

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, MAY 9, 2007
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, May 9, 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
Mr. Scott Thomas Wilk
Mr. Steve Pemberton, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President
Dr. Mitjl Capet, Assistant Superintendent/VP of Instruction
Dr. Michael Wilding, Interim Asst. Superintendent/VP, Student Services
Ms. Sharlene Coleal, Vice President, Business Services
Dr. Barry Gribbons, VP, Institutional Development, Technology & Online Services/ Interim Asst Superintendent
Ms. Diane Fiero, Vice President, Human Resources
Mr. Michael Dermody, President, Academic Senate
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Guests: Mr. Jim Ruebsamen - Advisor, *Canyon Call* newspaper and staff members
Dr. Daylene Meuschke, IRB Committee Co-Chair
Dr. Edel Alonso, IRB Committee Co-Chair

President Jenkins declared a quorum and called the meeting to order at 5:10 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 Negotiators
Agency Negotiator: Dr. Dianne Van Hook
Unrepresented Employees: Educational and Classified Administrators
(pursuant to Government Code §54957.6)
- 1.2b Conference with Labor Negotiator
Santa Clarita Community College District Representative: Dr. Michael Wilding
College of the Canyons Faculty Association (COCFA)
(pursuant to Government Code §54957.6)

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

The Board returned to Open Session in the Staff Dining Room at 6:40 p.m. President Jenkins announced the Board took no action in Closed Session.

President Jenkins asked Mr. Pemberton 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 (the bid results presented for Item 6.10 and 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 tabled the approval of the 3/28/07 minutes for a future meeting. The Board moved approval for the minutes for 4/11/07 as follows:

**Approval of Minutes
(4/11/07 and 4/18/07)
(1.6)**

Motion: MacGregor Second: Fortine Record of Board Vote: 3-0-1
(Abstain: Wilk)
Student Trustee: Abstain

The Board moved approval of the minutes from 4/18/07:

Motion: Wilk Second: Fortine Record of Board Vote: 3-0-2
(Abstain: MacGregor, Tichenor)
Student Trustee: Aye

Dr. Van Hook noted the accomplishments of our *Canyon Call* staff at the state conference for the Journalism Association of Community Colleges. She introduced Mr. Jim Reubsamen, advisor, who highlighted the staff's accomplishments and the eight awards they won. He introduced members of the *Canyon Call* staff who were present at the meeting. The Board complimented them on their awards and the quality newspaper they produce for our campus.

**Recognition
(1.7)**

Dr. Van Hook shared photos from the Classified Appreciation Week activities held May 1-3. In particular, she congratulated the committee for their hard work and coordination for the entire week, especially Mr. Jim Temple.

Ms. MacGregor requested Items 6.1, 6.3 and 6.7 be removed for separate approval. The Board moved approval of the remainder of the Consent Calendar (with the additional information presented for Items 7.1) as noted below:

**Consent Calendar
(2)**

- 3.1 Approval of Revised Early Childhood Education Preschool and Toddler Lab Program FY 2007/08 Monthly Payment Schedule
- 3.2 Approval of the Child Development Center Differential – Part-Time Academic Salary Schedule, effective 07/01/07
- 5.1 Approval of Purchase Order Schedule PO 06/07-10
- 5.2 Approval of Travel Authorizations Schedule T 06/07-12
- 5.3 Approval/Ratification of Interfund Transfers
- 5.4 Approval of Quarterly Financial Status Report: Quarter Ended March 31, 2007
- 5.5 Approval of Agreement to Provide Professional Consulting Services to the Santa Clarita Community College District – State Mandated Cost Claiming Services
- 6.2 Approval of Release of Retention for the Laboratory Expansion Project
- 6.4 Approval of Notice of Completion for Laboratory Expansion Construction Project (Viking Insulation Company)
- 6.5 Approval of Contract for Canyon Country Educational Center (Storm Drain Repairs)
- 6.6 Approval of Addendum #02 to Contract for Architectural and Engineering Services for the North Central Plant Project
- 7.1 Approval of Personnel Schedule PERS 2006/2007-17
- 7.2 Approval of Corrected Administrator Contract Amendments

- 8.1 Approval of Surplus District Property Other than Land Under Board Policy 707 (Computer Equipment)
- 10.1 Approval of Resolution 2006/07-23 Advance Payment of Pro Rata Share of Costs in Voter’s Pamphlet

**Consent Calendar
(2) con’t**

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

Dr. Van Hook congratulated Dr. Dena Maloney for being appointed as the Founding Dean, Canyon Country Campus. Dr. Maloney thanked the Board and Dr. Van Hook for their confidence in her, and noted she is excited about this new campus. Ms. Jenkins added she is well-known throughout the state and we are pleased she is pursuing her career with us in this exciting new endeavor.

