

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

ORGANIZATIONAL and BUSINESS MEETING
WEDNESDAY, DECEMBER 8, 2010
MINUTES

The Organizational and Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, December 8, 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
Mrs. Michele R. Jenkins
Mrs. Joan W. MacGregor
Mr. Scott Thomas Wilk (departed 6:29 pm, returned 7:47 pm)
Mr. Nick Onyshko, Student Trustee

Members Absent: Mr. Bruce D. Fortine

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 (arrived 6:16pm)
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

Special Presenters and Others Present: Mr. Gary Peterson and the COC Women's Golf Team
Ms. Audrey Green, Associate Vice President, Academic Affairs
Dr. Daylene Meuschke, Director, Institutional Research
Ms. Denee Pescarmona, Professor, English and Basic Skills Initiative Coordinator
Mr. Jonas Peterson, Executive Director, SCV Economic Development Corporation
Mr. Bill Kennedy, SCV Economic Development Corporation
Mr. Jim Schrage, Vice President, Facilities Planning, Operations, and Construction
Mr. John McElwain, VP, District Communication, Marketing & External Relations
Dr. Dena Maloney, VP, Canyon Country Campus and Economic Development
Mr. Chris Blakey, President, COCFA

President Wilk declared a quorum and called the meeting to order at 4:08 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 Negotiators (*pursuant to Government Code §54957.6*)
Santa Clarita Community College District Representative:
Dr. Dianne Van Hook
All Unrepresented Employees

Those present in Closed Session were Berger, Capet, Fiero, Gribbons, Jenkins, MacGregor, 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. He noted Mr. Fortine was unable to attend the meeting, due to the sudden passing of his friend and business partner.

**Board of Trustees Minutes – Organizational and Business Meeting
December 8, 2010**

2010/11- 53

Mr. Wilk asked Mr. Bill Kennedy 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: Berger Record of Board Vote: 4-0
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)**

The Board approved the minutes of November 10, 2010.

**Approval of Minutes
(11/10/10)
(1.6)**

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

Mr. Paul Strickland (Hart District Governing Board president) presented Mr. Wilk, on behalf of Assemblyman Smyth, a Certificate of Recognition.

**Recognition/Up Close
(1.7)**

Dr. Van Hook presented Mr. Wilk with an engraved crystal piece, noting the College's appreciation for his past year of service as President of the Board. Mr. Wilk thanked his fellow Board members, Dr. Van Hook and the administrators for their support. He briefly highlighted notable events during the year while he was President.

On behalf of the Board, Ms. MacGregor thanked Mr. Wilk for the time he invested during the past year as President.

Ms. MacGregor nominated Ms. Jenkins as President. She accepted the nomination.
Motion: MacGregor Second: Berger Record of Board Vote: 4-0
Student Trustee: Aye

**Election of Board Officers
(1.8)**

Ms. MacGregor nominated Mr. Berger as Vice-President, and he accepted the nomination.

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

Ms. Jenkins nominated Ms. MacGregor as Clerk, and she accepted the nomination.
Motion: Jenkins Second: Berger Record of Board Vote: 4-0
Student Trustee: Aye

Ms. MacGregor nominated Dr. Van Hook to continue as Secretary-Parliamentarian to the Governing Board, which she accepted.

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

The Board moved approval of the 2011 meeting dates as presented on the agenda.

**Approval of Meeting
Dates for 2011
(1.9)**

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

The Board moved Approval of Resolution No. 2010/11-04: Certification of Signatures (District).

