

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING and ADOPTED BUDGET WORKSHOP
WEDNESDAY, OCTOBER 13, 2010
MINUTES

The Business Meeting and Adopted Budget Workshop of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, October 13, 2010, by President Scott Wilk in Room 502, at the College of the Canyons' Canyon Country Campus, 17200 Sierra Highway, Canyon Country, California.

Members Present: Mr. Michael D. Berger
 Mr. Bruce D. Fortine
 Mrs. Michele R. Jenkins
 Mr. Scott Thomas Wilk
 Mr. Nick Onyshko, Student Trustee (arrived 6:35 pm)

Members Absent: Mrs. Joan W. MacGregor

Others Present: Dr. Dianne Van Hook, Chancellor
 Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
 Dr. Mitjl Capet, Assistant Superintendent/VP, Instruction
 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
 Dr. Edel Alonso, Academic Senate President
 Ms. Lynne Mayer, Administrative Assistant to the Chancellor and the Board of Trustees

Others Present and Special Presenters: Ms. Victoria Leonard, Chair, Communication Studies, the Associate Program committee, and the Spring 2010 Associate Program Graduates
 Dr. Dena Maloney, VP, Canyon Country Campus and Economic Development
 Mr. Ryan Theule, Assistant Dean, Student Services (Canyon Country Campus)
 Mr. Adam Philipson, Managing Director, PAC
 Dr. Floyd Moos, Dean, Fine and Performing Arts
 Ms. Rita Garasi, CCC Advisory Committee and K-12 Arts Education Outreach
 Mr. Jim Schrage, VP, Facilities Planning, Operations and Construction
 Mr. John McElwain, VP, District Communications, Marketing & External Relations
 Ms. Cindy Grandgeorge, Controller
 Ms. Donna Haywood, Director, Budget Development
 Mr. Chris Blakey, COCFA President
 Ms. Marlene Demerjian, COCFA
 Ms. Tammy Marashlian, The Signal

President Wilk declared a quorum and called the meeting to order at 5:15 p.m.

**Quorum Established
(1.1)**

The Board moved to Closed Session, where they discussed:

**Closed Session
(1.2)**

1.2a 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 Berger, Capet, Coleal, Fiero, Fortine, Gribbons, Jenkins, Van Hook, Wilding, and Wilk.

The Board returned to Open Session at 6:02 p.m. and Mr. Wilk announced no action had been taken in Closed Session.

Mr. Wilk asked Ms. Leonard 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: Fortine Second: Berger Record of Board Vote: 4-0
Student Trustee: Absent

Mr. Wilk welcomed all present to the meeting and invited anyone wishing to address the Board to so indicate and they would be recognized. He noted Ms. MacGregor was unable to attend the meeting due to illness.

**Welcome Guests
(1.5)**

The Board moved approval of the 9/8/10 and 9/22/10 minutes, including the amendment to the 9/8 minutes as noted by Mr. Wilk (on page 3), as follows:

**Approval of Minutes
(09/08/10 and 09/22/10)
(1.6)**

Motion: Jenkins Second: Fortine Record of Vote: 4-0
Student Trustee: Absent

- Dr. Van Hook introduced Ms. Leonard, who provided highlights of the Associate Program and introduced the 2010 spring graduates. She noted that 12 adjuncts completed the program bringing the total number of participants who have finished to 274. Of those, 26 are now full-time faculty members at COC, and 6 graduates are classified employees. Each graduate introduced themselves, noting their appreciation of having the opportunity to participate in the program. Ms. Leonard thanked the Board and the Administration for their continued support.
- Dr. Maloney and Mr. Theule provided an update on the Canyon Country Campus (CCC), including FTES trends, classroom size, and ways to connect our students to the campus and services offered to them. Dr. Van Hook distributed a Strategic Plan accomplishments handout to the Board about the CCC.

**Recognition / Up Close
and Personal
(1.7)**

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 the Center for Early Childhood Education – 2010/11 Parent Guidelines
- 3.3 Approval of Agreement Between Santa Clarita Community College District and West Hills Hospital (Allied Health)
- 3.4 Approval of Professional Services Agreement with Lulu Washington Dance Theatre
- 4.1 Approval of Memorandum of Understanding for the National Science Foundation (NSF) CREATE Grant #1002653 and Eight (8) Partner Sub-Awards
- 4.2 Approval of Agreement Between Santa Clarita Community College District and Helen G. Meek, MFT
- 5.1 Approval of Purchase Order Schedule PO 10/11-3
- 5.2 Approval of Travel Authorizations Schedule T 10/11-7
- 5.3 Approval/Ratification of Interfund Transfers
- 5.4 Approval of Annual Financial and Budget Report CCFS311 for Actual Year 2009-2010 and Budget Year 2010-2011
- 6.1 Approval of Surplus District Property Other than Land Under Board Policy 6550 (Facilities Equipment)
- 6.2 Approval of Notices of Completion for Del Valle Regional Training Center Construction Project (Fire Water Reclamation and Burn Town Prop)
- 6.3 Approval of Addendum #01 for Geotechnical Services for the Applied Technology Center Construction Project at the Canyon Country Campus (SubSurface Designs, Inc.)

