

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, JUNE 8, 2011
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, June 8, 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
 Mr. Bruce D. Fortine
 Mrs. Michele R. Jenkins
 Mrs. Joan W. MacGregor
 Mr. Scott Thomas Wilk
 Mr. Nick Onyshko, Student Trustee

Others Present: Dr. Dianne Van Hook, Chancellor (departed 7:52pm)
 Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
 Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services
 Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology and Online Services
 Dr. Floyd Moos, Interim Assistant Superintendent/VP, Instruction
 Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources
 Dr. Edel Alonso, President, Academic Senate
 Ms. Lynne Mayer, Administrative Assistant to the Chancellor and the Board of Trustees

Special Presenters and Others Present: Dr. Jennifer Hauss, Director, Service-Learning Center
 Ms. Diane Stewart, Dean, Early Childhood Education and Training Programs
 Mr. Leon Worden, SCVTV
 Mr. John McElwain, VP, District Communication, Marketing & External Relations
 Dr. Dena Maloney, VP, Canyon Country Campus and Economic Development (arrived 6:20p)
 Mr. Chris Blakey, President, COCFA (arrived 6:20p)

President Jenkins declared a quorum and called the meeting to order at 4:40 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 Negotiator (*pursuant to Government Code §54957.6*)
 Santa Clarita Community College District Representative: Dr. Michael Wilding
 College of the Canyons Faculty Association (COCFA)
- 1.2b Conference with Labor Negotiator (*pursuant to Government Code §54957.6*)
 Santa Clarita Community College District Representative: Dr. Michael Wilding
 Part Time Faculty United-AFT Local 6262
- 1.2c Conference with Labor Negotiators (*pursuant to Government Code §54957.6*)
 Santa Clarita CCD Representative: Dr. Dianne Van Hook
 All Unrepresented Employees
- 1.2d Discussion of Denial of Claim (*pursuant to Government Code §54956.95*)
 Claimants: Farmers Insurance Group (Subrogation Representative for Mike Stuart)
 Agency Claimed Against: Santa Clarita Community College District (SCCCD
 Incident Report # 2411)

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Those present in Closed Session were Berger, Coleal, Fiero, Fortine, Jenkins, Gibbons, MacGregor, Schrage (departed 5:45pm), Van Hook, Wilding and Wilk.

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

The Board returned to Open Session at 6:11 p.m. and Ms. Jenkins announced no action had been taken in Closed Session.

Ms. Jenkins asked Mr. Onyshko 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: Fortine Record of Board Vote: 5-0
Student Opinion Aye

Ms. Jenkins 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 moved approval of the minutes of May 25, 2011 as follows:

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

**Approval of Minutes
(05/25/11)
(1.6)**

- Ms. Jenkins announced that June 16 is Mr. Berger's birthday, and Dr. Van Hook led the birthday song.
- Dr. Hauss provided an overview of the Service-Learning Center, noting they received the 2011 President's Higher Education Community Service Honor Roll with Distinction. She distributed an informational handout to the Board. The Board and Dr. Van Hook thanked Dr. Hauss for making this program such a success.

**Recognition/Up Close
(1.7)**

The Board moved approval of the Consent Calendar as noted.

**Consent Calendar
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 3.2 Approval of Renewal of Contract with Henry Mayo Newhall Memorial Hospital for Funding of a Full Time Nursing Instructor for 2011-2012
- 3.3 Approval of Renewal of Agreement Between Santa Clarita Community College District and County of Los Angeles Olive View UCLA Medical Center (Allied Health)
- 5.1 Approval of Purchase Order Schedule PO 10/11-11
- 5.2 Approval of Travel Authorizations Schedule T 10/11-18
- 5.3 Approval of Travel Authorizations Schedule T 11/12-1
- 5.4 Approval of Resolution No. 2010/11-17: Retroactive Pay for Unrepresented Personnel
- 5.5 Approval of Extension of Agreement with MAXIMUS Consulting Services, Inc. for State Mandated Cost Claiming Services
- 5.6 Approval of Authorized District Wireless or Cellular Telephones/Pagers and Wireless Internet Devices – Annual Re-Approval for Fiscal Year 2011-2012
- 5.7 Approval of Authorized District Calling Cards – Annual Re-Approval for Fiscal Year 2011-2012
- 5.8 Approval of Authorized District American Express Corporate Charge Card Holders – Annual Re-Approval for Fiscal Year 2011-2012
- 5.9 Approval of Authorized District Gasoline Credit Cards – Annual Re-Approval for Fiscal Year 2011-2012
- 5.10 Approval of Contract for Deposit of Moneys for Bank Account with Union Bank
- 5.11 Approval of Board Authorized District Bank Accounts – Fiscal Year 2011-2012 Re-Approval of Existing Accounts
- 5.12 Approval of Authorization for Cash Loans – Temporary Loans for Cash Flow Management (District)
- 5.13 Approval of Authorization for Cash Loan – Temporary Loans for Cash Flow Management (College of the Canyons Foundation)

