

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, JANUARY 20, 2010
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, January 20, 2010, by President Scott Wilk in the Board Meeting Room (HSLH-137), College of the Canyons, 26455 Rockwell Canyon Road, Valencia, California.

Members Present: Mr. Michael D. Berger
 Mr. Bruce D. Fortine (arrived 4:36 pm)
 Mrs. Michele R. Jenkins
 Mrs. Joan W. MacGregor (arrived 4:57 pm)
 Mr. Scott Thomas Wilk
 Mr. Nicolas Cardenas, Student Trustee

Others Present: Dr. Dianne Van Hook, Chancellor (departed 7:25 pm, returned 7:47 pm)
 Dr. Mitij Capet, Assistant Superintendent/VP, Instruction
 Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
 Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services
 Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology and Online Services
 Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources
 Mr. Michael Dermody, President, Academic Senate
 Ms. Lynne Mayer, Administrative Assistant to the Chancellor and the Board of Trustees

Special Presenters and Others Present: Dr. Floyd Moos, Dean, Fine and Performing Arts
 Mr. Adam Philipson, Managing Director, PAC
 Mr. Bill Rauch, Auditor, Vavrinek, Trine, & Day, Inc. LLC
 Ms. Rita Garasi, Chair, Measure M Citizens' Oversight Committee
 Ms. Julie Sturgeon, Member, COC Foundation Board/Audit Committee
 Ms. Sue Bozman, VP, District Communication, Marketing & External Relations
 Mr. Jim Schrage, Vice President, Facilities Planning, Operations, and Construction
 Dr. Dena Maloney, Founding Dean, Canyon Country Campus
 Mr. John McElwain, Managing Director, Public Relations and Marketing

President Wilk declared a quorum and called the meeting to order at 4:34 pm.

**Quorum Established
(1.1)**

The Board moved to Closed Session in the Conference Room (HSLH-136), where they discussed the following:

**Closed Session
(1.2)**

- 1.2a Conference with Labor Negotiator (*pursuant to Government Code §54957.6*)
 Santa Clarita Community College District Representative: Ms. Diane Fiero
 Confidential Classified Employees
- 1.2b Conference with Labor Negotiator (*pursuant to Government Code §54957.6*)
 Santa Clarita Community College District Representative: Mr. Jim Schrage
 California Schools Employee Association (CSEA)
- 1.2c Conference with Legal Counsel— Potential Litigation (*pursuant to Government Code §54956.9*)
 Keenan & Associates Claim No. 427242
- 1.2d Conference with Labor Negotiators (*pursuant to Government Code §54957.6*)
 Santa Clarita Community College District Representative: Dr. Dianne Van Hook
 Director of Nursing

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Those present in Closed Session were Berger, Capet, Coleal, Fiero, Fortine, Gibbons, Jenkins, MacGregor, Schrage, Van Hook, Wilding, and Wilk.

**Closed Session
(1.2) con't**

The Board returned to Open Session at 6:00 pm, and Mr. Wilk announced no action had been taken in Closed Session.

Mr. Wilk asked Ms. Fiero to lead the flag salute.

**Flag Salute
(1.3)**

The Board moved approval of the agenda with the additional information presented for Item 7.1.

**Approval of Agenda
(1.4)**

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

Mr. Wilk welcomed all present to the meeting and invited anyone wishing to address the Board to so indicate and they would be recognized.

**Welcome Guests
(1.5)**

Dr. Moos provided a brief overview of how the K-12 Arts Education program came to be at COC. Mr. Philipson highlighted key components of this program, and announced COC has been accepted to the Kennedy Center's Partners in Education program in May 2010. We were selected as one of 14 national teams to participate in Professional Development institute. The Kennedy Program accepted a 4-member team comprised of assistant-superintendents from the Districts of Newhall, Saugus, Sulphur Springs and a representative of our PAC. This is a funded 2 year commitment and a very prestigious opportunity for us.

**Recognition/Up Close
(1.6)**

The Board thanked Dr. Moos and Mr. Philipson for engaging with the elementary schools, noting they hear nothing but positive feedback from the students and teachers. They noted we gain from it also, by exposing our PAC to others and building an appreciation of the arts for future generations.