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Student Trustee: Absent

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- 6.2 Approval of Notices of Completion for Del Valle Regional Training Center Construction Project (Fire Water Reclamation and Burn Town Prop)
- 6.3 Approval of Addendum #01 for Geotechnical Services for the Applied Technology Center Construction Project at the Canyon Country Campus (SubSurface Designs, Inc.)

- 6.4 Approval of Addendum #05 for Geotechnical Services for the Mentry Hall Expansion Construction Project (SubSurface Designs, Inc.)
- 6.5 Approval of Addendum #10 to the Design/Build Contract for the Mentry Hall Expansion Project (Klassen Corporation)
- 6.6 Approval of Contract for the Del Valle Regional Training Center for Geotechnical Services (Construction Testing & Engineering, Inc.)
- 6.7 Approval of Contract for the Del Valle Regional Training Center for DSA Inspection Services (Frederick Little)
- 6.8 Approval of Contract for the Del Valle Regional Training Center for Labor Compliance Services (The Solis Group)
- 7.1 Approval of Personnel Schedule PERS 2010/2011-06
- 7.2 Approval of Classified Administrator Employment Contract for NSF CREATE Renewable Energy Project Manager (60%)
- 7.3 Approval of Destruction of Human Resources Recruitment Related Records
- 8.1 Approval of Agreement Between Santa Clarita Community College District and Mr. Joe Johnson for Grant Writing Services

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

Motion: Jenkins Second: Fortine Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Payments for Supplementary Services for Full-Time Faculty: Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date 2010-2011.

**Approval of Payments
for Supplementary
Services for Full-Time
Faculty: Information on
Full-Time Faculty
Reassigned Time,
Overload and Extra
Session Payments to
Date 2010-2011
(3.5)**

Motion: Jenkins Second: Berger Record of Board Vote: 4-0
Student Trustee: Aye

Dr. Van Hook introduced Mr. Philipson and Ms. Garasi, noting that the PAC has come into its own over the past 6 years. Because of the passion and interest of Ms. Garasi, we've been able to create a unique combination of entertainment, performance and collaboration, along with a cutting-edge learning environment for K-12 students.

**Approval of
Agreements for the K-
12 Arts Education
Outreach Program with
Santa Clarita Valley
School Districts
(3.6)**

Mr. Philipson introduced 3 representatives from local schools (Nancy Copley, Kathy Harris, and Joan Lucid.) A short video on the Kennedy Center's model on Arts Integration was shown, and Ms. Garasi addressed the Board about the program.

The Board moved approval of agreements for the K-12 Arts Education Outreach Program with SCV School Districts.

Motion: Fortine Second: Berger Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Resolution No. 2010/11-02 Approving Assignment of Delinquent Tax Receivables to the California Statewide Delinquent Tax Finance Authority for the Fiscal Years 2011 through 2013, and Authorizing Execution and Delivery of Related Documents and Actions.

**Approval of Resolution
No. 2010/11-02 Approv-
ing Assignment of De-
linquent Tax Receiva-
bles to the CA State-
wide Delinquent Tax
Finance Authority for
FY 2011-2013, Authori-
zing Execution/Deliv-
ery of Related Documents
and Actions
(5.5)**

Motion: Jenkins Second: Fortine Record of Board Vote: 4-0
Student Trustee: Aye

**Board of Trustees Minutes – Business Meeting/Adopted Budget Workshop
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The Public Hearing on the 2010-2011 Adopted Budgets was opened for any public comment. Upon hearing none, the Hearing was closed.

**Public Hearing on the
2010-2011 Adopted
Budgets
(5.6)**

Ms. Coleal presented a PowerPoint to the Board highlighting the details of the District's 2010-11 budgets, which is hereby made a part of these minutes as if fully set forth herein. It was noted that the District is exceeding the 6% fund balance by \$6 million in anticipation of a mid-year cut from the state. The Board moved Adoption of the 2010-2011 Budgets as follows:

**Adoption of 2010-2011
Budgets
(5.7)**

Motion: Fortine Second: Jenkins Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Contract for the PE West Pool Pump Repairs, Valencia Campus.

