

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, JANUARY 19, 2011
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, January 19, 2011 by President Michele Jenkins in the Board Meeting Room (HSLH-137), College of the Canyons, 26455 Rockwell Canyon Road, Valencia, California.

Members Present: Mr. Michael D. Berger (arrived 3:50 pm)
 Mr. Bruce D. Fortine
 Mrs. Michele R. Jenkins
 Mrs. Joan W. MacGregor
 Mr. Scott Thomas Wilk

Members Absent: Mr. Nick Onyshko, Student Trustee (out of town)

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 Gibbons, 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: Ms. Leslie Carr, Director, Professional Development
 Ms. Diane Stewart Dean, Early Childhood Education and Training Programs
 The Outreach Project (LEAP team) and BEST Project (LEAP team)
 Ms. Cindy Grandgeorge, Controller
 Ms. Kari Soffa, Director, Accounting Services
 Mr. Bill Rauch, CPA, Vavrinek, Trine, Day, & Co., LLP
 Mr. Murray Wood, Chief Development Officer, COC Foundation
 Ms. Lois Bauccio, President, Child & Family Center Foundation
 Mr. Chris Clark, Executive Director, YMCA
 Ms. Cathy Ritz, Chief Operational Officer, COC Foundation/Interim Director, University Center
 Mr. and Mrs. Steve and Doris Marie Zimmer, COC Foundation Board members
 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 Jenkins declared a quorum and called the meeting to order at 3:35 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
- 1.2b Liability Claims (*pursuant to Government Code §54956.95*)
 Claimant: Mr. Marc Richards
 Agency Claimed Against: Santa Clarita Community College District

**Board of Trustees Minutes – Business Meeting
January 19, 2011**

2010/11- 62

Those present in Closed Session were Berger, Capet, Fortine, Gribbons, Jenkins, MacGregor, Maloney, McElwain, Schrage, Van Hook, and Wilk.

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

The Board returned to Open Session at 6:01 p.m. and Ms. Jenkins announced no action had been taken in Closed Session.

Ms. Jenkins asked Ms. MacGregor 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: 5-0

Ms. Jenkins welcomed all present to the meeting and invited anyone wishing to address the Board to so indicate and they would be recognized. She asked the audience members to introduce themselves.

**Welcome Guests
(1.5)**

The Board approved the minutes of December 8, 2010, with one minor correction to the spelling of a name noted by Dr. Maloney under Item 11.5.

**Approval of Minutes
(12/08/10)
(1.6)**

Motion: MacGregor Second: Wilk Record of Board Vote: 4-0-1
Abstain: Fortine

Dr. Van Hook noted the LEAP program has produced 20 new projects that have helped to close a gap or start something new and beneficial for our college. The Board received two LEAP group presentations by mentors Ms. Carr and Ms. Stewart and members of the two LEAP teams:

**Recognition/Up Close
(1.7)**

- The Outreach project was presented by Renee Marshall, Wendy Trujillo, Tammy Bathke, and Wendy Ruiz. The project will help coordinate the efforts of COC employees engaging in outreach activities to the community with a variety of materials.
- The Business, Employee and Student Training (BEST) project was presented by Susan Crowther, Catherine Grooms, Anne Marengo and Sandra Hernandez. The project will help connect the training vehicles on campus through a coordinated effort and ultimately develop a one-stop shop website, thereby reducing redundancy and offering an integrated training solution for the campus and community.

