

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, JANUARY 16, 2008
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, January 16, 2008, by President Ernie Tichenor, in Hasley Hall/Cinema Room (HSLH 101), 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 (arrived 5:10 p.m.)
Mr. Ernest L. Tichenor
Mr. Scott Thomas Wilk
Mr. Steven Vanover, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President
Dr. Mitjl Capet, Assistant Superintendent/Vice President, Instruction
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services (departed at 6:45pm)
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services
Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources
Ms. Cathy Ritz, Chief Operation Officer, College of the Canyons Foundation
Ms. Cindy Grandgeorge, Controller
Ms. Kari Soffa, Accounting Supervisor
Mr. Eric Harnish, Special Assistant to the Superintendent-President/Interim Director of External Relations

Special Presenters: Mr. Gary Peterson, Chair, Cinema Department
Ms. Patti Haley, Instructor, Chair, Health Sciences Program
Mr. Bill Rausch, Auditor, Vavrinek, Trine, Day & Co., LLP
Mr. Kevin Holmes, Chair, College of the Canyons Foundation Board of Directors

President Tichenor declared a quorum and called the meeting to order at 5:04 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:

- 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 Liability Claims
Claimant: Allstate Insurance Company
Agency Claimed Against: Santa Clarita Community College District
Settlement No. 0708-001
(pursuant to Government Code §54965.95)

**Closed Session
(1.2)**

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

The Board returned from Closed Session and announced no action had been taken.
Open Session was called to order in Hasley Hall/Cinema Room (HSLH 101) at 6:09 pm.

President Tichenor asked Dr. Wilding to lead the flag salute.

**Flag Salute
(1.3)**

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- 7.2 Approval of Educational Administrator Employment Contract for Division Dean, Mathematics, Sciences & Engineering Technologies
- 7.3 Approval of Classified Administrator Employment Contract for Human Resources Analyst
- 8.1 Approval of Surplus District Property Other than Land Under Board Policy 707 (Printers, Computers)

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

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

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 Session Payments to Date, with the correction to the item distributed at the meeting.

**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 Session Payments to Date
(3.3)**

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

Mr. Bill Rausch, Auditor (Vavrinek, Trine, Day & Co., LLP) was at the meeting to provide an overview of the audits (Item 5.7, 5.8, 5.9 and 5.10) and answer questions from the Board. The Board moved Acceptance of Santa Clarita Community College District Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2007.

**Acceptance of SCCC District Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2007
(5.7)**

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

The Board moved Acceptance of Measure C General Obligation Bonds with Independent Accountants' Report on Applying Agreed-Upon Procedures for the Fiscal Year Ending June 30, 2007.

**Acceptance of Measure C GO Bonds with Independent Accountants' Report on Applying Agreed-Upon Procedures for the Fiscal Year Ending June 30, 2007
(5.8)**

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

The Board moved Acceptance of Measure M General Obligation Bonds with Independent Accountants' Report on Applying Agreed-Upon Procedures for the Fiscal Year Ending June 30, 2007.

**Acceptance of Measure M GO Bonds with Independent Accountants' Report on Applying Agreed-Upon Procedures for the Fiscal Year Ending June 30, 2007
(5.9)**

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

A Review of College of the Canyons Foundation Annual Financial Report June 30, 2007 and 2006 and Review of Santa Clarita Community College District and College of the Canyons Foundation: Schedule of Commensurate Return as of June 30, 2007 was presented to the Board for information. Mr. Holmes thanked the district for its support of the Foundation and commended district and Foundation staff for their work on the audit.

**Review of COC
Foundation Annual
Financial Report June
30, 2007 and 2006 and
Review of SCCCD and
COC Foundation:
Schedule of Commensurate
Return as of
June 30, 2007
(5.10)**

The Financial Report – Month Ending November 30, 2007 was presented to the Board of Trustees for their information.

**Financial Report –
Month Ending
November 30, 2007
(5.11)**

The Board moved Ratification of Contract for Canyon Country Campus Construction Project (Signage).

**Ratification of Contract
for Canyon Country
Campus Construction
Project (Signage)
(6.9)**

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

The Board moved Ratification of Contract for Central Plant Construction Project (York Chiller Repairs).

**Ratification of Contract
for Central Plant
Construction Project
(York Chiller Repairs)
(6.10)**

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

The Board moved Ratification of Contract for Renovation of Baseball and Softball Fields (Fencing).

**Ratification of Contract
for Renovation of
Baseball and Softball
Fields (Fencing)
(6.11)**

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

The Board moved Ratification of Contract for Canyon Country Campus Construction Project (Concrete Retention Basin).

**Ratification of Contract
for Canyon Country
Campus Construction
Project (Concrete
Retention Basin)
(6.12)**

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

The Board moved Approval of Contract for Water Line at Baseball and Softball Fields.

**Approval of Contract
for Water Line at
Baseball and Softball
Fields
(6.13)**

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

The Board moved Approval of Change Orders for the PE Addition and Tennis Courts Construction Project.

**Approval of Change
Orders for the PE
Addition and Tennis
Courts Construction
Project
(6.14)**

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

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

**Approval of Change
Orders for the
Classroom/High Tech
Center Construction
Project (Hasley Hall)
(6.15)**

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

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The Board moved Approval of Change Orders for the Mentry Hall Re-Roofing Project.

