

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, FEBRUARY 7, 2007
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, February 7, 2007, by President Michele Jenkins, 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 (departed 7:35 pm)
Dr. Mitjl Capet, Assistant Superintendent/VP of Instruction
Dr. Michael Wilding, Interim Asst. Superintendent/VP, Student Services
Ms. Sharlene Coleal, Vice President, Business Services
Ms. Diane Fiero, Vice President, Human Resources
Mr. Michael Dermody, President, Academic Senate
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Guests: Graphic and Multimedia Design Department - (Mr. Kevin Jenkins & Mr. Mark Daybell)

President Jenkins 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. Dianne Van Hook
Unrepresented Employee: Chief Operational Officer, COC Foundation
(pursuant to Government Code §54957.6)

Those present in Closed Session were Capet, Coleal, Fiero, Fortine, 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 6:33 p.m. President Jenkins announced the Board took no action in Closed Session.

President Jenkins asked Mr. Chris Blakey to lead the flag salute.

**Flag Salute
(1.3)**

President Jenkins 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)**

Ms. Jenkins announced Item 6.8 is being pulled from the agenda tonight. The Board moved approval of the Agenda for the meeting (with the additional information presented for Item 7.1) 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 1/17/07 as follows:

**Approval of Minutes
(1/17/07)
(1.6)**

Motion: Wilk Second: MacGregor Record of Board Vote: 3-0-1
Abstain - Fortine
Student Opinion: Aye

Dr. Van Hook

**Recognition
(1.7)**

- Introduced Mr. Mark Daybell and Mr. Kevin Jenkins (Graphic and Multimedia Design Department), who provided an overview of this department, including their curriculum, degrees offered and their plans for online courses. A handout was distributed, which is hereby made a part of these minutes as if fully set forth herein.

The Board moved approval of the Consent Calendar (with the additional information presented for Item 7.1) as noted below:

**Consent Calendar
(2)**

- 3.1 Approval of Agreement Between Santa Clarita Community College District and the Institute for Reading Development (Community Extension)
- 3.2 Approval of Agreement Between the Santa Clarita Community College District and Cerritos College CACT
- 3.3 Approval of Contract Amendment for Carri Arquilevich (Foster and Kinship Care Education Outreach Program)
- 3.4 Approval of Modifications to Agreement Between Santa Clarita Community College District and Acton-Agua Dulce Unified School District for Use of Classrooms
- 5.1 Approval of Purchase Order Schedule PO 06/07-07
- 5.2 Approval of Travel Authorizations Schedule T 06/07-8
- 5.3 Approval/Ratification of Interfund Transfers
- 5.4 Approval of Quarterly Financial Status Report: Quarter Ended December 31, 2006
- 6.1 Approval of Change Order for Laboratory Expansion Construction Project
- 6.2 Approval of Change Order for the Classroom/High Tech Center Construction Project
- 6.3 Approval of Change Order for Central Plant Construction Project
- 6.4 Approval of Notice of Completion for the PE Addition and Tennis Court Project
- 7.1 Approval of Personnel Schedule PERS 2006/2007-11
 - A. **ACADEMIC PERSONNEL**
 2. Employment – Regular
Susan Thompson, FT Nursing Instructor (Grant-Funded), **Salary Schedule C, Column C, Step 7, (\$6,428/month), effective 2/8/07.**
 - B. **CLASSIFIED PERSONNEL**
 2. Employment – Regular
Cristi Prince, Allied Health Program Technician, **Classified Represented Salary Schedule B, Range 25, Step 1, (\$3,419/month), effective February 12, 2007.**
 - Nancy Shamrock**, Assistant Buyer, **Classified Represented Salary Schedule B, Range 23, Step 3 (\$3,690/month), effective 02/08/07.**

Spencer Woods, Maintenance Worker III, **Classified Represented Salary Schedule B, Range 30, Step 2 (\$3,949/month)**, Start date pending.

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

Rachel Stuhr, Reprographics Technician I – **Digital Print Operator (47.5%)**, **Classified Represented Salary Schedule B, Range 16, Step 3 (\$1,528.55/month)**, effective 02/20/07.

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 Technical Director
- 7.3 Approval of Classified Administrator Employment Contract for Production Manager
- 7.4 Approval of Classified Administrator Employment Contract for Director, Grants Development
- 8.1 Approval of Surplus District Property Other than Land Under Board Policy 707 (Computer and Audio Visual Equipment)

Motion: MacGregor 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. It was noted these are additional payments to full-time and adjunct faculty members for professional responsibilities completed outside of their regular teaching/contract.

**Approval of Payments
for Supplemental
Services for Full-Time
and Adjunct Faculty
(3.5)**

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

The Board moved Approval of Non-Resident Tuition for FY 2007/2008.

**Approval of Non-
Resident Tuition for FY
2007/2008
(4.1)**

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

The Board moved Approval of Budget Parameters for Fiscal Year 2007/08.