**Approval of Resolution
No. 2010/11-04:
Certification of Signatures
(District)
(1.10)**

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

**Board of Trustees Minutes – Organizational and Business Meeting
December 8, 2010**

2010/11- 54

The Board moved Approval of Resolution No. 2010/11-05: Certification of Signatures (Associated Student Government) as follows:

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

**Approval of Resolution
No. 2010/11-05:
Certification of Signatures
(Associated Student
Government)
(1.11)**

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 Renewal of Contracts Between Santa Clarita Community College District and Health Care Facilities and Agencies for Allied Health Programs (UCLA Medical Center @ Santa Monica, Santa Clarita Home Health, and Care Meridian, LLC)
- 5.1 Approval of Purchase Order Schedule PO 10/11-5
- 5.2 Approval of Travel Authorizations Schedule T 10/11-10
- 6.1 Approval of Notices of Completion
- 6.2 Approval of Surplus District Property Other Than Land Under Board Policy 6550 (Facilities Equipment)
- 7.1 Approval of Personnel Schedule PERS 2010/2011-09

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

Items 9.1, 9.2 and 9.3 were moved forward on the agenda by Mr. Wilk. The Board moved Approval of Board Policy 4300 – Field Trips, Second Reading.

**Approval of Board Policy
4300 – Field Trips,
Second Reading
(9.1)**

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

The Board moved Approval of Code of Professional Ethics (Ethics Policy), BP 3050, First Reading.

**Approval of Code of
Professional Ethics
(Ethics Policy), BP 3050,
First Reading
(9.2)**

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

The Board moved Approval of Revisions to Conflict of Interest Policy BP 3850 (formerly BP 2710), Second Reading.

**Approval of Revisions to
Conflict of Interest Policy
BP 3850 (formerly BP
2710), Second Reading
(9.3)**

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

Dr. Van Hook introduced Mr. Gary Peterson and the COC Women's Golf team, and congratulated them on their 2nd place finish in the State this season. Mr. Peterson recapped their season and introduced each player. He presented Dr. Van Hook with a photo of the 2009/10 team, and thanked her and the Board for their support.

**Recognition
(1.7)**

Mr. Wilk departed the meeting at this point, turning it over to Ms. Jenkins (6:29pm).

Mr. Peterson and Mr. Kennedy briefly addressed the Board. The Board moved Approval of Lease Agreement Between Santa Clarita Community College District and the SCV Economic Development Corporation.

**Approval of Lease
Agreement Between
SCCCD and the SCV
Economic Development
Corporation
(3.5)**

Motion: MacGregor Second: Berger Record of Board Vote: 3-0
Student Trustee: Aye

**Board of Trustees Minutes – Organizational and Business Meeting
December 8, 2010**

2010/11- 55

Ms. Cathy Ritz was present to answer questions from the Board. The Board moved Acceptance of Annual Gifts to the College of the Canyons Foundation for the Period July 1, 2009 through June 30, 2010.

Motion: MacGregor Second: Onyshko Record of Board Vote: 3-0
Student Trustee: Aye

**Acceptance of Annual
Gifts to the COC
Foundation for the Period
July 1, 2009 through June
30, 2010
(10.1)**

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 2010/11.

Motion: MacGregor Second: Berger Record of Board Vote: 3-0
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
2010/11
(3.3)**

The Board moved Ratification of Agreement Between Santa Clarita Community College District and Boston Scientific Neuromodulation (ETI).

Motion: MacGregor Second: Berger Record of Board Vote: 3-0
Student Trustee: Aye

**Ratification of Agreement
Between SCCCD and
Boston Scientific Neuro-
modulation (ETI)
(3.4)**

The Board received a PowerPoint presentation from Ms. Green, Dr. Meuschke and Ms. Pescarmona on the Accountability Reporting for the Community Colleges (ARCC/AB1417) Report and Update on the Skills4Success Initiative. There was a question and answer period. This presentation is hereby made a part of these minutes as if fully set forth herein.

**Presentation of
Accountability Reporting
for the Community
Colleges (ARCC/AB1417)
Report and Update on the
Skills4Success Initiative
(3.6)**

Ms. Jenkins noted the Board's congratulations to Ms. Diane Morey, present in the audience, as she was approved on Item 7.1. as the Assistant Dean, Allied Health & Public Safety /Director, Nursing Programs.

The Board moved Approval of Contract for Consultant Services for Mr. Brian Hurd, Hands on Solar, NSF CREATE Renewable Energy Program.

