SANTA CLARITA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

BUSINESS MEETING WEDNESDAY, JANUARY 21, 2009 MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, January 21, 2009, by President Joan MacGregor in the Board Meeting Room (HSLH-137), College of the Canyons, 26455 Rockwell Canyon Road, Valencia, California.

Members Present: Mr. Bruce D. Fortine

Mrs. Michele R. Jenkins (arrived 5:20 pm)

Mrs. Joan W. MacGregor Mr. Ernest L. Tichenor Mr. Scott Thomas Wilk

Mr. Nicolas Cardenas, Student Trustee

Others Present: Dr. Dianne Van Hook, Chancellor

Dr. Mitjl Capet, Assistant Superintendent/Vice President, Instruction Dr. Michael Wilding, Assistant Superintendent/VP, Student Services Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services

Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources and Interim VP,

Academic Affairs

Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology

and Online Services

Ms. Lynne Mayer, Administrative Assistant to the Chancellor and the Board of Trustees

Special Presenters and Others Present:

Dr. Dena Maloney, Founding Dean, Canyon Country Campus Mr. Douglas Howe, Interim Director, Business Incubator

Ms. Cathy Ritz, Chief Operating Officer, COC Foundation Mr. Bill Rausch, Auditor, Vavrinek, Trine, Day & Co., LLP

Mr. Jim Schrage, Vice President, Facilities Planning, Operations, and Construction Ms. Sue Bozman, VP, District Communication, Marketing & External Relations

Ms. Cindy Grandgeorge, Controller Ms. Kari Soffa, Director, Fiscal Services

Mr. Eric Harnish, Special Assistant to the Chancellor/Director of External Relations

Dr. Kevin Kistler, Associate Dean, Institutional Support

President MacGregor declared a quorum and called the meeting to order at 5:11 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

Santa Clarita Community College District Representative: Dr. Michael Wilding

Part Time Faculty United-AFT Local 6262 (pursuant to Government Code §54957.6)

1.2b Conference with Labor Negotiator

Santa Clarita Community College District Representative: Ms. Diane Fiero

Confidential Classified Employees

(pursuant to Government Code §54957.6)

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

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The Board returned to Open Session at 6:49 pm, and Ms. MacGregor announced no action had been taken in Closed Session.

Ms. MacGregor asked Ms. Mayer to lead the flag salute.

Flag Salute (1.3)

The Board moved approval of the agenda for with the removal of Item 4.2 from the agenda, and the additional information presented for Item 7.1.

Approval of Agenda (1.4)

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

Student Trustee: Aye

Ms. MacGregor welcomed all present to the meeting and invited anyone wishing to address the Board to so indicate and they would be recognized. Ms. Jenkins introduced two doctorate students from Cal Lutheran, Ms. Debra Wallace and Ms. Sandy Carroll, who are also part of our adjunct faculty at COC.

Welcome Guests

(1.5)

Ms. MacGregor noted the Board and administrators extended best wishes to Ms. Jenkins for her birthday next weekend.

The Board moved approval of the minutes of December 3, 2008:

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

Approval of Minutes (12/03/08 and 12/10/08)

(1.6)

The Board moved approval of the minutes of December 10, 2008:

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

(Abstain: Tichenor)

Student Trustee: Aye

Dr. Van Hook.

Recognition/Up Close (1.7)

- Reminded everyone how we were selected by LA County to house the Business Incubator. She noted Dr. Maloney was the Dean of Economic Development at that time, and helped us to secure this opportunity. Dr. Maloney introduced Mr. Douglas Howe, who provided an overview and information on the Business Incubator program including their history, achievements and future goals. He provided the Board with a flyer from the program. The Board thanked Mr. Howe for his commitment and dedication to making this such a success.
- Noted she is having DVD copies of the award ceremony made from the Board of Governor's meeting where the Institute of Teaching and Learning received recognition. The Board of Governors was very complimentary to the College's program.