The following items were removed from the Consent Calendar for separate approval:

- 6.1 Approval of Addendum #01 for Soils Engineering for the Laboratory Expansion Construction Project
- 6.3 Approval of Addendum #02 to the Architectural and Engineering Services Contract for the Canyon Country Educational Center
- 6.7 Approval of Addendum #06 to Consultant Agreement for Geotechnical Services for the Canyon Country Educational Center Construction Project

**Items Removed from
the Consent Calendar
for Separate Approval
(Items 6.1, 6.3 and 6.7)**

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

The Board moved Approval of Payments for Supplemental Services for Full-Time and Adjunct Faculty.

**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
(3.3)**

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

The Board moved Approval of Memorandum of Understanding Between Santa Clarita Community College District and the William S. Hart Union High School District for Establishment of Early College High School.

**Approval of MOU
Between SCCCD and
the Wm S. Hart Union
High School District for
Establishment of Early
College High School
(3.4)**

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

Dr. Gribbons requested this item be moved forward on the agenda. Dr. Daylene Meuschke and Dr. Edel Alonso provided a verbal presentation and overview of the College of the Canyons Institutional Review Board (IRB). We will be the first community college in California to implement this Federal requirement. The report is hereby made a part of these minutes as if fully set forth herein.

**Presentation of the
College of the Canyons
Institutional Review
Board (IRB)
(8.2)**

**Board of Trustees Minutes – Business Meeting
May 9, 2007**

2006/07-113

This item was moved forward on the agenda. The Board moved Acceptance of Annual Gifts to the College of the Canyons Foundation for the Period July 1, 2004 through June 30, 2005 and July 1, 2005 through June 30, 2006.

Acceptance of Annual Gifts to the College of the Canyons Foundation for the Period July 1, 2004 through June 30, 2005 and July 1, 2005 through June 30, 2006 (10.2)

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

Ms. Ritz was pleased to accept these gifts on behalf of the Foundation, noting she is looking forward to the coming year.

The Board moved Approval/Ratification of Budget Transfers.

Approval/Ratification of Budget Transfers (5.6)

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

The Board moved Approval of Resolution No. 2006/07-24: Resolution for Senator Alan Lowenthal.

Approval of Resolution No. 2006/07-24: Resolution for Senator Alan Lowenthal (5.7)

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

The Board moved Approval of Assignment of Agreement for Specialty Coffee Services.

Approval of Assignment of Agreement for Specialty Coffee Services (5.8)

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

The Financial Report – Month Ending March 31, 2007 was presented as information to the Board.

Financial Report – Month Ending March 31, 2007 (5.9)

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

Approval of Change Orders for Laboratory Expansion Construction Project (6.8)

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

The Board moved to reject the bids for the award of contracts for the Canyon Country Educational Center and re-bid the project.

Approval to Award Contracts for Canyon Country Educational Center (Site Electrical) (6.9)

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

The Board moved Approval to Award Contract for Chemistry Lab (L-304) Space Remodel.

Approval to Award Contract for Chemistry Lab (L-304) Space Remodel (6.10)

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

**Board of Trustees Minutes – Business Meeting
May 9, 2007**

2006/07-114

The Board moved Approval of Resolution 2006/07-25: In Support of the City of Santa Clarita's Efforts to Fund the Acquisition of Open Space Through the Open Space Preservation District.

**Approval of Resolution
2006/07-25: In Support
of the City of Santa
Clarita's Efforts to
Fund the Acquisition of
Open Space Through
the Open Space
Preservation District
(10.3)**

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

Dr. Van Hook noted that:

- ✓ In preparation for next week's trip to Sacramento with KHTS, a new "*What They're Saying...*" written by Mr. Eric Harnish was distributed to the Board members. Dr. Van Hook briefly discussed some of the key issues included in the newsletter.
- ✓ She appreciated Mr. Harnish's and the Public Information Offices' involvement during the visit from Secretary Spellings last week.

**Update on Legislation
(10.4)**

Mr. Dermody noted that:

- ✓ The Academic Senate has been involved with hiring and being involved with orientations with the assistance from Human Resources (HR), which has been helpful.
- ✓ They have been working with HR to fine-tune the hiring process.
- ✓ The faculty is preparing for some end-of-the-year changes to curriculum and are working on a new form to help develop new programs.
- ✓ They have been tasked with office allocation and assignments of 78 faculty members (47% of the faculty).
- ✓ May 24 is the Collegial Celebration and the Board is invited to participate.

**Academic Senate
Report
(11.1)**

Ms. Mayer noted that:

- ✓ She and Ms. Lenore Marta appreciated the opportunity to participate in the Administrative Assistant's workshop at the CCLC conference last week. It provided great information, updates and an opportunity to share and acquire new ideas with other assistants.
- ✓ On behalf of the classified staff, she thanked the committee, administrators and managers who helped, coordinated and were present during the great activities during the Classified Appreciation Week.
- ✓ She was flattered and thrilled to have received the Professional Achievement Award and thanked the Board, administration and fellow employees for the honor.

**Classified Coordinating
Council Report
(11.2)**

Ms. Fiero announced that:

- ✓ The Human Resource department has trained 18 committees with 5-6 people in each for hiring committees. She thanked the Academic Senate for their help in making these orientations useful and helpful.
- ✓ The retiree's BBQ will be held this Friday, May 11 in Cougar Den.