The Board removed Item 4.2 from the agenda, and moved approval of the remainder of the Consent Calendar and the additional information provided for Item 7.1 as follows:

**Consent Calendar
(2)**

- 3.1 Approval of Winter 2011 Instructional Field Trips
- 3.2 Approval of Spring 2011 Instructional Field Trips
- 3.3 Approval of Agreement Between the Santa Clarita Community College District and El Proyecto del Barrio (CACT/ETI)
- 3.4 Ratification to Extend the Existing Agreement Between Santa Clarita Community College District and Glendale Adventist Medical Center for the Nursing Program (Allied Health)
- 3.5 Approval of Agreement Between Santa Clarita Community College District and Artifice Studios, LLC (Canyon Country Campus Website)
- 4.1 Approval of Spring 2011 Intercollegiate Travel
- ~~4.2 Approval of Nonresident Tuition for FY 2011-2012~~
- 5.1 Approval of Purchase Order Schedule PO 10/11-6
- 5.2 Approval of Travel Authorizations Schedule T 10/11-11
- 5.3 Approval of Mileage Rate: Increase to 51.0¢ Per Mile for Business Miles Driven Effective January 1, 2011

**Board of Trustees Minutes – Business Meeting
January 19, 2011**

2010/11- 63

- 5.4 Denial of Claim for Damages – Keenan & Associates Claim #443084, Marc Richards, Claimant
- 5.5 Approval/Ratification of Interfund Transfer
- 5.6 Approval of Issuance of Additional District American Express Corporate Card
- 5.7 Approval of Amendment to Agreement Between Santa Clarita Community College District and Canyons Aquatics for Parking Plan
- 5.8 Approval to Participate in the State Chancellor's Office Capital Outlay Grant Financing Program and Approval to Establish District Fund 42 for Deposit of Grant Financing Proceeds
- 6.1 Approval of Agreement with the County of Los Angeles for the Countywide Household Hazardous and Electronic Waste Collection Program Siting Liability Agreement
- 6.2 Approval of Contract for Installation of Hand Dryers (H&S Electric, Inc.)
- 6.3 Approval of Addendum #01 to the Contract for Executive Architect Services for the Administration Building Addition/Remodel (tBP/Architecture)
- 6.4 Approval of Addendum #01 for Geotechnical Services for the Del Valle Regional Training Center (Construction Testing & Engineering, Inc.)
- 7.1 Approval of Personnel Schedule PERS 2010/2011-10
- 7.2 Approval of Educational Administrator Employment Contract for Assistant Dean, Allied Health and Public Safety/Director, Nursing Programs
- 8.1 Ratification of the Contract Between Santa Clarita Community College District and Economic Modeling Specialists, Inc. (EMSI)/CC Benefits for an Economic Impact Study

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

Ms. MacGregor posed some questions in regards to Item 4.2, Approval of Nonresident Tuition for FY 2011-2012. The Board asked Dr. Wilding to pursue additional information and bring this item back to the Board at a future meeting. Therefore, Item 4.2 was pulled from the agenda. The Board moved approval of the remainder of the Consent Calendar.

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

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.

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

**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
(3.6)**

The Board moved Approval of the Academic Calendar for 2011/2012 and 2012/2013.

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

**Approval of the Academic
Calendar for 2011/2012
and 2012/2013
(4.3)**

The Board moved Approval/Ratification of Budget Transfers.

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

**Approval/Ratification of
Budget Transfers
(5.9)**

Items 5.14 through 5.16 were moved forward on the agenda for approval. The Board moved Approval of Budget Parameters for Fiscal Year 2011/12.

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

**Approval of Budget
Parameters for Fiscal
Year 2011/12
(5.14)**

**Board of Trustees Minutes – Business Meeting
January 19, 2011**

2010/11- 64

The Board moved Ratification of Amendment to ISSI Agreement for Subcontract with Gourmet Food Trucks to Provide Campus Food Service.

**Ratification of Amendment to ISSI Agreement for Subcontract with Gourmet Food Trucks to Provide Campus Food Service
(5.15)**

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

The Board moved Approval of Resolution No. 2011/12-06: Resolution Authorizing and Approving the Borrowing of Funds for Fiscal Year 2010-2011; The Issuance and Sale of a 2010-2011 Tax and Revenue Anticipation Note Therefore and Participation in the Community College League of California Tax and Revenue Anticipation Notes Program.