Motion: MacGregor Second: Berger Record of Board Vote: 3-0
Student Trustee: Aye

**Approval of Contract for
Consultant Services for
Mr. Brian Hurd, Hands on
Solar, NSF CREATE
Renewable Energy
Program
(4.1)**

The Board moved Approval/Ratification of Budget Transfers.

Motion: Berger Second: Onyshko Record of Board Vote: 3-0
Student Trustee: Aye

**Approval/Ratification of
Budget Transfers
(5.3)**

Mr. Berger noted he and Ms. Jenkins have begun meeting with Ms. Coleal and members of her staff to review the budget prior to the Board meetings, and it has been very helpful.

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

Motion: Berger Second: MacGregor Record of Board Vote: 3-0
Student Trustee: Aye

**Approval of Renewal of
Agreement Between
Coffee Kiosk and SCCCD
(5.4)**

**Board of Trustees Minutes – Organizational and Business Meeting
December 8, 2010**

2010/11- 56

The Board moved Approval of Budget Transfers to Distribute Unrestricted General Fund Contingency in Excess of 6% in Order to Fund One-Time Expenses and a Contingency for Mid-Year Cuts.

Motion: Berger Second: Onyshko Record of Board Vote: 3-0
Student Trustee: Aye

Approval of Budget Transfers to Distribute Unrestricted General Fund Contingency in Excess of 6% in Order to Fund One-Time Expenses and a Contingency for Mid-Year Cuts (5.5)

The Financial Report – Month Ending October 31, 2010 was presented as information.

Financial Report – Month Ending October 31, 2010 (5.6)

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

Motion: Berger Second: MacGregor Record of Board Vote: 3-0
Student Trustee: Aye

Approval of Award of Contracts for the Library Expansion Construction Project (6.3)

The Board moved Approval of the Memorandum of Understanding and Merit Pay Agreement Between the District and the Confidential Employees Group from July 1, 2008 to June 30, 2012.

Motion: Berger Second: MacGregor Record of Board Vote: 3-0
Student Trustee: Aye

Approval of the MOU and Merit Pay Agreement Between the District and the Confidential Employees Group from July 1, 2008 to June 30, 2012 (7.2)

The Board moved Ratification of On Site Supervisor Agreement for Education Services Between Santa Clarita Community College District and the Los Angeles Police Department.

Motion: Berger Second: MacGregor Record of Board Vote: 3-0
Student Trustee: Aye

Ratification of On Site Supervisor Agreement for Education Services Between SCCCD and the LAPD (7.3)

The Board received the Presentation of the College of the Canyons Faculty Association (COCFA) CTA/NEA Re-Opener Proposal for 2010/11 as information. It was announced that a public hearing will be held on January 19, 2011.

Presentation of the College of the Canyons Faculty Association (COCFA) CTA/NEA Re-Opener Proposal for 2010/11 (7.4)

The Board moved Approval of Modifications to the College of the Canyons' Mission Statement.

Motion: Berger Second: MacGregor Record of Board Vote: 3-0
Student Trustee: Aye

Approval of Modifications to the College of the Canyons' Mission Statement (10.2)

Dr. Van Hook:

- ✓ Announced that earlier today, she met with the Superintendent from Santa Monica College to discuss the idea of initiating a bill to enhance the ability to award unit credit for fee-based training that meets the requirements of Title V for credit instruction. This is already an option for CSUs and UCs.
- ✓ Distributed a new *"What They're Saying...."* written by Mr. Eric Harnish.

Update on Legislation (10.3)

**Board of Trustees Minutes – Organizational and Business Meeting
December 8, 2010**

2010/11- 57

Dr. Alonso noted that:

- ✓ The Academic Senate continues to monitor SB 1440.
- ✓ She had a print-out of an official course outline of record, which was distributed to the Board, per their request at a prior meeting.
- ✓ The Senate continues to systematically review Board Policy and make recommendations. She thanked the administration for their ability to meet and discuss the Senate's input.
- ✓ At tomorrow's Senate meeting, they will discuss the merging/re-organization of some departments, as well as new disciplines being developed.
- ✓ They are having a fundraiser at Chili's to help raise funds for new table and chairs for the Academic Senate meeting room.