Motion: MacGregor

Second: Wilk

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

**Approval of Change
Orders for the Mentry
Hall Re-Roofing Project
(6.16)**

The Board moved Approval of Change Orders for University Center Construction Project.

Motion: Fortine

Second: Jenkins

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

**Approval of Change
Orders for University
Center Construction
Project
(6.17)**

The Board moved Approval of Change Orders for the Chemistry Lab Remodel Project (Boykin Hall).

Motion: Wilk

Second: Fortine

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

**Approval of Change
Orders for the
Chemistry Lab
Remodel Project
(Boykin Hall)
(6.18)**

The Board Approval of Change Orders for Canyon Country Campus Construction Project.

Motion: Fortine

Second: Jenkins

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

**Approval of Change
Orders for Canyon
Country Campus
Construction Project
(6.19)**

The Board moved Approval to Award Contract for the 2008-2013 Facilities Master Plan for the Valencia and Canyon Country Campuses.

Motion: Fortine

Second: MacGregor

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

**Approval to Award
Contract for the 2008-
2013 Facilities Master
Plan for the Valencia
and Canyon Country
Campuses
(6.20)**

Dr. Van Hook noted that:

- ✓ She, along with Ms. Coleal and Dr. Gribbons, are working on the Fiscal Checklist to present to the Board of Trustees at the February 6 meeting in light of the complex state budget situation.
- ✓ Ms. Coleal and Dr. Gribbons attended the Board of Governors meeting January 14 to share information about proposed changes to the community college growth funding formula, as well as funding for educational centers.

**Update on Legislation
(10.1)**

Mr. Dermody was not present.

**Academic Senate
Report
(11.1)**

Mr. Harnish had nothing to report.

**Classified Coordinating
Council Report
(11.2)**

Dr. Van Hook noted that:

- ✓ The Administration/Student Services project, and the first permanent building at Canyon Country have been approved for state funds, pending passage of the next statewide bond measure for education construction funding.
- ✓ COC students are working on a recycling fund-raiser, Mac's Project, with the Michael Hoefflin Foundation.
- ✓ The Michael Hoefflin Foundation decided at its last board of directors meeting to hire a full-time grant writer. Dr. Van Hook will be meeting with Executive Director Scott Schauer to develop a job description.
- ✓ Volunteers are being recruited by Ms. Patty Robinson for the Living History Project.
- ✓ A meeting was held today with KBZ Architects regarding plans to update the cafeteria.

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

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- ✓ Enrollment is up for the Spring Semester between 11 and 15 percent, and 4 to 6 percent in the Winter Session.

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

Ms. Fiero noted that:

- ✓ Her department has filled its analyst position, and she thanked the Board for approving that position.
- ✓ We are gearing up for the LEAP program to provide our own "grow your own" leadership training at College of the Canyons.

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

Dr. Gribbons noted that:

- ✓ UCLA Extension is likely to offer classes in the University Center within the next nine months for those interested in learning to teach non-credit ESL.
- ✓ He is working with the Chancellor's Office to make federal appropriations requests.

Dr. Capet noted that:

- ✓ Dr. Ram Manvi has joined COC as the Dean of Math, Science, and Engineering.
- ✓ The non-credit program is growing quickly, as is Community Education.

Ms. Coleal announced that:

- ✓ She attended the Budget Workshop in Sacramento.

Mr. Vanover reported that:

- ✓ ASG held its first meeting of 2008, which was a joint meeting with the Sustainable Development Committee.
- ✓ ASG has purchased signs encouraging people to vote on February 5.

Ms. Jenkins had nothing to report.

Mr. Fortine noted that:

- ✓ It was Ms. Lynne Mayer's birthday today, and he offered her congratulations in her absence.
- ✓ He filled in for Bob Kellar on his radio show and interviewed Paul De La Cerda, director of the Small Business Development Center.

Mr. Wilk noted that:

- ✓ He attended a community event with Senator George Runner, and the Senator noted publicly that he is not in favor of Proposition 92.

Ms. MacGregor noted that:

- ✓ She attended the New Employee Luncheon and the Holiday Reception held in Hasley Hall.
- ✓ She served as Principal for a Day at Golden Valley High School.
- ✓ She appreciated all the care and concern expressed by everyone during Doug's recover.

Mr. Tichenor reported that:

- ✓ He attended the Economic Development Agency grant presentation event with Congressman Buck McKeon and Assistant Secretary of Commerce Sandy Baruah.
- ✓ He will attend the Association of Community College Trustees Legislative Conference in February in Washington, D.C.

Ms. Bozman noted that COC is being highlighted at KHTS radio broadcasts at Valencia Town Center.

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

The following requests were noted:

- ✓ Ms. Jenkins requested an overview of the curriculum development process and how the minimum qualifications for our teaching faculty are established.

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

President Tichenor announced the next meeting will be held on Wednesday, February 6, 2008. Closed Session will start at 5:00pm and Open Session will begin at 6:30pm in the Staff Dining Room.

**Announcement of Next
Meeting (02/06/08) and
Adjournment
(12)**

There being no further business, the meeting was adjourned at 8:42 p.m.

Mr. Scott Thomas Wilk, 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 _____