**Approval of Resolution No. 2011/12-06: Resolution Authorizing and Approving the Borrowing of Funds for Fiscal Year 2010-2011; The Issuance and Sale of a 2010-2011 Tax and Revenue Anticipation Note Therefore and Participation in the Community College League of California Tax and Revenue Anticipation Notes Program
(5.16)**

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

Mr. Rauch presented the Board with a Review of College of the Canyons Foundation Annual Financial Report (Audit) He highlighted the key points on the audit and answered questions. He noted their unqualified opinion achieved on this audit is the best opinion possible, and something donors will look for when making donations.

**Review of College of the Canyons Foundation Annual Financial Report (Audit) June 30, 2010 and 2009 and Review of Schedule of Commensurate Return as of 06/30/10
(5.10)**

Ms. Zimmer, Vice-Chair of COC Foundation provided a perspective from the Foundation and thanked those involved in this audit. Ms. Ritz also extended her appreciation, noting that the checks and balances help ensure that the Foundation is a financially stable organization.

This item was moved forward on the agenda by Ms. Jenkins. Mr. Wood provided an Update and Overview of the Santa Clarita Valley Non Profit Leadership Network Collaborative, launched in August 2010 with 100 agencies, and we are continuing to grow. Also present and noting their appreciation for this collaboration were Lois Bauccio (President, Child & Family Center Foundation) and Chris Clark (Executive Director, YMCA).

**Update on the Santa Clarita Valley Non Profit Leadership Network Collaborative
(10.1)**

Mr. Rauch provided the Board with an overview of this audit, noting an unqualified opinion was issued by the auditors. The Board moved Acceptance of Measure C General Obligation Bonds Financial Audit and Agreed-Upon Procedures Report for the Fiscal Year Ending June 30, 2010.

**Acceptance of Measure C General Obligation Bonds Financial Audit and Agreed-Upon Procedures Report for the Fiscal Year Ending June 30, 2010
(5.11)**

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

Mr. Rauch provided the Board with an overview of this audit, noting an unqualified opinion was issued by the auditors. The Board moved Acceptance of Measure M General Obligation Bonds Financial Audit and Agreed-Upon Procedures Report for the Fiscal Year Ending June 30, 2010.

**Acceptance of Measure M General Obligation Bonds Financial Audit and Agreed-Upon Procedures Report for the Fiscal Year Ending June 30, 2010
(5.12)**

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

**Board of Trustees Minutes – Business Meeting
January 19, 2011**

2010/11- 65

Mr. Rauch provided an overview of the audit, highlighting the key areas within the audit and answering questions. He noted this audit has an unqualified opinion issued by the auditors and includes a comprehensive, complete Management's Discussion & Analysis (MD&A) report and no audit adjustments. There was a minor finding regarding the compliance of concurrently enrolled students and the cap on units taken, which has since been addressed by the District. The Board moved Acceptance of Santa Clarita Community College District Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2010.

**Acceptance of Santa Clarita Community College District Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2010
(5.13)**

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

The Board moved Approval of Selection of Vavrinek, Trine, Day and Co., LLP as External Auditor for the District, COC Foundation, and GO Bond Audits for Fiscal Years 2010-2011, 2011-2012, and 2012-13.

**Approval of Selection of Vavrinek, Trine, Day and Co., LLP as External Auditor for the District, COC Foundation, and GO Bond Audits for Fiscal Years 2010-2011, 2011-2012, and 2012-13
(5.17)**

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

The Board received the Financial Report – Month Ending November 30, 2010 as information.

**Financial Report – Month Ending November 30, 2010
(5.18)**

The Board moved Approval of Contract for Equipment Rental Services for the Library Addition Construction Project (Andy Gump).

**Approval of Contract for Equipment Rental Services for the Library Addition Construction Project (Andy Gump)
(6.5)**

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

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

**Approval of Change Orders for the Applied Technology Education Center Construction Project at the Canyon Country Campus
(6.6)**

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

The Board moved Approval of Change Orders for the Burn Tower Prop at the Del Valle Regional Training Center.

**Approval of Change Orders for the Burn Tower Prop at the Del Valle Regional Training Center
(6.7)**

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

The Board moved Approval of Change Order for the Library Construction Project at the Valencia Campus.