The Board moved approval of the Consent Calendar with the additional information provided for Item 7.1 as follows:

**Consent Calendar
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 3.2 Approval of Contract Between Santa Clarita Community College District and Salinas Valley Memorial Healthcare System (Allied Health)
- 3.3 Approval of Contract Between Santa Clarita Community College District and University of California Los Angeles - Medical Center Santa Monica (Allied Health)
- 3.4 Approval of Contract Between Santa Clarita Community College District and Specialty Laboratories (Allied Health)
- 3.5 Approval of Resolution 2009/10-09: Instructional Materials Contract Number CIMS-9289 with the California State Department of Education for Child Care and Development Services
- 3.6 Approval of Contract Between Santa Clarita Community College District and Thomson/West for 3-Year Subscription to West Complete Print
- 4.1 Approval of Nonresident Tuition for FY 2010-2011
- 5.1 Approval of Purchase Order Schedule PO 09/10-06
- 5.2 Approval of Travel Authorizations Schedule T 09/10-11
- 5.3 Approval of Mileage Rate: Decrease to 50.0¢ Per Mile for Business Miles Driven Effective January 1, 2010
- 5.4 Approval of Additional Merchant Application with Elavon, Inc., to Enable the Parking Permit Vending Machines to Accept Credit/Debit Cards
- 6.1 Approval of Addendum #01 to Contract for Architectural Services for the Third Floor Mentry Hall Remodel Project (Kruger Bensen Ziemer)

- 6.2 Approval of Addendum #01 to Contract for Architectural and Engineering Services for the Baseball and Softball Fields Dugout and Locker Rooms (Kruger Bensen Ziemer) **Consent Calendar (2) con't**
- 6.3 Approval of Change Orders for Bonelli First Floor Remodel Project
- 6.4 Approval of Contract for Surveillance System for the Dr. Dianne G. Van Hook University Center Construction Project (Data Systems Worldwide, Inc.)
- 6.5 Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Construction Project
- 6.6 Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Tenant Improvement Construction Project
- 6.7 Approval of Riders to Contract for Security Monitoring Services, University Center (Digital Security and Electronics)
- 6.8 Approval of Notices of Completion
- 7.1 Approval of Personnel Schedule PERS 2009/2010-10
- 7.2 Approval of Educational Administrator Employment Contract Amendment for Director of Nursing
- 8.1 Approval to Surplus Property Other than Land in Accordance with Board Policy 6550 (Computers & Audio/Visual Equipment)
- 8.2 Approval of Agreements Between Santa Clarita Community College District and San Mateo County Community College District (University Center Consortium)
- 8.3 Approval of Agreements Between Santa Clarita Community College District and Shasta College (University Center Consortium)

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

It was noted that Ms. Sue Albert (Dean, Allied Health) and Ms. Sue Bozman (VP, District Communication, Marketing & External Relations), who were both present in the audience, are listed on Item 7.1, announcing their retirement effective this summer. The Board and Dr. Van Hook thanked them both ladies for their hard work, dedication and leadership over their many years of service to this District.

Items 5.7, 5.8, 5.10 and 5.6 were moved forward on the agenda, as Mr. Bill Rauch, partner with Vavrinek, Trine, & Day was present to address these items. Mr. Rauch provided an overview on both the Measure C and Measure M Oversight Committee Audits. On both reports, we received unqualified opinions.

Dr. Van Hook thanked the fiscal services staff and Ms. Rita Garasi, who has served on and chaired both Measure C and M oversight committees, for their work. She noted we have never had a finding on any Measure C or Measure M audits. Ms. Garasi noted it was rewarding to be a part of something that is so significant in this community.

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, 2009 and Independent Auditors' Report for the Fiscal Year Ending June 30, 2009.

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

Acceptance of Measure C General Obligation Bonds with Independent Accountants' Report on Applying Agreed-Upon Procedures for the Fiscal Year Ending June 30, 2009 and Independent Auditors' Report for the Fiscal Year Ending 06/30/09 (5.7)

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, 2009 and Independent Auditors' Report for the Fiscal Year Ending June 30, 2009.