**Academic Senate Report
(11.1)**

There was no report made.

**Classified Senate Report
(11.2)**

Mr. Wilk returned to the meeting at this point (7:47pm).

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

Mr. Blakey addressed the Board as to how COCFA represents the faculty. He recapped how the representative council was originally organized, the structure of it, and discussed COCFA's role on campus.

Mr. Wilk (Board Liaison member for the COC Foundation) noted that the Foundation does not meet in December, and therefore, there was no report:

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

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

**Chancellor's Report
(11.5)**

Dr. Maloney noted that:

- ✓ She met with Jim Bizelle (Pardee Homes) to discuss how cell reception in their new development might help the CCC as well.
- ✓ The HR Forum in the UCEN on Thursday is a part of the Chancellor's Business Council. They have two speakers and plan to share information on new HR laws, acquire information on other hiring needs and learn how we can help shape our fast track training initiative.

Mr. Schrage added that:

- ✓ The COC hockey team continues to dominate around the country.
- ✓ Between now and the January 2011 meeting, about 250 parking spaces will be taken away as they begin the construction on the Library Expansion.

Dr. Gibbons had nothing to report.

Dr. Capet:

- ✓ Offered his congratulations to Ms. Diane Morey, approved on tonight's agenda.
- ✓ Noted the ARCC report on tonight's agenda was indicative of the atmosphere that faculty, management and administration is all working towards one goal and they strive to always do better for the students.
- ✓ Announced that the I-CuE final exam open house was great.
- ✓ Offered his congratulations to Mr. Wilk for a good year as Board President.

Ms. Coleal added that:

- ✓ She appreciated the Board's approval for the Risk Management Technician position. She also introduced Mr. Jon Aastad who was in the audience.
- ✓ The Business Services offices have moved their offices to the University Center.

**Board of Trustees Minutes – Organizational and Business Meeting
December 8, 2010**

2010/11- 58

Mr. McElwain noted that

- ✓ This year's holiday cards, done by Mr. Nick Pavik, are available for pick-up.
- ✓ The *Breaking News* will be mailed out next week to the community.
- ✓ The second half of the PAC season brochure will be sent out soon, highlighting the performances scheduled for the spring.

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

Dr. Wilding announced that:

- ✓ The winter session, beginning January 3rd, is full.
- ✓ Spring registration will also begin on January 3rd.

Ms. Fiero noted that:

- ✓ She appreciated the members of the Ethics Committee for their work on the new policy.
- ✓ Today's Holiday Party committee is to be thanked for everything they did to make it such a successful celebration.

Dr. Van Hook noted that:

- ✓ She appreciated Ms. Fiero's help in coordinating the Single Mother's Outreach (SMO) cocktail reception held in November.
- ✓ She attended the Cultural Heritage potluck in the Art Gallery.
- ✓ The Arts and Business Council kick-off event, an outgrowth of the LEAP project, was wonderful and will help bridge the gap between the arts and business students to make them more successful within each discipline.
- ✓ Tomorrow's HR Forum will be great, as we are working with 60 organizations with representatives from school districts and local companies for workforce development training needs.
- ✓ The Weyerhaeuser Foundation was on campus to present us a \$5,000 check for the Gardens of the Canyons. Dr. Wilding stepped in for her to accept the check.
- ✓ This Friday, prior to a "bus in" event at the PAC, we will be receiving a check for \$15,000 from Providence Holy Cross for the K-12 Arts Partnership.
- ✓ She enjoyed being the mentor to adjunct faculty member, Ms. Bianca Phillipi. Ms. Phillipi is working with the Foundation on planned giving, has been involved in the Arts/Business Council, and has been a joy to work with and she has enjoyed the time with her.
- ✓ At the CCLC's conference, the 2020 Vision Report was handed out. We will use it in our strategic planning processes. As a result, at our recent CPT meeting, the group brainstormed ideas as to how we could jump on board to enhance our support to students and access to success.
- ✓ We have been working with the active adult communities in town, specifically the Senior Center and Belcaro. We have a number of ideas on how to provide connections to the college and enhance educational experiences and look forward to great things.
- ✓ She was asked to install the new VIA officers at their luncheon on December 21st, and we were afforded a chance to make a presentation on our new Fast Track Training initiatives.
- ✓ She distributed a copy of the Foundation Chancellor's Circle update to the Board.
- ✓ Photos from her visit to the I-Cue facility, a class session, and their final exam were shared.
- ✓ She will be meeting with Mr. Dermody on the Camp Tahquitz agreement.