Mr. Tichenor requested Item 7.1 be removed from the Consent Calendar for separate approval. The Board moved approval of the remainder of the Consent Calendar (with the removal of item 4.2 and 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 Resolution 2008/09-12: Instructional Materials Contract 2008/09, Contract Number CIMS-8283 for Child Development Agreement with the California Department of Education for Child Development Services
- 3.3 Approval of Ratification of Agreement Between Santa Clarita Community College District and Mr. Douglas Howe (Emerson Management Solutions) for Business Incubator
- 3.4 Approval of Agreement Between Santa Clarita Community College District and California Colleges for International Education (CCIE) for Educational Travel, Central and South America
- 4.1 Approval of Renewal of Agreement Between the Santa Clarita Community College District and MonsterTRAK for Use in Career Center

Janua	y 21, 2000						
4.2	Approval of Contract Between Santa Clarita Community College District and Consent Calendar Cynosure New Media, Inc. (2) con't						
5.1	Approval of Purch						
5.2	Approval of Travel Authorizations Schedule T 08/09-12						
5.3	Approval of Mileage Rate: Decrease to 55.0¢ Per Mile for Business Miles						
	Driven Effective J						
5.4	Approval of Author for Calendar Year						
5.5	Approval of Authorized District Calling Cards – Annual Re-Approval for Calendar Year 2009						
6.1	Approval of Surplus District Property Other than Land Under Board Policy 6550 (CACT Department Equipment)						
6.2	Approval of Release of Retention for the Dr. Dianne G. Van Hook University Center Construction Project						
6.3	Approval of Addendum #01 to the Architectural Services Contract for the Bonelli Hall First Floor Remodel Project						
6.4	Ratification of Contract for Interior Design Services for the Bonelli Hall Third						
6.5	Floor Remodel Project (KBZ Architects) Ratification of Contract for Site Landscaping Valencia Campus (Roy Boak						
6.6	Services) Ratification of Contract for Site Improvements Valencia Campus (Carter						
6.7	Fence Co., Inc.) Ratification of Contract for Underground Electrical at the Valencia Campus						
6.8	(H&S Electric) Ratification of Contract for Modernization Project Valencia Campus (Ventura						
6.9	Directional Drilling, Inc.) Ratification of Contract for Electrical for the Cafeteria Remodel Project (H&S						
7.2	Electric) Ratification of Amendment to Classified Administrator Employment Contract						
7.3	for Special Assistant to the Chancellor/Director of External Relations Approval of Classified Administrator Employment Contract for Interim Director, Small Business Development Center (SBDC)						
Motion	: Tichenor	Second:	Wilk	Record of Board Vote: Student Trustee:	5-0 Aye		
Item 7.1 was removed from the agenda for separate approval. The Personnel Schedule PERS 2008/2009-10 was approved by the Board. Items Removed from Consent Calendar for							
Motion	: Jenkins	Second:	Fortine	Record of Board Vote:		Separate Approval	
				(Abstain: Tichenor) Student Trustee: Aye			
The Board moved Ratification of Agreement Between Santa Clarita Community College District and 3Vent Productions, LLC for Support to Governor's Conference. Ratification of Agreement Between							
Motion	: Wilk	Second:	Fortine	Record of Board Vote: Student Trustee: Aye	5-0	SCCCD and 3Vent Productions, LLC for Support to Governor's Conference (3.5)	
The Board moved Approval of Proposal for Webpage Redesign with Full Capacity Marketing for Economic and Workforce Development. Approval of Propos for Webpage Redes							
Motion	: Wilk	Second: T	ichenor	Record of Board Vote:	5-0	with Full Capacity Marketing for	

Student Trustee: Aye

Marketing for

Development

(3.6)

Economic & Workforce

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The Board moved Approval of Agreement Between the Santa Clarita Community College District and William S. Hart Union High School District - Community Collaborative Grant.

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

Student Trustee: Aye **Approval of Agreement** Between the Santa Clarita Community **College District and** William S. Hart Union **High School District -**Community **Collaborative Grant** (3.7)

The Board moved Approval of Subcontract Between Santa Clarita Community College District and the Santa Clarita Valley School and Business Alliance: SB70 (Scott) Strengthening Career Technical Education Programs Grant.

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

Student Trustee: Ave Approval of **Subcontract Between** SCCCD and the SCV **School and Business** Alliance: SB70 (Scott) Strengthening Career **Technical Education Programs Grant** (3.8)

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: Jenkins Second: Fortine 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 (3.9)

Ms. Coleal introduced Mr. Bill Rausch who was at the meeting to address all the audits on tonight's agenda (Items 5.8, 5.10, 5.11 and 5.12) and answer questions from the Board.

