# 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** 

**Closed Session** 

(1.1)

(1.2)

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)

Liability Claims 1.2b

Claimant: Allstate Insurance Company

Agency Claimed Against: Santa Clarita Community College District

Settlement No. 0708-001

(pursuant to Government Code §54965.95)

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

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

Flag Salute

(1.3)

# **Board of Trustees Minutes – Business Meeting** January 16, 2008

2007/08-62

President Tichenor welcomed all present to the meeting 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 and the corrections provided for Item 3.3 and Item 5.5).

Approval of Agenda (1.5)

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

> Student Trustee: Aye

The Board moved approval of the minutes for December 5, 2007.

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

Student Trustee: (1.6)Ave

**Approval of Minutes** (12/05/07 and 01/07/08)

The Board moved approval of the minutes for January 7, 2008.

Second: Fortine Record of Board Vote: 4-0-1 Motion: Jenkins

(Abstain: MacGregor)

Student Trustee: Abstain

Dr. Van Hook:

Recognition/Up Close ✓ Introduced Mr. Gary Peterson, Chair of the Cinema Department, who provided a (1.7)

brief overview of the Cinema program department and its classes. He provided an informative handout to the Board, which is hereby included as a part of these minutes.

✓ Introduced Mr. Schrage, who gave a brief presentation on recent improvements at the Canyon Country Campus, including landscaping, fencing, and the amphitheater.

✓ Introduced Ms. Patti Haley, Chair of the Health Science Department, who provided a brief overview of the EMT program at COC, the courses being offered, staff in the department and plans for the future. Ms. Halev also distributed a handout about the program 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 and the correction for Item 5.5).

- Approval of Community Education Fee-Based Courses for Spring 2008
- 3.2 Approval of Agreement Between Santa Clarita Community College District and the San Fernando Valley Chapter of APICS (Employee Training Institute)
- 5.1 Approval of Budget Parameters for Fiscal Year 2008/09
- 5.2 Approval of Mileage Rate: Increase to 50.5¢ Per Mile For Business Miles Driven Effective January 1, 2008
- 5.3 Approval of Settlement: Santa Clarita Community College District Settlement No. 0708-001
- 5.4 Approval of Purchase Order Schedule PO 07/08-06
- 5.5 Approval of Travel Authorization Schedule T 07/08-7
- Approval of Notice of Completion for the Baseball Field Renovation Project 6.1
- 6.2 Approval of Notice of Completion for the Canyon Country Campus Construction Project (Floor Connection)
- 6.3 Approval of Notice of Completion for the Mentry Hall Re-Roofing Project
- Approval of Notice of Completion for the Classroom/High Tech Center Construction Project (Hasley Hall)
- Approval of Surplus District Property Other Than Land Under Board Policy 707 (Electronic Keyboards)
- 6.6 Approval of Contract for University Center Construction Project (Reproduction Services)
- 6.7 Approval of Contract for University Center Construction Project (Elevator Smoke Containment System)
- 6.8 Approval of Award of Contract for the Canyon Country Campus Construction Project, Traffic Signal and Median Concrete Strips
- 7.1 Approval of Personnel Schedule PERS 2007/2008-11

**Consent Calendar** (2)

**Consent Calendar** 

# **Board of Trustees Minutes – Business Meeting** January 16, 2008

- Approval of Educational Administrator Employment Contract for Division Dean, Mathematics, Sciences & Engineering Technologies
  - (2) con't
- Approval of Classified Administrator Employment Contract for Human Resources 7.3 Analyst
- Approval of Surplus District Property Other than Land Under Board Policy 707 (Printers, Computers)

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.

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

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 Session Payments** to Date

(3.3)

The Board moved Approval/Ratification of Budget Transfers.

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

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

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.

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

Student Trustee: Aye Acceptance of SCCCD Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2007 (5.7)

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.

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

Student Trustee: Aye **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)

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.

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

Student Trustee: Aye 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)

# **Board of Trustees Minutes - Business Meeting** January 16, 2008

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).

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

Student Trustee: Aye **Ratification of Contract** for Canyon Country **Campus Construction** Project (Signage) (6.9)

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

Motion: MacGregor Second: Fortine Record of Board Vote: 5-0 Student Trustee: Aye Ratification of Contract for Central Plant **Construction Project** (York Chiller Repairs) (6.10)

**Ratification of Contract** for Renovation of

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

Second: Jenkins

Motion: MacGregor

**Baseball and Softball** Record of Board Vote: 5-0 Fields (Fencing) Student Trustee: (6.11)Aye

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

**Ratification of Contract** for Canyon Country

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

Student Trustee: Aye

**Campus Construction Project (Concrete** Retention Basin) (6.12)

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

Motion: Jenkins Second: Fortine Student Trustee: Aye

Record of Board Vote: 5-0

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

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

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

Student Trustee: Aye

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

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

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

Student Trustee: Aye

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

# Board of Trustees Minutes – Business Meeting January 16, 2008

2007/08-65

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)

2007/08-66

✓ 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

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

#### 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.

#### 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:	The fol	lowing	requests	were	noted:
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✓ 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 \_\_\_\_\_