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

Dr. Wilding:

- ✓ This is a busy time of year for his department, with many events.

Dr. Gribbons added that:

- ✓ At Dr. Van Hook's request, he traveled with Ms. Coleal to Sacramento last week to testify to the Board of Governors about the growth formulas and changes they were planning to make.
- ✓ We are waiting to hear back on 12 grants that have been submitted and noted our CACT grant was renewed by the Chancellor's Office for another five-year term.

Dr. Capet noted:

- ✓ The faculty and committee members have been putting the final touches on the Canyon Country schedule and everyone is very excited about it.

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

Ms. Coleal added that:

- ✓ The bond rating was held on April 23 after 2 months of preparation. We were able to have a phone conference because they had seen us so many times in the last few years, they felt comfortable doing it over the phone. Dianne did a great job representing the college. Having a president who has been at the same college for a long time goes a long way with the rating agencies, as does have a sound financial situation. We're glad to have this done and will be getting the money at the end of the month, which will be very exciting.
- ✓ She will be attending the ACBO conference next week and we hope to get the May Revise at that time.
- ✓ As Dr. Gribbons noted, they traveled to Sacramento to make a presentation to the Board of Governors to address the changes made in the formula for the regulations. This was done after Ms. Cindy Grandgeorge noticed a problem in the formula that would negatively impact many community colleges.

Dr. Van Hook added that they had 3 ½ hours of meetings last week with Eric Skinner (who is relatively new in the Chancellor's Office) to review the funding formula and how it affects colleges and their budgets. She had offered to have Dr. Gribbons and Ms. Coleal there to assist in making the necessary points to the Board of Governors. We were the only District present and the only ones who appeared to know there had been a change in the regulations, and the catastrophic impact it would have.

Dr. Van Hook:

- ✓ Distributed a Board Update to the Board. She briefly highlighted/expanded on many of the topics included in the update.
- ✓ Noted she is leaving on vacation next Monday and won't be back until May 29th.

Mr. Pemberton announced that:

- ✓ The ASG passed a Code of Conduct and made revisions to their by-laws.
- ✓ The Lazerock! production in the PAC sold 497 tickets and generated \$5,500 in revenue. There were only 88 complimentary tickets that were distributed.
- ✓ They have had 20 applications for next year's ASG open offices and will have a recruitment lunch next week.
- ✓ A new Student Trustee will be appointed in June by the ASG officers.

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

Mr. Wilk noted:

- ✓ He enjoyed working with Dr. Capet during an off-campus meeting last week.

Mr. Fortine noted that:

- ✓ The Air Force Band is coming to our PAC on May 15 at 7:30 pm and will also perform on May 16 at 10:00 am. We only had 3 weeks to coordinate the event. However, working with the administration and the staff of the PAC has been a great experience and he has appreciated their help.

Ms. MacGregor noted that:

- ✓ She went to the CCLC conference and enjoyed the individual workshops.
- ✓ She attended the All-College staff meeting (hosted by Dr. Van Hook) and appreciated getting a copy of the presentation from the standing room only meeting.
- ✓ She has been asked to speak at the EOPS lunch.
- ✓ She plans to attend the May 14-15 Sacramento trip with KHTS/community representatives to promote education.
- ✓ The "100 Years of Broadway" show in the PAC was wonderful.
- ✓ She was fortunate to assist Ms. Allison Devlin in the delivery of gifts to the children associated with the "Wish Granted" program. It was a wonderful opportunity.
- ✓ She asked the Board members to please calendar August 23rd for the "Q&A with the Board" scheduled during Fall FLEX week.

Mr. Tichenor announced that he:

- ✓ Attended the Man and Woman of the Year event.
- ✓ Participated in the Taste of the Town event.
- ✓ Enjoyed Secretary Spellings' visit to COC.
- ✓ Will be attending the HITE/Honors dinner this Friday.

**Reports by Student
Trustee, Staff
Members, and Board
Members
(11.4) con't**

Ms. Jenkins added that:

- ✓ She also attended the CCLC conference in San Francisco. She and Dr. Van Hook led a workshop on CEO/Board relationships the retention of the CEO and success of college districts.
- ✓ She is looking forward to the HITE dinner.

None.

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

Ms Jenkins noted that:

- ✓ Our Board needs to conduct the annual Board Evaluation. She would like to send out the evaluation form, have Board members fill it out, solicit available dates to talk review it, as well as address next year's Board's budget in the near future.
- ✓ She would like an update/information as to the status of the Board meeting room, possibly at the June Board meeting.
- ✓ The Board would like to establish and implement a tracking system for expenditures on the many construction projects we have going on, including Canyon Country.

**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 Joint meeting with the City Council members on Wednesday, May 30, 2007 at 6:00 pm. The location for this meeting has yet to be determined.

**Announcement of Next
Meeting (05/30/07) and
Adjournment
(12)**

There being no further business, the meeting was adjourned at 8:36 p.m.

Mrs. Joan W. MacGregor, Clerk
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 _____