The Board Reviewed the College of the Canvons Foundation Annual Financial Report June 30, 2008 and 2007 and Review of Schedule of Commensurate Return as of June 30, 2008 (as information).

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, 2008 and Independent Auditors' Report for the Fiscal Year Ending June 30, 2008. A letter from the Chairperson from the Measure C Oversight Committee was distributed to the Board of Trustees, which indicated the passage of resolutions noting compliance from the Oversight Committees.

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

Student Trustee: Aye

Review of COC Foundation Annual Financial Report June 30, 2008 and 2007 and Review of Schedule of Commensurate Return as of June 30, 2008 (5.8)

Acceptance of Measure C GO Bonds with Independent **Accountants' Report** on Applying Agreed-**Upon Procedures for** the Fiscal Year Ending 06/30/08 and **Independent Auditors'** Report for the Fiscal **Year Ending 06/30/08** (5.11)

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, 2008 and Independent Auditors' Report for the Fiscal Year Ending June 30, 2008. A letter from the Chairperson from the Measure M Oversight Committee was distributed to the Board of Trustees, which indicated the passage of resolutions noting compliance from the Oversight Committees.

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

Dr. Van Hook thanked Ms. Grandgeorge for her attention to detail as it is extremely

thorough. She has gone through many audits without any findings for the District. Ms. Coleal thanked Ms. Grandgeorge, Ms. Soffa and her staff for their help in this effort.

The Board moved Acceptance of Santa Clarita Community College District Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2008.

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

Student Trustee: Aye

7,

The Board moved Approval of Agreement Between Santa Clarita Community College District and Coffee Kiosk for Specialty Coffee Services.

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

Student Trustee: Aye

The Board moved Approval/Ratification of Budget Transfers.

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

Student Trustee: Ave

Ms. Ritz addressed the Board, and highlighted the gifts made to the Foundation for this period, noting we received over 4,600 gifts, including cash gifts and in-kind donations to support our students and programs. The Board moved Acceptance of Annual Gifts to the College of the Canyons Foundation for the Period July 1, 2006 through June 30, 2007 and July 1, 2007 through June 30, 2008.

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

Dr. Van Hook noted Ms. Ritz helped to organize the University Center Open House. Ms. Ritz noted we had over 300 potential students attend tonight's Open House, and our partners were thrilled with the turnout.

The Board moved Approval of Resolution No. 2008/09-11: CitiBusiness – General Deposit Resolution for Public Entities.

Motion: Tichenor Second: Jenkins 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 06/30/08 and Independent Auditors' Report for the Fiscal Year Ending 06/30/08 (5.12)

Acceptance of SCCCD Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2008 (5.10)

Approval of Agreement Between Santa Clarita Community College District and Coffee Kiosk for Specialty Coffee Services

(5.6)

Approval/Ratification of Budget Transfers (5.7)

Acceptance of Annual Gifts to the COC Foundation for the Period 07/01/06 thru 06/30/07 & 07/01/07 thru 06/30/08 (5.9)

Approval of Resolution No. 2008/09-11: CitiBusiness – General Deposit Resolution for Public Entities (5.13) The Board moved Approval of Resolution No. 2008/09-13: Certification of Signatures (Supplemental).

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

Student Trustee: Aye

Approval of Resolution No. 2008/09-13: Certification of Signatures (Supplemental) (5.14)

The Board moved Approval of Resolution No. 2008/09-14: CitiBusiness – General Deposit Resolution for Public Entities; and Approval of Closing the Bank of America Associated Student Government Checking Account and Opening a Checking Account with Citibank.

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

Student Trustee: Aye

Approval of Resolution No. 2008/09-14: CitiBusiness – General Deposit Resolution for Public Entities; and Approval of Closing the Bank of America ASG **Checking Account and** Opening a Checking **Account with Citibank** (5.15)

The Board received the Financial Report - Month Ending November 30, 2008 as information.

