

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, JUNE 27, 2007
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, June 13, 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 (arrived 5:10 pm)
Mr. Scott Thomas Wilk
Mr. Steven Vanover, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President
Dr. Mitjl Capet, Assistant Superintendent/VP of Instruction
Ms. Sharlene Coleal, Vice President, Business Services
Dr. Barry Gribbons, VP, Institutional Development, Technology & Online Services/ Interim
Asst Superintendent
Ms. Lynne Mayer, Administrative Assistant

Special Guests: Ms. Cathy Ritz, Chief Operating Officer, COC Foundation
Mr. Dean Ogrin, Vice-Chair, COC Foundation Board of Directors

President Jenkins declared a quorum and called the meeting to order at 5:07 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 Labor Negotiator
Santa Clarita Community College District Representative: Ms. Diane Fiero
Confidential Classified Employees
(pursuant to Government Code §54957.6)
- 1.2b Discussion of Denial of Claim
Keenan & Associates Claim No. 4501-07-00003-01-07
Santa Clarita Community College District
(pursuant to Government Code §54956.95(a))

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

The Board returned to Open Session in the Staff Dining Room at 6:45 p.m. President Jenkins announced the Board took no action in Closed Session.

President Jenkins asked Mr. Vanover 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)**

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 Trustee: Aye

The Board moved approval for the minutes for 5/30/07:

**Approval of Minutes
(5/30/07, 6/6/07 and
6/27/07)
(1.6)**

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

The Board moved approval for the minutes for 6/6/07:

Motion: MacGregor Second: Wilk Record of Board Vote: 4-0-1
(Abstain: Tichenor)
Student Trustee: Abstain

The Board moved approval for the minutes for 6/13/07:

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

Dr. Van Hook:

**Recognition
(1.7)**

- ✓ Announced that many COC staff and faculty members have recently completed their degrees. She recognized Michele Edmonson, Jimmy Schrage, Sonia DeLeon, Jim Temple, Theresa Zuzevich, and Tom Bilbruck.
- ✓ Announced that Dr. Jolene Bock, COC's first librarian, has passed away. Dr. Van Hook provided highlights of her career at COC. Mr. Fortine noted he was on the Board that had hired Jolene, and she was a very energetic and lively person.

The Board moved approval of the Consent Calendar (with the additional information presented for Item 7.1) as follows.

**Consent Calendar
(2)**

- 5.1 Approval/Ratification of Interfund Transfers for Fiscal Year 2006-2007
- 5.2 Denial of Claim for Damages – Keenan & Associates Claim # 4501-07-00003-01-07
- 6.1 Approval of Notice of Completion for Laboratory Expansion Construction Project
- 6.2 Approval of Release of Retention for the Laboratory Expansion Construction Project
- 6.3 Approval to Reject and Rebid Contract Package for University Center Construction Project (Structural Steel and Metal Desk)
- 6.4 Approval of Settlement Agreement by Amendment for the Music/Dance Building Construction Project
- 7.1 Approval of Personnel Schedule PERS 2006/2007-20
- 7.2 Approval of Educational Administrator Employment Contract for Canyon Country Campus Founding Dean
- 7.3 Approval of Classified Administrator Employment Contract for Director, District Publications and Reprographics
- 7.4 Approval of Educational Administrator Employment Contract for Part-time Educational Administrator (temporary)
- 7.5 Approval of Salary Schedule for Contract Education Instructors in the Economic Development Division (Adult Hourly)
- 8.1 Approval of Surplus District Property Other than Land Under Board Policy 707 (Audio Visual Equipment)
- 8.2 Approval of Maintenance Renewal Agreement Between Santa Clarita Community College District and NE Systems, Inc.

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

Dr. Van Hook noted we are very excited about the new hires we have completed.

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

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

**Approval of Payments for Supplemental Services for Full-Time and Adjunct Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date
(3.1)**

The Board moved Approval of Agreement Between the Santa Clarita Community College District and William S. Hart Union High School District, the Castaic Union School District, and the SCV School and Business Alliance – Career Exploration Grant for 7th and 8th Grade Students.

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

**Approval of Agreement Between the SCCCD and Hart High School District, the Castaic School District, and the SCV School and Business Alliance – Career Exploration Grant for 7th and 8th Grade Students
(3.2)**

This item was moved forward on the agenda. The Board moved Approval of Appointment of Member to the Measure “M” Citizens’ Oversight Committee for Ms. Jaime Meriwether.

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

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

Ms. Coleal presented the Tentative Budget Workshop to the Board via a PowerPoint presentation, which highlighted the following:

- ✓ An overview of the accomplishments at COC including new programs/courses, facilities/construction projects, funds/grants received, student success, increased opportunities, business/community partnerships, and where we are in relation to concurrent enrollment FTES, increase in number of online course sections, and student enrollment projections.
- ✓ The highlights of passing Measure M and projects to be funded with this bond.
- ✓ The 2007/08 tentative budget is based on the 2007 May Revise Revenues.
- ✓ The Growth Target for 2007/08 budgeted FTES and how it affects COC.
- ✓ A summary of what the 2007/08 Tentative Budget funds, including:
 - Funding of PAC-B and staffing requests, revenues, estimated funding, acquired and pending grants, and expenses, including those for Canyon Country Campus, instructional programs, new faculty/replacement faculty, and overall technology plans for the two campuses, faculty, staff and administrators negotiated agreements.
- ✓ An overview of capital improvements for the 2007/08 year, which include:
 - Hasley Hall (High Tech) Aliso Hall (Science Lab), East PE Expansion, University Center construction, Canyon Country Campus, Central Plant upgrade, Equipment for East PE/Hasley Hall.