**Approval of Change Order for the Library Construction Project at the Valencia Campus
(6.8)**

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

The Board moved Approval of Contract for Flooring for the Applied Technology Education Center at the Canyon Country Campus (Stonhard).

**Approval of Contract for Flooring for the Applied Technology Education Center at the CCC (Stonhard)
(6.9)**

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

**Board of Trustees Minutes – Business Meeting
January 19, 2011**

2010/11- 66

The Board moved Approval of Correction on Bid Amount for the Library Construction Project.

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

Approval of Correction on Bid Amount for the Library Construction Project (6.10)

The Board moved Ratification of Rejection and Awards of Bid for the Library Construction Project.

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

Ratification of Rejection and Awards of Bid for the Library Construction Project (6.11)

The Board moved Approval of Contract for Architectural & Engineering Services for the Culinary Arts Building, Valencia Campus (KBZ Architects, Inc.).

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

Approval of Contract for Architectural & Engineering Services for the Culinary Arts Building, Valencia Campus (KBZ Architects, Inc.) (6.12)

The Public Hearing on the College of the Canyons Faculty Association CTA/NEA (COCFA) Re-Opener Proposal for 2010/2011 was opened by Ms. Jenkins at 8:23 pm. There were no comments, and the hearing was closed.

Public Hearing on the College of the Canyons Faculty Association CTA/NEA (COCFA) Re-Opener Proposal for 2010/2011 (7.3)

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

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

Approval of Code of Professional Ethics (Ethics Policy), BP 3050, Second Reading (9.1)

The Board moved Approval of the Dissolution of the Measure "C" Citizens' Oversight Committee.

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

Approval of the Dissolution of the Measure "C" Citizens' Oversight Committee (10.2)

Dr. Van Hook:

- ✓ Noted we had an advocacy team meeting yesterday. She distributed the ACCCA/ACBO budget workshop materials (from last Friday's meeting in Sacramento) which were handed out at the advocacy meeting. She also distributed a summary sheet on the Governor's proposed budget.
- ✓ Noted she and Mr. Harnish had listened in on the CCLC's Budget Webinar online discussion held last week, and distributed copies of the slides from the meeting. She briefly reviewed the ideas that came out of the advocacy team meeting and highlights from the Webinar discussion. In particular, she noted a chart listing "winners" and "losers" for retention rates among community colleges, and COC has the second highest retention rate in the state.
- ✓ Has worked with Santa Monica CCD and language with the committee consultant to present 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, which is already an option for CSUs and UCs. She plans to meet with Dr. Tsang from SMCCD at the CCLC conference to strategize how to move this bill forward.
- ✓ Distributed a new "What They're Saying...", written by Mr. Eric Harnish.

Update on Legislation (10.3)

**Board of Trustees Minutes – Business Meeting
January 19, 2011**

2010/11- 67

Ms. MacGregor noted all Board members have registered for the KHTS bus trip to Sacramento. She noted it would be great to have documents similar to what was in the Webinar handout, as well as some packets from the Outreach center to hand out to people on the bus and the legislators in Sacramento.

**Update on Legislation
(10.3) con't**

Dr. Van Hook noted she was asked to provide leadership to the EDPAC Legislative Advocacy Committee and will be working with Ray York on talking points about the impact of the downsizing of curriculum on businesses access to training that is needed. We hope to have this information completed for both the CCLC conference and the KHTS trip to Sacramento.

Dr. Alonso was not present at the meeting.

**Academic Senate Report
(11.1)**

There was no report made.

**Classified Senate Report
(11.2)**

There was no report made.

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

Mr. Wilk (Board Liaison member for the COC Foundation) noted that the full Foundation board will meet next week, and the executive committee met to review the audits. He noted the COC Foundation Board is a great group of dedicated people.

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

Administrators were invited to provide reports:

**Chancellor's Report
(11.5)**

Dr. Gibbons reported that:

- ✓ This Friday, the Braitsmayer Foundation will be doing a site visit, which is a good sign they are supportive of our \$35,000 request for the K-12 arts initiative.