Financial Report -**Month Ending** November 30, 2008 (5.16)

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

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

Student Trustee: Aye

Approval of Change Orders for the PE **Addition and Tennis Courts Construction Project** (6.10)

The Board moved Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Construction Project.

Motion: Jenkins Second: Wilk

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

Approval of Change Orders for the Dr. Dianne G. Van Hook **University Center Construction Project** (6.11)

The Board moved Approval of Change Orders for the Bonelli Hall Third Floor Remodel Project.

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

Student Trustee: Aye

Approval of Change Orders for the Bonelli **Hall Third Floor** Remodel Project (6.12)

Approval of Change

The Board moved Approval of Change Order for the Canyon Country Campus Construction Project - Upper Parking Lot.

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

Order for the Canyon **Country Campus** Construction Project -**Upper Parking Lot**

(6.13)

The Board moved Ratification of Contract for the Canyon Country Campus (Padilla Paving Company).

Motion: Fortine

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

Student Trustee: Aye

Ratification of Contract for the Canvon Country Campus (Padilla Paving Company)

(6.14)

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The Board moved Ratification of Contract for Painting Project at the Valencia Campus (Town Park Construction).

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

Student Trustee: Ave

Ratification of Contract for Painting Project at the Valencia Campus (Town Park Construction) (6.15)

The Board moved Approval of Contract for DSA Inspection for the Bonelli Hall First Floor Remodel Project (Alliance Construction Services).

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

Student Trustee: Ave

Approval of Contract for DSA Inspection for the Bonelli Hall First Floor Remodel Project (Alliance Construction Services) (6.16)

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

Ratification of Contract for Flooring for the **Bonelli Hall Third Floor** Remodel Project (Floor Connection, Inc.)

(6.17)

The Board moved Approval of Contract for Canyon Country Campus Construction Project for Storm Water Prevention Measures (Calex Engineering Co.).

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

Student Trustee: Ave

Approval of Contract for Canyon Country **Campus Construction Project for Storm Water Prevention Measures** (Calex Engineering Co.)

(6.18)

The Board moved Approval of Construction Management Agreement for the Bonelli Hall First Floor Remodel Project (Lundgren Management).

Motion: Wilk Second: Tichenor

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

Approval of Construction Management Agreement for the **Bonelli Hall First Floor** Remodel Project (Lundgren Mamt) (6.19)

The Board moved Approval of Notices of Completion for the PE Addition and Tennis Courts Construction Project.

Motion: Tichenor Second: Fortine

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

Completion for the PE **Addition and Tennis Courts Construction**

Approval of Notices of

Project (6.20)

The Board moved Approval of Notices of Completions (Various Contracts).

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

Student Trustee: Aye

Approval of Notices of **Completions (Various** Contracts)

(6.21)

The Board moved Approval of Negotiated Agreement Between the Santa Clarita Community College District and the California School Employees Association (CSEA), Chapter 725, for July 1, 2008 to June 30, 2011 and Represented Salary Schedule B Effective July 1, 2008.

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

Student Trustee: Aye

Approval of Negotiated Agmnt Between the SCCCD and the CSEA. Chptr 725 for 07/01/08 to 06/30/11 & Represented Salary Schedule B Effective July 1, 2008 (7.4)

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Update on Legislation

Dr. Van Hook:

- Distributed a new "What They're Saving..." (written by Mr. Eric Harnish), She briefly highlighted the key issues included therein, including information about the upcoming visit to Sacramento and the language change needed in order for us to serve alcohol in the University Center.

(10.1)

- Distributed copies of the Fast Facts 2009, which was sent out by the CCLC. Distributed copies of Strategies for Achieving Long Term Savings Reductions, which was put together at Senator Runner's request by herself and members of Executive Cabinet. This information was sent to Senator Runner's office for his use

at the state level. She briefly reviewed some of these strategies, which are significant to the structural reform needed to turn the budget situation around in California.

- Noted that we are looking at the Economic Stimulus package to see if we can use funds for training programs similar to what we are doing with Microelectronics project.

Ms. MacGregor suggested that it would be helpful to be aware of the "con" side of the opposition so as to increase our ability to defend ideas that are proposed.

Mr. Dermody noted was not present at the meeting.

Academic Senate Report

Mr. Makevich from the Classified Senate was not able to attend the meeting.

