

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

JOINT MEETING WITH THE
COC FOUNDATION BOARD OF DIRECTORS
WEDNESDAY, APRIL 26, 2006
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, April 26, 2006, by Vice President Michele Jenkins, in the Staff Dining Room of the Student Center, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California.

Members Present: Mrs. Michele R. Jenkins
Mrs. Joan W. MacGregor
Mr. Ernest L. Tichenor

Members Absent: Mr. Bruce D. Fortine
Mr. Ronald E. Gillis

Others Present: Dr. Dianne Van Hook, Superintendent-President
Mr. Steve Zimmer, Chairman, Foundation Board of Directors
Mr. Dean Ogrin, Parliamentarian, Foundation Board of Directors
Ms. Connie Luechtefeld, President's Circle Chairwoman, Foundation Board of Directors
Mr. Joe Klocko, Vice-Chairman, Foundation Board of Directors
Ms. Sharlene Coleal, VP, Business Services and Treasurer, Foundation Board of Directors (arrived 6:50 pm)
Dr. Barry Gribbons, VP, Institutional Development, Technology, and Online Services/ Interim Assistant Superintendent
Ms. Julie Sturgeon, Member, Foundation Board of Directors
Ms. Sharon Bronson, Member, Foundation Board of Directors
Mr. Arif Halaby, Member, Foundation Board of Directors
Mr. C Pat O'Brien, Member, Foundation Board of Directors (departed 7:15 pm)
Mr. John Schaefer, Member, Foundation Board of Directors
Ms. Myrna Condie, Member, Foundation Board of Directors
Mr. Gary Condie, Member, Foundation Board of Directors
Mr. Bill Kennedy, Member, Foundation Board of Directors
Ms. Jill Mellady, Member, Foundation Board of Directors
Ms. Dena Maloney, Dean, Economic Development and Member, Foundation Board of Directors
Mr. Robert Drescher, Member, Foundation Board of Directors
Mr. Jeff Hacker, Member, Foundation Board of Directors (departed at 6:49pm)
Ms. Rita Garasi, Member, Foundation Board of Directors
Mr. Bill Lively, Member, Foundation Board of Directors
Ms. Doris Marie Zimmer, Member, Foundation Board of Directors
Ms. Diana Cusumano, Member, Foundation Board of Directors
Ms. Pegggi Cannistraci, Member, Foundation Board of Directors
Ms. Cathy Ritz, Chief Operating Administrator, COC Foundation
Ms. Lynne Mayer, Administrative Asst to the Board of Trustees/Supt-President

Other Audience Guests: Dr. Michael Wilding, Ms. Kristin Hampton, Ms. Sue Bozman, Ms. Betty Keva, Ms. Teresa Todd (who departed approximately 6:45pm), and Ms. Beverly Cope, Mr. Pete Virgadamo, and Mr. Michael Ward (these three departed approximately 6:15 pm).

Mr. Zimmer welcomed everyone and established a quorum for the Foundation Board. Vice-President Jenkins declared a quorum and called the meeting to order at 6:05 p.m. She noted that Mr. Fortine, the Board President, is out of town, and she would be chairing this meeting on his behalf. She added that Mr. Gillis is also out of town handling details following his wife's passing.

**QUORUM ESTABLISHED
(1.1)**

Ms. Jenkins asked Mr. Michael Ward, Adjunct Faculty Instructor (History) to lead the flag salute.

**FLAG SALUTE
(1.2)**

Ms. Jenkins welcomed all present and invited members of the audience desiring to address the Board to so indicate and they would be recognized. On behalf of her fellow trustees, she thanked the members of the COC Foundation Board of Directors for being present at the joint meeting.

**WELCOME GUESTS
(1.3)**

Ms. Jenkins noted that since there were faculty members present for items that appear later on our agenda, she proposed moving them forward for presentation and approval. Therefore, three items (4.4, 4.5, and 4.6) were moved up on the agenda.

The Board moved approval of the Agenda for the meeting (with the change to move forward Items 4.4, 4.5 and 4.6) as follows.

**APPROVAL OF AGENDA
(1.4)**

Motion: MacGregor Second: Tichenor Record of Board Vote: 3-0

Dr. Van Hook announced that:

- Dr. Gribbons is a new dad. His daughter, Eva Rose, was born on April 5, 2006.
- Our forensics team took honors in the national championships. COC won a bronze in the Hindman Division Sweepstakes, and COC student Erik Mayer advanced to the final round of the Parliamentary Debate and won the silver award.

**RECOGNITION/
INFORMATION**

Ms. Jenkins noted that since there were faculty members present for items that appear later on our agenda, she proposed moving them forward for presentation and approval. Therefore, the following three items (4.4, 4.5, and 4.6) were moved up on the agenda.

The Public Hearing on Part-Time Faculty United-American Federation of Teachers (AFT), Chapter of Local 6262, Contract Re-Opener Proposal with the Santa Clarita Community College District for 2006/2007 was opened for public input. There was none and the public hearing was closed.