**Approval of Budget
Parameters for Fiscal
Year 2007/08
(5.5)**

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

The Board moved Approval/Ratification of Budget Transfers.

**Approval/Ratification of
Budget Transfers
(5.6)**

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

The Financial Report – Month Ending December 31, 2006 was presented as information to the Board.

**Financial Report –
Month Ending
December 31, 2006
(5.7)**

The Board moved Approval of Contract for DSA Inspection of Physical Education Addition and Tennis Court Construction Project to Alliance Construction Service in the amount of \$155,000.

**Approval of Contract
for DSA Inspection of
PE Addition and Tennis
Court Construction
Project
(6.5)**

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

The Board moved Approval of Contract for Canyon Country Educational Center Construction Project with Penfield and Smith.

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

**Approval of Contract
for Canyon Country
Educational Center
Construction Project
(6.6)**

The Board moved Approval to Award Contracts for Physical Education Addition and Tennis Courts Construction Project.

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

**Approval to Award
Contracts for Physical
Education Addition and
Tennis Courts
Construction Project
(6.7)**

At the beginning of the meeting, the Board removed this item from the agenda.

**(Item Removed)
Approval of
Construction
Management Contract
for the University
Center Construction
Project
(6.8)**

The Board moved Approval of the Negotiated Collective Bargaining Agreement Between the Santa Clarita Community College District and the Part-Time United-AFT Local 6262, for July 1, 2006 - June 30, 2008.

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

**Approval of the
Negotiated Collective
Bargaining Agreement
Between the SCCC
and the Part-Time
United-AFT Local 6262,
for July 1, 2006 - June
30, 2008
(7.5)**

The negotiation teams for all sides were thanked by the Board for their efforts in putting this agreement together.

Dr. Van Hook announced that:

- ✓ A new "*What They're Saying...*" written by Mr. Eric Harnish was distributed to the Board members and she briefly highlighted the topics included in the newsletter.
- ✓ She sent thank you letters to the legislators who met with COC representatives while at the CCLC conference in Sacramento last week.
- ✓ The Chancellor's Office (Fred Harris) has put together an ad hoc committee of facilities directors to work out the implementation guidelines for community colleges to use the California Building Code instead of the Field Act when building new facilities. Senator Runner authored legislation last year giving colleges this flexibility. Mr. Schrage is serving on this group, which expects to release its recommendations in early March. COC staff has been keeping Senator Runner apprised on the committee's progress.

**Update on Legislation
(10.1)**

Ms. MacGregor noted the Board enjoyed meeting Assemblyman Cameron Smyth's staff while in Sacramento. We invited them to visit our area and college, as they are from the Sacramento and have not been to the Santa Clarita area before.

Mr. Dermody noted:

- ✓ The Academic Senate will be taking a general review of our hiring process to address any problems that occur, generate ideas on how to speed up the hiring process, recruit new employees faster, and ideas for future positions.
- ✓ They also plan to review the curriculum process, especially in light of opening the new campus in Canyon Country, in order to address potential problem areas ahead of time.
- ✓ The faculty is anticipating a few retirements to be announced this spring, and they are brainstorming ideas to celebrate their careers and highlight their years at COC.

**Academic Senate
Report
(11.1)**

Ms. Mayer had nothing to report.

**Classified Coordinating
Council Report
(11.2)**

Ms. Fiero announced that:

**Supt-President's
Report
(11.3)**

- ✓ The job fair at the LA Hilton in January was a great success. The timing of our academic staffing process makes it difficult for us to be competitive at this job fair as our positions come out in the spring, while other jobs are open in time for this Fair in the January time frame.
- ✓ She recently spent the day at North Orange County learning about our model Equal Employment Opportunity (EEO) plan to establish common language. We will move forward with our plan.

- ✓ Provided a handout to the Board members about the many activities going on in Student Services, and briefly highlighted these activities.
- ✓ Provided a handout on the Wellness Program from Ms. Beverly Kemmerling, Health Center Director.
- ✓ Noted the Amgen Tour of California will be in our area on February 24, and COC will be a sponsor, as well as a good parking location for spectators.

- ✓ We had our first "COC 101", a committee assignment on which all new faculty hires participate. Each month they will meet with one aspect of the COC culture and provide an overview from different perspectives on campus.

- ✓ She attended the SWAAC Board meeting last week, noting we have been doing a good job managing our claims, which have brought our risk down substantially.
- ✓ There is an Emergency Preparedness Plan in the works for our campus.