**Approval of Contract
for the PE West Pool
Pump Repairs, Valencia
Campus
(6.9)**

Motion: Berger Second: Fortine Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Change Order #02 for Modernization Project, Campus Fiber Upgrade Project (PCC Network Solutions).

**Approval of Change
Order #02 for
Modernization Project,
Campus Fiber Upgrade
Project (PCC Network
Solutions)
(6.10)**

Motion: Jenkins Second: Berger Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval to Change Order for the Applied Technology Education Center Construction Project at the Canyon Country Campus (CalEx Engineering).

**Approval to Change
Order for the Applied
Technology Education
Center Construction
Project at the Canyon
Country Campus
(CalEx Engineering)
(6.11)**

Motion: Fortine Second: Jenkins Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval to Award Contracts for the Applied Technology Education Center Construction Project at the Canyon Country Campus

**Approval to Award
Contracts for Applied
Technology Education
Center Construction
Project at the Canyon
Country Campus
(6.12)**

Motion: Berger Second: Fortine Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Award of Contract for the Del Valle Regional Training Center (Plumbing).

**Approval of Award of
Contract for the Del
Valle Regional Training
Center (Plumbing)
(6.13)**

Motion: Fortine Second: Onyshko Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Contract for Testing and Inspections Services for the Library Addition Construction Project (DC Inspections).

**Approval of Contract
for Testing and
Inspections Services
for the Library Addition
Construction Project
(DC Inspections)
(6.14)**

Motion: Fortine Second: Jenkins Record of Board Vote: 4-0
Student Trustee: Aye

**Board of Trustees Minutes – Business Meeting/Adopted Budget Workshop
October 13, 2010**

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The Board moved Ratification of Contract for the Site Improvements Asphalt Trench Paving, Valencia Campus (R.C. Becker Son, Inc.).

Motion: Jenkins Second: Fortine Record of Board Vote: 4-0
Student Trustee: Aye

**Ratification of Contract
for the Site
Improvements Asphalt
Trench Paving,
Valencia Campus (R.C.
Becker Son, Inc.)
(6.15)**

The Board moved Ratification of Contract for the Applied Technology Education Center Construction Project at the Canyon Country Campus (H&S Electric).

Motion: Onyshko Second: Berger Record of Board Vote: 4-0
Student Trustee: Aye

**Ratification of Contract
for the Applied
Technology Education
Center Construction
Project at the CCC
(H&S Electric)
(6.16)**

The Board moved Approval of Award of Contracts for the Library Expansion Construction Project.

Motion: Fortine Second: Jenkins Record of Board Vote: 4-0
Student Trustee: Aye

**Approval of Award of
Contracts for the
Library Expansion
Construction Project
(6.17)**

The Presentation of Santa Clarita Community College District Contract Re-Opener Proposal with the College of the Canyons Faculty Association's (COCFA), CTA/NEA for 2010/11 was made. It was noted a public hearing is scheduled for the October 27th Board meeting.

**Presentation of SCCCD
Contract Re-Opener
Proposal with the
COCFA, CTA/NEA for
2010/11
(7.4)**

Dr. Van Hook distributed a "What They're Saying..." written by Mr. Harnish, and briefly highlighted the items included in the handout about current bills of interest.

**Update on Legislation
(10.1)**

Dr. Alonso noted the Academic Senate:

- Is working collaboratively with the administration (Ms. Fiero) to develop policies on Ethics, Field Trips and Conflict of Interest.
- Has established task forces for merging/splitting departments and developing processes.
- Is working with the State Chancellor's Office on guidelines for SB1440.
- Will be having their meeting tomorrow at 3pm.

**Academic Senate
Report
(11.1)**

There was no report made.

**Classified Senate
Report
(11.2)**

Mr. Blakey noted that the faculty appreciated the visits to their classroom, the representative council has begun their second year, there are safety concerns that have been raised and will be addressed through the safety committee, and he shared the COCFA Mission statement.

**Other Organization/
Committee Reports
(11.3)**

Mr. Wilk had nothing to report as the Board Liaison member for the COC Foundation.

**Board Liaison
Committee Member
Report
(11.4)**

**Chancellor's Report
(11.5)**

Ms. Fiero noted that:

- Human Resources is working on a Hiring Manual module, which will allow individuals to review applications from their desktops.
- They will be launching the revised HR website soon.
- Professional Development is formulating a 2nd generation LEAP curriculum.
- They have begun a certification process for major areas of the college, to design curriculum intensive to a particular area.
- They are working on developing a Dean's Institute to focus on dean's needs and how to fulfill them.