Classified Senate Report (11.2)

Ms. Jenkins had nothing to report.

Board Liaison Committee Member Report

Ms. Fiero noted that:

- She thanked Dr. Van Hook for putting together the All-College presentations for our employees and giving them an overview of the budget situation, as it helped to put their minds at ease over where we stand.
- She is looking forward to FLEX week.

Dr. Wilding noted that:

- There are rumors about the issuance of IOUs for loans/grants for students. He distributed a handout about Cal Grants and noted students should check our website for further information.

Dr. Capet:

- Offered his congratulations and compliments to our faculty for getting as many students as possible into our winter intersession classes.

Dr. Gribbons noted that:

His youngest child, Luke, slept through the night last night.

Ms. Coleal noted that:

- She and Ms. Grandgeorge attended the ACCCA Governor's workshop last week.
- With all the advocacy efforts being done, the community colleges are really helping to push the message through to the state level.

(11.1)

(11.3)

Chancellor's Report (11.4)

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Chancellor's Report

(11.4) con't

Dr. Van Hook:

- Shared a picture of Dr. Gribbons' baby, Luke with the Board members.
- Complimented Jim Schrage on the hockey team's trip to Flagstaff. They played Northern Arizona University, who was ranked 2nd in nation and hasn't lost a game in 2 ½ years. The COC team beat them in one game, and lost the second to them.
- Watched "20/20" last week and a presentation on the "Value of a College Education." She distributed a handout that highlighted the points made which questioned the value of general BA degrees in helping people gain employment.
- Announced she had received a commendation from Supervisor Antonovich for COC's participation in the 2nd Annual Computer Gateway Project for distribution of computers to those less fortunate. Dr. Gribbons, along with Mr. Lee Hilliard and Mr. Samual Bolanos worked to make this possible.
- Shared highlights from Mr. Dermody about the winter intersession field studies courses being offered at Camp Tahquitz. They have set up an internet café with recycled computers for the students to use, and all is going well.

Mr. Cardenas noted that:

- The ASG will be sending several students to Sacramento for the conference and they are looking forward to the trip.
- They are hosting a BBQ at noon on February 11th to increase student awareness on the state budgets cuts. At the BBQ, they plan to recruit students for the Pasadena City College rally entitled "We are the Key," which will be February 27th.

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

Mr. Fortine added that:

- He attended the SBDC awards dinner at the Chamber Office. Several students provided overviews of their projects.
- He was pleased to deliver a \$5,000 check from AT&T to Dr. Van Hook for the women's re-entry program.
- Dr. and Mr. Van Hook are celebrating their 38th wedding anniversary this Friday.

Mr. Wilk added that:

- He complimented Mr. Adam Philipson for his help in getting information out about the Art Garfunkel performance in the PAC. He appreciated Mr. Philipson getting in touch with the Board members and providing information to them.

Mr. Tichenor added that:

- His daughter, Sydney, is getting ready to graduate from Smith College in June, and has been accepted by St. Andrews University in Scotland to do her masters in Medieval Literature.

Ms. Jenkins had nothing additional to report.

Ms. MacGregor noted that:

- Our next meeting date has been confirmed for February 17th. She will not be able to make that meeting.
- She attended the weaving exhibit and the reception in the Art Gallery last weekend.
- A list of the topics that have been included in the "Up Close and Personal"

presentations was distributed to the Board. If any Board members have ideas for future presentations, please let her know.

She adjourned the meeting in memory of her closest and best friend, Ms. Evelyn Ballard. Ms. Ballard was a proponent of education, with many of her family and extended family working as teachers in the Santa Clarita Valley. She will be greatly missed by many people in this valley.

None.		Comments by the Audience for Items Not on the Agenda (11.6)
None.		Requests/Recap of Requests Made During the Meeting By Board Members to Have an Item on a Future Agenda (11.7)
President MacGregor announced the next meeting will be 2009. The meeting will begin at 5:00pm in HSLH 137 with by Open Session at 6:30 pm.	Announcement of Next Meeting (02/17/09) and Adjournment (12)	
There being no further business, the meeting was adjour	ned at 9.12 p.m.	
Mr. Bruce D. Fortine, 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		