- ✓ She had a good meeting with representatives of the Planning Department from the City (Paul Brotsman and Fred Follstad). They highlighted some new plans around the City, and discussed ways to share joint use of facilities for sports and recreation and arts/culture, and a joint use library between the City, County and College.
- ✓ She facilitated a 3-hour FLEX workshop on Leadership last week on campus. Ms. Allison Devlin assisted in providing an assessment instrument to the participants.
- ✓ She met with Chancellor Drummond and Mr. Jose Milan while she was in Sacramento. They discussed the timeline for releasing the RFP for the virtual 3-D simulation center, which should be out in February and awarded by the first part of May. It will be in two RFPs – one for designing the software, the other for training.
- ✓ She has been working with Ms. Cathy Ritz in the Foundation and is looking forward to the pre-planning meeting in anticipation of the Strategic Planning Retreat on February 21.
- ✓ The Hall of Fame dinner was magnificent. You could tell how much the honoree's association with COC meant to each of them. Ms. Michele Edmonson and Mr. Len Mohny did a great job of spear-heading this effort.

Mr. Pemberton noted that:

- ✓ The ASG is offering snacks in their offices during the first week, which has brought many students into their offices while they wait in line for the bookstore.
- ✓ On February 27, ASG is sponsoring The Langston Hughes event, which will be held in the PAC at 7:00 pm. Everyone is invited to attend.

- ✓ Enjoyed the Hall of Fame dinner, also, noting the honorees were a large part of a big piece of COC history.
- ✓ He attended the CCLC conference and the Effective Trustee Workshop. Both were great and well worth the time.
- ✓ Noted he appreciated the support toward him at the Newsmaker Award dinner from his fellow trustees (after winning the “Behind the Scenes” award).

✓ Mr. Fortine noted that he:

- ✓ Thanked Mr. Blakey for the invitation to the CTA dinner in Manhattan Beach.
- ✓ Was installed as a member of the Board of Directors for the Betty Ferguson Foundation.
- ✓ Enjoyed the Hall of Fame dinner, and that it was nice to see Mike Gillespie honored, as he is a good friend.
- ✓ Went to an Energy Fair put on by the Chamber of Commerce. They were interested in our use of co-generation and our central plant, and requested a tour in the future.
- ✓ Has been working with the AT&T Championship Classic. Mr. Brian Fitzgerald (VP of Marketing) met with Dr. Van Hook and himself to work with COC next year for an entertainment event they host, where proceeds go to schools in the area.
- ✓ Attended a Zonta “Thank You” event for participating as Santa Claus during the holidays.
- ✓ Attended the Board’s FLEX workshop, which was good.
- ✓ Attended the City’s press conference yesterday regarding the CEMEX mine. There is a truce for the next year to hopefully negotiate a peaceful settlement.

- ✓ She also thanked Mr. Blakey for the invite to the CTA dinner. The next Board office hour will be Tuesday Feb 20 3-4:30pm in R-206. She asked the other trustees to let her know if any of them are available to participate.
- ✓ She attended the City Council meeting where COC was honored for our part in hosting the drive thru flu shot clinic. She noted it was nice of City to honor us.
- ✓ She attended the Chamber of Commerce Dinner, the Hall of Fame dinner, and the Newsmaker Awards dinner.
- ✓ She enjoyed her tour of the Canyon Country Site, and thanked Mr. Schrage for taking her.
- ✓ The Sacramento CCLC conference was great. She especially enjoyed the workshops on accountability.
- ✓ She participated in the FLEX workshop Q&A with the Board members.
- ✓ Hal Holbrook portraying Mark Twain in the PAC was a fabulous event, and the venue was sold out.
- ✓ She attended the Canyon Country Advisory Committee meeting last Monday.
- ✓ She has been chosen to be a mentor by someone at the College and she is pleased to be a part of this program, and is looking forward to it.

- ✓ He also attended many of the same events, including the Hall of Fame dinner, the Newsmaker Awards, FLEX workshop, CCLC conference in Sacramento, and enjoyed the time with the legislators, especially with Senator Abel Maldonado.
- ✓ He will be attending the ACCT National Legislative Conference in Washington DC.

**Board of Trustees Minutes – Business Meeting
February 7, 2007**

2006/07-75

Ms. Jenkins:

- ✓ Thanked Mr. Pemberton for attending the CCLC conference.
- ✓ Questioned Dr. Capet as to when the self-study for accreditation is, noting the Board will need to perform a self-evaluation.
- ✓ Noted she will be attending a planning meeting for the Joint meeting with the ASG officers. If any Board members have ideas for the meeting, please let her know.
- ✓ Has scheduled a FLEX workshop for the Board during the Classified Employees Week. She asked the Board members to let Ms. Leslie Carr know their availability.

None.

Ms. MacGregor requested:

- ✓ An update report on the status of the Canyon Country site, including timeframes, timelines and financial information.

President Jenkins announced the next meeting will be on Wednesday, February 28, 2007. The meeting is a Joint meeting with the Associated Student Government and will begin at 2:30 pm in the Staff Dining room. A Closed Session meeting will follow.

There being no further business, the meeting was adjourned at 7:55 p.m.

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

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

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

**Announcement of Next
Meeting (02/28/07) and
Adjournment
(12)**

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 _____