Dr. Capet noted that:

- ✓ The Southern California Chief Instructional Officers will be meeting this Friday in the UCEN.
- ✓ The Accrediting Commission has requested some dates in September or October to meet in UCEN. He felt this was a compliment to the College.

Ms. Coleal noted:

- ✓ Her appreciation to Ms. Soffa, Ms. Grandgeorge, her staff, fellow administrators and Dr. Van Hook for their hard work in putting the audits together.
- ✓ She attended the ACCCA/ACBO Budget workshop along with her mentee, Mr. Glapa-Grossklag, and she appreciates the opportunity to work with him.

Dr. Wilding, Dr. Maloney, and Mr. McElwain had no additional reports.

Dr. Van Hook asked Mr. Schrage to provide a brief update on the recent hockey wins, which he did.

Dr. Van Hook noted that:

- ✓ We have been awarded a 3-year FIPSE grant (headed by Patty Robinson with assistance from Diana Stanich and Rhonda Hyatt) to test a one semester, evidenced-based certificate program for community colleges. The article outlining the details about this program was distributed.

- ✓ Showed photos of events on campus and highlighted:
 - Santa Adoption in December,
 - Snowfall in January 2011,
 - Dr. Capet's birthday lunch (January 5),and
 - The Chancellor's Business Council lunch (January 13).
- ✓ CSUN has paid for and sent out their own brochure highlighting their Master of Social Work degree offered in the UCEN. The brochure has been sent to 10,000 homes in the SCV.
- ✓ She recently found an article she wrote in 1995 in the Community College Week entitled, "*California Community College Funding – A Case for Redesign*". She noted 90% of it still applies today, showing that not much has changed in the state!

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

Mr. Onyshko was not present.

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

Ms. MacGregor added that:

- ✓ In December, she participated in the appetizer and wine pairing educational evening (fee-based class) and had a great time.
- ✓ She attended the Musical Mosaic choir performance in the PAC over the holidays.
- ✓ She traveled to Tahoe over Christmas, and wished everyone a good new year.

Mr. Berger noted he was

- ✓ Looking forward to CCLC conference in Sacramento over the next weekend.

Ms. Jenkins:

- ✓ Noted she also participated in the educational food and wine pairing class, and also enjoyed it.
- ✓ Announced she attended the WAR concert in the PAC last Saturday evening.

Mr. Wilk noted:

- ✓ The WAR group sounded great.
- ✓ He visited the Sculpture exhibit in our Art Gallery, noting it was filled with great talent.

Mr. Fortine:

- ✓ Thanked everyone for their kind thoughts during the loss of his business partner in early December.

There were none made.

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

Ms Jenkins recapped the request for the additional information on Item 4.2, which was removed from tonight's agenda.

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

Mr. Wilk requested that the JPA on Channel 20 be returned to the Board during the 2nd meeting in February. The majority of the Board agreed with this request. Dr. Van Hook recapped that we had objectives built into the grant that never came to fruition, and clarified that we now have our own studio on campus and do not have the need to rent the Channel 20 facilities that we did when it came before the Board one and one half years ago.

**Board of Trustees Minutes – Business Meeting
January 19, 2011**

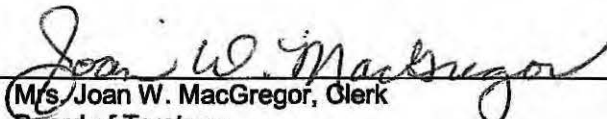
2010/11- 69


President Jenkins announced the next regular scheduled meeting will be a Business meeting on Wednesday, February 9, 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 (02/09/11) and Adjournment (12)

It was announced that we plan to hold an educational/training workshop on Form 700 and meet prior to the business meeting, possibly around 3:00 pm. All individuals who will be affected (i.e. need to fill out the Form 700) will be invited to participate. Details will be announced as they are finalized.

There being no further business, the meeting was adjourned at 9:02 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

February 9, 2011