Motion: Fortine Second: MacGregor 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, 2009 and Independent Auditors' Report for the Fiscal Year Ending 06/30/09 (5.8)

Mr. Rauch noted the audit opinion letter (MD&A) states there is an unqualified opinion for the COC Foundation. Ms. Julie Sturgeon, COC Foundation Audit Committee, noted there were no findings. Ms. Ritz noted this audit was completed in October, and approved by the Foundation Board shortly thereafter. Mr. Berger noted Ms. Ritz's hard work in the Foundation is shown in such a successful audit.

The Board was presented the College of the Canyons Foundation Annual Financial Report (Audit) June 30, 2009 and 2008 and Review of Schedule of Commensurate Return as of June 30, 2009 as information.

Review of COC Foundation Annual Financial Report (Audit) June 30, 2009 and 2008 and Review of Schedule of Commensurate Return as of June 30, 2009 (5.10)

Mr. Rauch provided highlights of this audit, noting we have no findings. We have been issued a clean opinion letter for the District's audit, which is unusual and commendable. The MD&A letter is a great summary provided by COC management that captures our financial status.

Acceptance of SCCCD Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2009 (5.6)

Ms. Coleal thanked everyone for their help, and noted Ms. Cindy Grandgeorge's work for this District is incredible. She thanked Mr. Rauch for working with our District.

Mr. Rauch noted the auditors work for the Board, not for the management, and the auditors are available to the Board members whenever they have questions or concerns.

The Board moved Acceptance of Santa Clarita Community College District Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2009.

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

The Board moved Approval/Ratification of Budget Transfers.

Approval/Ratification of Budget Transfers (5.5)

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

The Board moved Approval of Budget Parameters for Fiscal Year 2010-2011.

Approval of Budget Parameters for Fiscal Year 2010-2011 (5.9)

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

The Financial Report – Month Ending November 30, 2009 was presented as information.

Financial Report – Month Ending November 30, 2009 (5.11)

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Mr. Wilk moved this item forward on the agenda.

Mr. Pete Virgadamo, Acting AFT President:

- ✓ Offered his congratulations to Mr. Wilk as the new President, Ms. MacGregor for her re-election and to Mr. Berger for his election as a new Board member.
- ✓ Provided an overview of ideas the adjunct faculty would like to see discussed or implemented that may benefit our students and possibly help to reduce costs as we work through the state budget crises:

There were 3 "Requests to Speak" forms submitted to the Board regarding the COC nursing program. Addressing the Board members were:

- ✓ Ms. Narineh Megherdich
- ✓ Mr. Adam Rasgen (son of Ms. Karlan)
- ✓ Ms. Lisa Karlan (who provided a packet of information to each Board member)

Mr. Wilk thanked all the speakers for their comments to the Board of Trustees.

The Board moved Approval of Payments for Supplemental Services for Full-Time Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date 2008-2009.

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

Approval of Payments for Supplemental Services for Full-Time Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date 2008-2009 (3.7)

The Board moved Approval of Spring 2010 Instructional Field Trips.

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

Approval of Spring 2010 Instructional Field Trips (3.8)

The Board moved to ratify the On Site Supervisor Agreement for Education Services between the Santa Clarita Community College District and the Los Angeles Police Department.

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

Ratification of On Site Supervisor Agreement for Education Services between the SCCC and the LAPD (3.9)

The Board moved Approval of Agreement with the County of Los Angeles for the Countywide Household Hazardous and Electronic Waste Collection Program Siting Liability Agreement.

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

Approval of Agreement with the County of LA for the Countywide Household Hazardous and Electronic Waste Collection Program Siting Liability Agreement (6.9)

The Board moved Approval of Change Order for the Applied Technology Education Center Construction Project at the Canyon Country Campus.

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

Approval of Change Order for the Applied Technology Education Center Construction Project at the Canyon Country Campus (6.10)

Comments by the Audience for Items Not on the Agenda (11.6)

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The Board moved Approval of Contract for Renovation of Main Gymnasium Sound Panels in PE West (Scotty Chitwood Ceilings, Inc.).

Motion: MacGregor

Second: Jenkins

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

**Approval of Contract
for Renovation of Main
Gymnasium Sound
Panels in PE West
(Scotty Chitwood
Ceilings, Inc.)
(6.11)**

The Board moved Ratification of Contract for the Dr. Dianne G. Van Hook University Center Tenant Improvement Construction Project (Klassen Corporation).

