining commercial use, which requires artist contracts, consultant contracts, who is acceptable, who is not, and the scheduling.)
 - **Fundraising** (The Foundation is conducting a Naming Opportunities endowment campaign as well as playing a role in pursuing commercial acts.)

- ✓ Dr. McMahan discussed working with the City of Santa Clarita through the Arts Advisory Council. The College developed its season and turned it over to the City to develop their programs based on availability of dates. The first year usage is approximately 12% (with 40% allowed by the MOU).
 - SCV Symphony
 - SCV Master Choral
 - SCV Concert Band
 - Ballet
 - Canyon Theatre Guild

Dr. Van Hook asked Mr. Schrage to work with Mr. Robin Williams and her office to work on a scheduling procedure manual.

Dr McMahan announced there is a rental link on the Website.

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- ✓ Dr. McMahan explained the development of the User’s Guide that provides technical data, rates, procedures, etc. Some of this was based on the Business Plan developed by Dena Maloney.
- ✓ Ms. Coleal discussed the Steering Committee. She provided Structure and Function and Commercial Performances—Scheduling Procedure handouts.
- ✓ Ms. Maloney discussed naming opportunities through an endowment campaign.
- ✓ Dr. Van Hook referred people to the EPIC Center website and complimented Ms. Bozman and Mr. Green on the Website.

The Board moved Approval of the Conflict of Interest Code for the Biennial Review.

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

**APPROVAL OF
CONFLICT OF INTEREST
CODE – BIENNIAL
REVIEW
(10.1)**

The Board moved Approval of the Addition of a Member to the Measure “C” Citizens’ Oversight Committee (Ms. Amanda Konzelman).

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

**APPROVAL OF
ADDITION OF MEMBER
TO THE MEASURE “C”
CITIZENS’ OVERSIGHT
COMMITTEE
(10.2)**

The Board moved approval of Resolution 2004/05-08: Regarding Proposed Consolidation of the Community College Chancellor’s Office into a Division of Higher Education Reporting to the Secretary of Education and Elimination of the Board of Governors. As per the Resolution, the Board voted to oppose these actions and recommendations of the California Performance Review.

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

**APPROVAL OF RES.
2004/05-08: REGARDING
PROPOSED CONSOLI-
DATION OF THE COM-
MUNITY COLLEGE
CHANCELLOR’S OFFICE
INTO A DIVISION OF
HIGHER EDUCATION
REPORTING TO THE
SEC’TY OF EDUCATION
AND ELIMINATION OF
THE BOARD OF
GOVERNORS
(10.3)**

Dr. Van Hook stated she would like to discuss the California Performance Review requirements with the Board in the future.

Mr. Dermody expressed the thanks of the Academic Senate for the Board’s support of this resolution.

Dr. Van Hook reported that:

- ✓ She attended California Performance Review and will present information at a later time.

**UPDATE ON
LEGISLATION
(10.4)**

Ms. Jenkins added that:

- ✓ She attended leadership meetings at Long Beach City College and Bakersfield College.

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Mr. Dermody announced that:

- ✓ The first Academic Senate meeting of the year will be September 23, 2004.
- ✓ They will look at revising the Constitution and operating procedures.
- ✓ They will address plus/minus grading: How do you treat (+/-) grades transferred from other colleges?
- ✓ The next Scholarly Presentation, Susan Hinshaw's one-woman performance on Eating Disorders, will be November 17, 2004 in the EPIC Center.

**ACADEMIC SENATE
REPORT
(11.1)**

Ms. Marta reported that:

- ✓ The Classified Coordinating Council (CCC) is gearing up for the next holiday craft fair on November 20 and 21. They have an assortment of vendors signed up already.
- ✓ The CCC will also be participating in the "Make a Wish" program by sponsoring a child with cancer and granting them a "wish."

**CLASSIFIED
COORDINATING
COUNCIL REPORT
(11.2)**

Dr. Van Hook reported that:

- ✓ The College of the Canyons 35th Anniversary Birthday Bash hosted by the Associated Student Government is scheduled on September 23, 2004 in the Cafeteria.
- ✓ She attended the Michael Hoefflin Foundation Dinner September 17, 2004.

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

Ms. Coleal had nothing to report.

Dr. Wilding had nothing to report.

Dr. Gribbons had nothing to report.

Dr. Long had nothing to report.

Ms. Fiero had nothing to report.

Mr. Vanover reported that:

- ✓ The Associated Student Government has a full Senate.
- ✓ The next ASG Blood Drive is scheduled November 9, 2004.

Mr. Gillis had nothing to report.

Mr. Fortine reported that he attended:

- ✓ The Senior Wine Auction;
- ✓ The Canyon Theatre Guild Awards Ceremony;
- ✓ Back to School Night at the Academy of the Canyons;
- ✓ The Michael Hoefflin Dinner; and
- ✓ The Sheriff's Anti-Gang Task Force Event.

Ms. Jenkins had nothing additional to report.

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

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2004/05-35

Ms. MacGregor announced she attended:

- ✓ The Michael Hoefflin Dinner;
- ✓ The Site Selection Committee Meeting; and
- ✓ COC Foundation Subcommittee meetings.

She also noted:

- ✓ The SCV Trustees Association meeting will be hosted by COC with a tour of the PAC and dinner in the Private Dining Room on September 30, 2004.
- ✓ The Board of Trustees is participating in the “Make a Wish” program.
- ✓ COC is a PTA Partner with a dinner being scheduled in November.

Mr. Tichenor had nothing to report.

None.

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

Member MacGregor requested:

- A reduction of the map showing the exact location of Site Three.
- A list of the City agencies/groups that were offered a chance to use the EPIC Center but declined.

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

The Board of Trustees requested:

- A change in a portion of the Personnel Schedule to show separate payments.
- A letter to be sent to COC employees and the press regarding administrator bonuses.

President Tichenor announced the next meeting will be held on Wednesday, October 13, 2004 at 5:00 pm for Closed Session, 6:30 pm for Open Session, in S-132, Staff Dining Room, College of the Canyons Student Center.

**ANNOUNCEMENT OF
NEXT MEETING
(10/13/04) AND
ADJOURNMENT
(12)**

There being no further business, the meeting was adjourned at 9:16 p.m.

Mrs. Michele R. Jenkins, 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 _____