Mr. Onyshko noted that:

- ✓ ASG is working with the Cougar Mentors to have therapy dogs on campus to help relieve stress. They were on campus this week during finals.
- ✓ The distribution of scantrons and food for finals at CCC went well.
- ✓ He had copies of the *Paw Print*, and he distributed a copy to everyone.
- ✓ ASG will be having a holiday party this Saturday.

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

Ms. MacGregor added that:

- ✓ She received a nice thank you note from the Rio Norte Junior High class for her visit to their school.
- ✓ She will attend I-CuE on Friday night for the fee-based appetizer and wine pairing educational course.
- ✓ She enjoyed today's COC holiday party, and the nurses pinning ceremony this morning was wonderful.
- ✓ She attended the mentor/mentee graduation ceremony, and noted her mentee, Ms Marlene Demerjian was present in the audience.
- ✓ The Single Mother's Outreach (SMO) event was great, and she offered her congratulations to everyone who was involved, as well as the honorees.
- ✓ Mr. Onyshko was recently quoted on educational issues at COC in the Signal.
- ✓ The CCLC Conference in Pasadena was good.
- ✓ She enjoyed the EOPS pancake breakfast last Saturday.
- ✓ She talked with the Director of Los Angeles Office of the Speaker of the Assembly Perez. He would like to have a speaker come visit our campus and she will be talking with them. Dr. Van Hook noted that that speaker is connected with the conversation she had with Santa Monica College earlier as well.

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

Ms. Jenkins:

- ✓ Thanked her fellow Board members for electing her as president.
- ✓ Thanked Dr. Van Hook for nominating her for SMO event. It was a very nice and elegant affair.
- ✓ Noted she had attended many of the events Ms. MacGregor spoke of, and enjoyed participating in them.
- ✓ Indicated she attended the *release party* for the literary magazine, "*Cul-de-Sac*," and listened to students read their work.
- ✓ Attended the English department writing awards ceremony.

Mr. Berger:

- ✓ Recognized Mr. Wilk's representation as the Board president on campus and in the community. It was a great year, and he appreciated his sense of humor.
- ✓ Enjoyed participating in the EOPS breakfast and book distribution.
- ✓ Wished everyone a happy holiday season.

Mr. Wilk:

- ✓ Attended the state soccer championship held at COC, and our team did a phenomenal job getting to #2 in the state.

Ms. Pescarmona distributed the literary magazine *Cul-de-Sac* to the Board members. She noted that on behalf of Ms. Terzian, this student driven production is a wonderful project, and Ms. Terzian extended her thanks to Dr. Van Hook and Dr. Capet for their support.

**Comments by the
Audience for Items Not on
the Agenda
(11.7)**

Dr. Van Hook noted there were some requests made in connection with the ARCC report (data and follow-up information), which will be handled by Ms. Audrey Green.

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

President Wilk announced the next regular scheduled meeting will be a Business meeting on Wednesday, January 19, 2011. 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 (01/19/11) and Adjournment (12)

There being no further business, the meeting was adjourned at 8:34 p.m.



Mrs. Joan W. MacGregor, 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 January 19, 2011