**Presentation and Adoption of the Santa Clarita Community College District’s 2007-2008 Tentative Budget
(5.3)**

The Board thanked everyone for the high level of detail that goes into this report and presentation. In particular, they thanked Ms. Cindy Grandgeorge and Ms. Donna Haywood for their oversight of the district’s budget and their help in putting the information together. Dr. Van Hook noted it was the first time she could recall in 19 years that we have been able to fund all requests presented to PAC-B, which is due to the dedication and hard work of many people from the Board of Trustees, to the staff/faculty members, and local businesses that enable us to manage our enrollment, reach our targets and bring in new revenue to meet the community’s needs.

**Board of Trustees Minutes – Business Meeting and Budget Workshop
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The Board moved Adoption of the Santa Clarita Community College District's 2007-2008 Tentative Budget.

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

**Presentation and
Adoption of the SCCCD
2007-2008 Tentative
Budget
(5.3) con't**

The Board moved Approval/Ratification of Interfund Transfers for Fiscal Year 2007-2008.

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

**Approval/Ratification of
Interfund Transfers for
Fiscal Year 2007-2008
(5.4)**

The Board moved Approval of Change Orders for the Classroom/High Tech Center Construction Project.

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

**Approval of Change
Orders for the
Classroom/High Tech
Center Construction
Project
(6.5)**

The Board moved Approval of Change Order #01 for Canyon Country Campus Modular Buildings.

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

**Approval of Change
Order #01 for Canyon
Country Campus
Modular Buildings
(6.6)**

The Board moved Approval of Change Orders for Laboratory Expansion Construction Project.

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

**Approval of Change
Orders for Laboratory
Expansion
Construction Project
(6.7)**

Dr. Van Hook noted that:

- ✓ She looked at the Board of Governors' agenda for next week and found a great chart of the bills being addressed. She distributed it to the Board members,
- ✓ The Board of Governors will be addressing 4 bills next week, and she briefly provided highlights of each of these bills. In particular, she highlighted the College Textbook Transparency Act with certain disclosures that should be included when publishers produce textbooks. She (along with several faculty members), will travel to Foothill De Anza College tomorrow, to learn more about an initiative to train and support faculty who wish to compile their own textbooks off public domain materials, augment it with their own work, and then provide textbooks for students at an affordable cost.

**Update on Legislation
(10.2)**

Mr. Dermody was not present.

**Academic Senate
Report
(11.1)**

Ms. Mayer had nothing to report.

**Classified Coordinating
Council Report
(11.2)**

Dr. Gribbons reported that:

- ✓ The UCLA Continuing Education (extension) representatives continue to be interested in participating in the University Center.

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

Dr. Capet noted that:

- ✓ We are up 9% in our summer enrollment numbers.
- ✓ It has been one year since he started at COC, and he distributed candy to everyone.

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

Ms. Coleal had nothing additional to report.

Dr. Van Hook noted that:

- ✓ She received a postcard from an adjunct faculty member who is in London. He noted that his first night overseas, he felt right at home watching an episode of NCIS because the scene was shot at COC.
- ✓ She participated in many hours of interview, and noted the group of faculty that was just hired is one of the best she has seen in a long time. They are bringing fluency in many major languages as well as a variety of experiences to their disciplines.
- ✓ The Aliso Hall ribbon cutting is July 11. There will be teaching demonstrations in the labs following the ceremony.
- ✓ Some of her former co-workers from Lake Tahoe Community College have lost their homes in the recent fires and we are organizing boxes of basic things one needs as homes are re-established.
- ✓ At the Measure M Oversight Committee meeting yesterday, 10 of the 12 members were present and they had a wonderful meeting.
- ✓ Earlier today, she had the opportunity to meet with Mr. Vanover, who is [re]prising his role as Student Trustee.

Mr. Vanover announced that:

- ✓ They are trying to recruit members over the summer for open ASG positions.

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

Ms. MacGregor provided a contact for the American Red Cross to Mr. Vanover for future blood drives.

Mr. Wilk noted that he:

- ✓ Enjoyed the COC Foundation Installation dinner. He added that we have a high caliber of membership on the Foundation Board.

Mr. Fortine noted that he has been busy attending many events, including:

- ✓ The Chamber Quarterly lunch
- ✓ "Evening Under the Oaks", hosted by Bob Kellar as a fundraiser for the SCV Symphony
- ✓ A meeting with the COC Foundation Golf Committee
- ✓ The VIA Bash, where COC was awarded the Business of the Year. He was pleased to accept this award on the College's behalf
- ✓ The Sheriff's Department Booster Club Concert
- ✓ COC Foundation Installation Dinner

Ms. MacGregor noted that she attended:

- ✓ The COC Foundation Installation Dinner. Her table brainstormed many new ideas, which she provided to Dr. Van Hook.

Mr. Tichenor noted he:

- ✓ Missed the COC Installation Dinner due to his teaching schedule, but sent his wife and his son in his place.
- ✓ Was proud to have the opportunity to hand his daughter her diploma from COC at the graduation in June.

Ms. Jenkins added that:

- ✓ She attended the COC Foundation Installation Dinner.
- ✓ She attended the surprise retirement party for Ray Whitten, the COC softball coach for 22 years. It was a great event attended by many of his colleagues. She presented him with a Resolution from the Board of Trustees.

None.

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

None.

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

President Jenkins announced the next meeting will be a Business Meeting held on July 11, 2007 beginning at 5:00 for Closed Session, 6:30 pm for Open Session in the Staff Dining Room.

**Announcement of Next
Meeting (07/11/07) and
Adjournment
(12)**

There being no further business, the meeting was adjourned at 8:40 p.m.

Mrs. Michele R. Jenkins, President
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 _____