Ms. Coleal noted:

- The Foundation is reviewing their final audit.
- Maui Wowi will hold their grand opening next Tuesday, 11-1pm in the UCEN.

Dr. Wilding announced that:

- Career services hosted a Resume Rally for approximately 75 people.
- The Career Fair was held at the Chamber Expo last Saturday with 30 employers.
- October 20th is Major Quest.

Dr. Maloney noted that:

- This Friday night is the Star Party at the CCC.
- She participated in Expo over the weekend for Economic Development.
- She is getting involved with ACCCA as a member of the Management Development Commission.

Dr. Capet noted that:

- COC hosted the College2Career day on October 9th, with 30 colleges, career tech demonstrations and business partners in attendance.

Mr. Schrage added that:

- This year's hockey season starts next Saturday night against UC San Diego.

Dr. Gribbons had nothing additional to report.

Mr. McElwain announced that:

- John Green has reinstated an all-campus information vehicle entitled "Canyons Update," which provides current campus information and helpful links.
- The walk-through flu clinic will be held on October 29th.
- Daniel Catan's recognition will be held October 16 from 4-6pm in the PAC Lobby.
- The PIO worked on a White House video on veterans returning to community colleges. It was posted on YouTube, and has had hundreds of hits.

Dr. Van Hook noted that:

- She appreciated Mr. McElwain's help on the White House video.
- She thanked Mr. McElwain and Dr. Maloney for taking the Southwest Airlines reporter on a tour, and for their work providing information on COC to her. The visuals in the magazine are great and incorporated great things about the Santa Clarita Valley
- Daniel Catan's event will be special, and she appreciates the help of Dr.'s Capet and Moos, Mr. Harnish and Mr. McElwain for putting this event together to recognize Dr. Catan's accomplishments, which are truly inspiring.
- At the recent Al Mann dinner, she talked to scientists who have great regard for COC and good ideas of how they can work with our faculty.

- At the recent Al Mann dinner, she talked to scientists who have great regard for COC and good ideas of how they can work with our faculty.
- The University Center usage by outside entities is up.
- The CCC Advisory Committee Meeting today was very productive and we are fortunate to have community members on the committee and we appreciate them staying with us all these years.

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

Mr. Onyshko announced that:

- ASG has hosted many events including breast cancer awareness, voter registration, and a Facebook promotion day.
- They will be attending the CCCSAA conference for student leaders.
- They are planning a Native American pow-wow, a Veteran's Day event (on both campuses), an International day, and a Halloween movie night at Valencia.
- ASG is looking forward to the joint board meeting.

**Reports by Student
Trustee, Staff
Members, and Board
Members
(11.6)**

Mr. Fortine added that he attended:

- The School2Career day, which was well attended with 30 schools represented from all over the country and California.

Mr. Berger added that:

- He appreciated Dr. Maloney and Mr. Theule for hosting everyone tonight at CCC.
- He recently saw the Channel 20 Cougar News report, noting it is very professionally done.
- He attended the Chamber Expo last weekend.
- The SCV Trustees Association meeting was good.

Ms. Jenkins noted that:

- She, Ms. MacGregor and Mr. Wilk traveled to Camp Tahquitz last weekend and over stayed overnight. The classes were informative, and provided a great learning environment for students.
- She attended the Advisory Committee for Educational Services (ACES) in Burlingame.
- Attendance at this year's CCLC conference in Pasadena is down and they will be pushing in the next few weeks to get people to attend and participate.

Mr. Wilk added that:

- The First Year Experience students and the building of a sense of community at Camp Tahquitz was great with everyone interacting with each other.

There were none.

**Comments by Members
of the Audience on Any
Item Not on the Agenda
(11.7)**

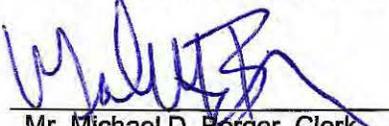
There were none made.

**Requests/Recap of
Requests Made During
the Meeting By Board
Members to Have an
Item on a Future
Agenda
(11.8)**

Mr. Wilk announced the next meeting will be held on Wednesday, October 27, 2010 and will be a Joint Meeting with the Associated Student Government. The meeting will start at 2:30 pm. Closed Session, if any, will be determined at a later date. There being no further business, the meeting was adjourned at 9:10 pm.

Announcement of Next Meeting (10/27/10) and Adjournment (12)

Dr. Van Hook also reminded everyone the November 10th meeting has been changed to an afternoon meeting to accommodate the Scholarly Presentation that night.



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 November 10, 2010