**PUBLIC HEARING ON
PART-TIME FACULTY
UNITED AFT, CHAPTER
OF LOCAL 6262,
CONTRACT RE-OPENER
PROPOSAL WITH THE
SCCCD FOR 2006/2007
(4.4)**

The Public Hearing on the Santa Clarita Community College District's Contract Re-Opener Proposal with the Part-Time Faculty United-American Federation of Teachers (AFT), Chapter of Local 6262, for 2006/2007 was opened for public input. Hearing none, the public hearing was closed.

**PUBLIC HEARING ON
THE SCCC CONTRACT
RE-OPENER PROPOSAL
WITH THE PART-TIME
FACULTY UNITED-AFT,
CHAPTER OF LOCAL
6262, FOR 2006/2007
(4.5)**

The Board moved Adoption of the Santa Clarita Community College District's Contract Re-Opener Proposal with the Part-Time Faculty United-American Federation of Teachers (AFT), Chapter of Local 6262, for 2006/2007.

Motion: Tichenor Second: MacGregor Record of Board Vote: 3-0

Ms. MacGregor noted the Board is looking forward to a positive negotiation process with the AFT. Following the approval of these items, Mr. Virgadamo, Ms. Cope and Mr. Ward departed the meeting.

Mr. Zimmer provided an overview of the subcommittee's role in this process. In particular, he, along with Ms. Ritz and Dr. Van Hook (on behalf of Ms. Coleal) addressed the following:

- Current Foundation positions, titles and responsibilities and realignment of these to allow the institution to help meet the demands of the Foundation's strategic plan;
- What was learned from visiting other college's foundations;
- Details on the proposed budget request;
- Plausible timeline for implementation;
- How the structure will support the strategic plan.

There was a question and answer period that followed.

Mr. O'Brien provided a Presentation of Founding Partners Sponsorship Program for the College of the Canyons Performing Arts Center. He reviewed how partners might be approached for sponsorships and showed an example of what could be done for our PAC. He noted that at this point in time, we are merely in the idea stages of what can be done. There was a brief question and answer period.

In a presentation and overview of the history of this subject, Mr. Klocko provided the two Boards with a status of the development for the drive through coffee kiosk. A question and answer period followed.

A Presentation on the COC Foundation Board Committees Activities was presented by the committee chairs of various committees. Those who provided input and their respective committees were:

- Mr. Condie – Chair of the Board Governance Committee
- Ms. Cannistraci – Chair of the Alumni & Friends Committee
- Ms. Cusumano, on behalf of Frank Kleeman, Chair of the Library Associates Committee
- Ms. Sturgeon – Chair of the Scholarship Committee
- Mr. Ogrin – Chair of the Athletics Committee
- Mr. Schaefer – Chair of the Patrons of the Performing Arts Committee
- Ms. Coleal – Chair of the Golf Tournament Committee
- Ms. Luechtefeld – Chair of President's Circle and Circle of Friends Committee
- Ms. Ritz provided an update on the University Center Campaign

**ADOPTION OF THE
SCCCD's CONTRACT
RE-OPENER PROPOSAL
WITH THE PART-TIME
FACULTY UNITED AFT,
CHAPTER OF LOCAL
6262, FOR 2006/2007
(4.6)**

**PRESENTATION OF THE
SUBCOMMITTEE
RECOMMENDATIONS—
CONSIDERATION OF
FOUNDATION
OPERATIONS IN THE
2006-07 FISCAL YEAR
(2.1)**

**PRESENTATION OF
FOUNDING PARTNERS
SPONSORSHIP
PROGRAM FOR THE
COC PERFORMING
ARTS CENTER
(2.2)**

**UPDATE ON THE
STATUS OF
DEVELOPMENT OF
DRIVE THROUGH
COFFEE KIOSK
(2.3)**

**PRESENTATION ON THE
COC FOUNDATION
COMMITTEE ACTIVITIES
AND OUTCOMES
(2.4)**

Ms. Coleal provided a Presentation of a Status Update on the Management Letter from Vavrinek, Trine, Day & Co to the College of the Canyons Foundation in the 2004-05 Audit.

**PRESENTATION OF A
STATUS UPDATE ON
MANAGEMENT LETTER
FROM VAVRINEK,
TRINE, DAY & CO TO
THE COC FOUNDATION
IN THE 2004-05 AUDIT
(2.5)**

Dr. Van Hook noted this document represents the fiscal accountability criteria set by the Chancellor's Office. It asks each District to use the checklist as a guide for sound fiscal management. Our responses to this checklist show extremely favorable results. Many community colleges are not as fiscally sound and are placed on a "watch list" from the Chancellor's Office. Rather, we are in a cycle of growth, and the District is in a strong fiscal position as opposed to many that are declining, losing revenue, and laying off staff.

**PRESENTATION OF
CHANCELLOR'S OFFICE
FISCAL ASSESSMENT
CHECKLIST FOR COC
(2.6)**

Dr. Van Hook and the Board presented a Resolution to Ms. Rita Garasi for her outstanding work and dedication during our Measure C Campaign and as a member of the Measure C Citizens' Oversight Committee.