Motion: Berger

Second: Fortine

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

**Ratification of Contract
for the Dr. Dianne G.
Van Hook University
Center Tenant
Improvement
Construction Project
(Klassen Corporation)
(6.12)**

The Board moved Approval of Contract for Signage for the Mentry Hall Expansion Construction Project (Biesek Design).

Motion: Fortine

Second: Jenkins

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

**Approval of Contract
for Signage for the
Mentry Hall Expansion
Construction Project
(Biesek Design)
(6.13)**

Dr. Van Hook:

- ✓ Distributed a new "What They're Saying..." (written by Mr. Eric Hamish), and briefly highlighted the key issues included therein. She noted, as she previously shared with the Board, he is also working to put together the meetings and information for the upcoming legislator visits in Sacramento.
- ✓ Noted that Mr. Lay sent an email regarding the direct student loan program and the devastating impact it would have if eliminated as proposed.
- ✓ Noted she and Dr. Gribbons met with Congressman McKeon's new appropriations staff member last week.
- ✓ Reported on the hearing on over-regulation at City Hall, where Mr. Wilk was a panelist. She spoke on the problem we are having with the SouthBay WIB not putting community college courses on their designated provided list, which prevents us from accessing WIA funds. The City and both Senator Runner and Assemblyman Smyth offered to help put pressure on to get the problem solved.
- ✓ Noted we received notification for the renewal of \$310,000 on February 1 for the Career Technical Initiative to strengthen Career Technology Education programs which provides career exploration for 7th and 8th graders, professional development to both staff at K-12 and COC, and funding for faculty externships.

**Update on Legislation
(10.1)**

Mr. Dermody noted that:

- ✓ Next week is the spring FLEX program, and it is open to anyone interested in attending the sessions being offered.
- ✓ The Academic Senate plans to address "Intellectual Property" this semester.

**Academic Senate
Report
(11.1)**

There was no report made.

**Classified Senate
Report
(11.2)**

Mr. Fortine noted:

- ✓ The Foundation has new Board members: Nick Lentini, Shawn Fonder, Joe Schulman, Skip Newhall, and Steven Chegwin.
- ✓ This year, the Foundation's fundraising is up 9.5%. Corporate sponsorships are at 62%, individual donors at 26%, and the last 12% comes from private entities.
- ✓ The 50% match the Foundation has, when fully funded, will reach \$120,000 and they are working hard to make that happen.

**Board Liaison
Committee Member
Report
(11.3)**

Dr. Van Hook invited the administrators to report on their areas.

**Chancellor's Report
(11.4)**

Ms. Bozman noted that:

- ✓ Marketing Professionals, a company evaluating "Best Practices in Social Networking" selected COC, along with many other major companies, for doing innovative things on a small budget.
- ✓ We will also receive an award from the National Council and Marketing Public Relations (NCMPR). Mr. Bruce Battle, Ms. Wendy Trujillo, and Ms. Celina Baguiao are the people behind these efforts and are to be commended for their efforts.

Mr. Schrage had nothing to report.

Dr. Maloney noted that:

- ✓ Canyon Country Campus is doing well with the amount of rain they have had. She thanked Mr. Schrage and his crew for keeping the storm drains cleared.
- ✓ Enrollment for spring is going well.
- ✓ They are working on 3 critical grants.

Ms. Fiero noted that:

- ✓ The next LEAP group begins on February 19th and over 40 people have enrolled.
- ✓ The Castaic Education Foundation is having their Wine Tasting at Salt Creek on February 12th if anyone is interested.

Dr. Wilding had nothing to report.

Dr. Gribbons noted that:

- ✓ We had about 200 people attend the University Center open house today from 4-7pm.
- ✓ Dr. Serasin Zasueta is bringing a contingent from Chula Vista to replicate our University Center there.
- ✓ His department worked with Student Services on the registration system to help fix some issues in the system, which has made a dramatic change to our capacity and response time.

Dr. Capet announced that:

- ✓ Ms. Audrey Green and the Academic Services department has relocated into what used to be HR. Payroll has moved into a portion of the same building as well.
- ✓ Winter classes and spring registration is going well.

Ms. Coleal:

- ✓ Briefly reviewed the highlights of the ACCCA Governor's budget workshop she attended.

Dr. Van Hook noted that:

- ✓ Ms. Maloney, Dr. Manvi, Ms. Bogna, Dr. Gribbons and she went to the Al Mann Institute and met with the new president relative to training partnership and opportunities.

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- ✓ On February 4, we are hosting the Chancellor's Business Council. Mr. Jay Thomas will be speaking at the kick-off breakfast, along with herself, at the University Center.
- ✓ During the new LEAP session, the participants will be accompanying people to professional meetings in the region and throughout the state as well as into the business community.
- ✓ We had 287 people attend the Inspirations art show in the gallery yesterday, which displayed the artwork of high school students and their instructors. She thanked Mr. Larry Hurst for his work in the gallery to make this such a success.
- ✓ She is working with Mr. Ray York (in the Chancellor's Office) to strategize ways EDPAC can be more effective.
- ✓ Last week, she acquired (and distributed to the Board) information on the cost of state regulations on California.
- ✓ Ms. Leslie Carr is once again the chair of 4CSD. Congratulations to Leslie.
- ✓ She recently sent one of our students a note commending the student on her fundraising efforts for her Girl Scouts gold award, which raised money for youth instruments. This young lady sent a nice thank you note in return, which was distributed to the Board.

**Chancellor's Report
(11.4) con't**

Mr. Cardenas noted that:

- ✓ Students are busy getting ready for finals.
- ✓ He has a class at CCC for winter intersession.
- ✓ He will be in Sacramento at the CCLC conference.

**Reports by Student
Trustee, Staff Members,
and Board Members
(11.5)**

Mrs. MacGregor added that:

- ✓ She attended the SCV Ballet performance of The Nutcracker. It was a great program, and she encouraged everyone to take advantage of this offer next year.

Mr. Berger noted that:

- ✓ He is excited about attending the CCLC conference this weekend.

Mr. Fortine noted that:

- ✓ He returned from his trip to Cancun, and had a great time.
- ✓ The Castaic Education Foundation (CEF) is a great organization, and we should support Ms. Fiero in her efforts as a member of the CEF.

Ms. Jenkins noted that:

- ✓ She is also attending the CCLC conference in Sacramento. She will participate in the ACES meeting on Friday, and has presentations on Saturday and Sunday.

Mr. Wilk noted that:

- ✓ The EOPS book fair in December was great.
- ✓ He thanked Dr. Van Hook for speaking at the Business Town Hall meeting last week.
- ✓ The Kris Kristopherson concert in the PAC was good.
- ✓ On February 13, Congressman McKeon's women's business conference will be held in COC cafeteria and anyone interested can register on McKeon's website. He noted one of the speakers will be Dr. Van Hook.

No further comments.

**Comments by the
Audience for Items Not
on the Agenda
(11.6)**

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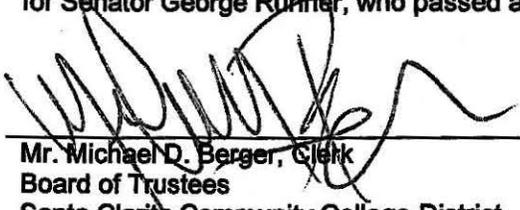
There were none.

**Requests/Recap of
Requests Made During
the Meeting By Board
Members to Have an
Item on a Future
Agenda
(11.7)**

President Wilk announced the next regular scheduled meeting will be a Business meeting on Wednesday, February 3, 2010. This is the rescheduled date of the February 10th meeting previously scheduled. The meeting will begin at 4:30 pm in HSLH 137 with Closed Session, followed by Open Session at 6:00 pm.

**Announcement of Next
Meeting (02/03/10) and
Adjournment
(12)**

Mr. Wilk adjourned the meeting at 8:35 pm in memory of Mr. Will Smith, Chief of Staff for Senator George Runner, who passed away unexpectedly last week.



Mr. Michael D. Berger, Clerk
Board of Trustees
Santa Clarita Community College District



Dr. Dianne G. Van Hook
Chancellor
College of the Canyons

Entered in the proceedings of the District

February 3, 2010