The Board moved Approval of Establishment of New Funds in the Los Angeles County Peoplesoft Financial System and the Datatel Financial System for Processing College of the Canyons Foundation Accounting.

**APPROVAL OF
ESTABLISHMENT OF
NEW FUNDS IN THE LA
COUNTY PEOPLESOFT
FINANCIAL SYSTEM
AND DATATEL
FINANCIAL SYSTEM
FOR PROCESSING COC
FOUNDATION
ACCOUNTING
(2.7)**

Motion: MacGregor Second: Tichenor Record of Board Vote: 3-0

The Board moved Approval of Audit Engagement Letter from Vavrinek, Trine, Day, and Co., LLP, for Services Related to the College of the Canyons Foundation Annual Audit for the Year Ending June 30, 2006.

**APPROVAL OF AUDIT
ENGAGEMENT LETTER
FROM VAVRINEK,
TRINE, DAY, AND CO.,
LLP, FOR SERVICES
RELATED TO THE COC
FOUNDATION ANNUAL
AUDIT FOR THE YEAR
ENDING JUNE 30, 2006
(2.8)**

Motion: MacGregor Second: Tichenor Record of Board Vote: 3-0

Mr. Zimmer, on behalf of the Foundation Board thanked the Board of Trustees for their support towards the Foundation Board, not only at the College, but out in the community and at local events as well.

Ms. MacGregor thanked the Foundation Board and the Foundation staff for their help in putting together an extremely successful Silver Spur event last weekend.

Dr. Van Hook distributed a Time Magazine article to everyone written by a corporate CEO who attended a community college, and felt that an investment in local community colleges would ultimately result in a sound investment in the competitiveness of our country and potential of our citizens.

There was a brief recess of the Joint Meeting of the two Boards (8:10 pm) before resuming to the Business Meeting of the Board of Trustees at 8:15 pm.

The following items were approved on the Consent Calendar by the Board of Trustees with the additional information presented at the meeting for Item 4.1.

**CONSENT CALENDAR
(3)**

- 4.1 Approval of Personnel Schedule PERS 2005/2006-16
B. CLASSIFIED PERSONNEL
 2. Employment – Regular
Frank Sanchez, Groundskeeper, Classified Represented Salary Range 15, Step 2 (\$2,825), effective May 8, 2006
- 4.2 Approval of Temporary, Interim Administrator Contract Amendment for Interim Small Business Development Center (SBDC) Director
- 4.3 Approval of Agreement Between Santa Clarita Community College District and Professional Personnel Leasing Inc
- 5.1 Approval of Agreement Between the Santa Clarita Community College District and M.J. Johnson for Grant Writing
- 5.2 Approval of Agreement Between the Santa Clarita Community College District and Michael Haviland (Interim Director, Small Business Development Center)
- 5.3 Approval of Agreement Between the Santa Clarita Community College District and Sheri Foreman (Interim Assistant Director, Small Business Development Center)
- 5.4 Approval of Agreement Between the Santa Clarita Community College District and the SCV Chamber of Commerce for Small Business Development Center (SBDC) Staff Office Space

Motion: MacGregor Second: Tichenor Record of Board Vote: 3-0

None.

**COMMENTS BY THE
AUDIENCE FOR ITEMS
NOT ON THE AGENDA.
(6.1)**

Ms. MacGregor:

- ✓ Would like an update (in the form of minutes or notes) from future Foundation Board meetings on various topics from this evening, including the coffee kiosk, audit committee, the proposals and ideas for the PAC, and the financial status of the Foundation. Dr. Van Hook noted Ms. Coleal will likely be in attendance at these meetings and will provide information to the Board.

**RECAP/REQUEST FROM
BOARD MEMBERS TO
HAVE AN ITEM PLACED
ON A FUTURE AGENDA
(6.2)**

Ms. Jenkins

- ✓ Noted there will be a Health & Welfare Benefits meeting on Tuesday, May 2 in R-206 at 2:30pm. She will be out of town and cannot attend. If another member of the Board is available, they may chose to attend in her place.

Vice-President Jenkins announced the Board would be moving into Closed Session, but they did not anticipate any action would be taken. The next Business meeting will be held on Wednesday, May 10, 2006 at 5:00 pm for Closed Session and 6:30 pm for Open Session in S-132, Staff Dining Room, College of the Canyons Student Center. There being no further business, the meeting was adjourned at 8:23 p.m., and the Board moved to Closed Session to discuss:

**CLOSED SESSION
(7)**

- 7.1 Conference with Legal Counsel – Anticipated Litigation
(pursuant to Government Code §54956.9)

Those present in Closed Session were Coleal, Jenkins, MacGregor, Tichenor, and Van Hook.

The Board returned to Open Session at 9:37 pm. Vice-President Jenkins announced the Board took no action in Closed Session.

The meeting was adjourned at 9:39 pm.

**ANNOUNCEMENT OF
BUSINESS MEETING
(05/10/06) and
ADJOURNMENT
(8)**

Mr. Ernie L. Tichenor, 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 _____