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

- 5.14 Approval of Document Management Services Agreement with SoCal Office Technologies for Copier Maintenance Services
- 5.15 Denial of Claim for Damages – Farmers Insurance Group (Subrogation Representative for Mike Stuart)
- 6.1 Approval of Renewal of Contract for Pest Control Services (Vertex Pest Solutions)
- 6.2 Approval of Memorandum of Understanding with the Santa Clarita Auto Fair
- 6.3 Approval of Contract for Architectural and Engineering Services for the Cougar Way Modular Project at the Canyon Country Campus (Kruger Benson Ziemer)
- 6.4 Approval of Addendum #01 to Contract for Geotechnical Services for the Library Expansion Construction Project (SubSurface Designs, Inc.)
- 6.5 Approval of Addendum #01 for Architectural and Engineering Services for the Applied Technology Center Construction Project at the Canyon Country Campus (Kruger Bensen Ziemer Architects)
- 6.6 Approval of Consulting Agreement for Environmental Services (Atkins Environmental H.E.L.P., Inc.)
- 7.1 Approval of Personnel Schedule PERS 2010/2011-18
- 8.1 Approval of Agreement Between Santa Clarita Community College District and Mr. Joe Johnson for Grant Writing Services
- 8.2 Approval of Renewal of Co-Location Lease Agreement Between Santa Clarita Community College District and NE Systems, Inc.
- 8.3 Approval of Renewal Agreement Between Santa Clarita Community College District HPM Networks
- 8.4 Approval of Renewal Agreement Between Santa Clarita Community College District and Pearson for EQUELLA
- 8.5 Approval of Renewal Agreement Between Santa Clarita Community College District and Studica, Incorporated
- 8.6 Approval of Agreement Between Santa Clarita Community College District and Datatel, Inc. for the Maintenance on Datatel Partner Specific Products
- 8.7 Approval of Renewal Agreement Between Santa Clarita Community College District and Datatel, Inc. for the Maintenance on Datatel Software Modules
- 8.8 Approval of Maintenance Renewals Between Santa Clarita Community College District and NE Systems, Inc. (Various Contracts)
- 8.9 Approval of Renewal Agreement Between Santa Clarita Community College District and Ex Libris (USA), Incorporated for Voyager Library Catalog Software
- 8.10 Approval of Renewal Agreement Between Santa Clarita Community College District and Governet, Inc. for Curriculum Management and Student Learning Outcomes Tracking Software
- 8.11 Approval of Renewal Agreement Between Santa Clarita Community College District and 1099 Pro, Inc.
- 8.12 Approval of Renewal of Subscription Agreement Between Santa Clarita Community College District and Hyland Software, Inc. for Document Imaging System

Motion: Wilk

Second: MacGregor

Record of Board Vote: 5-0
Student Opinion: Aye

Ms. MacGregor and Mr. Wilk noted the College's appreciation to the Henry Mayo Newhall Memorial Hospital for their help towards providing a nursing instructor for our students. Dr. Van Hook noted HMNMH established an Osher scholarship and are in discussions for a new partnership to move LVNs to RN positions, and to identify ways to help secure employment for these positions and not lose 50+ jobs.

This item was moved forward on the agenda. For the Board's information, Ms. Stewart presented the Board with highlights of the Annual Self Evaluation for the Center for Early Childhood Education State Preschool and State General Child Care Programs.

Presentation of the Annual Self Evaluation for the Center for Early Childhood Education State Preschool and State General Child Care Programs (3.7)

This item was moved forward on the agenda. Ms. Coleal reviewed the changes and additions that were recently made to the contract. Mr. Worden briefly addressed the Board regarding the many years of this positive partnership between SCVTV and the College. The Board moved Approval of Joint Powers Agreement with the City of Santa Clarita for SCVTV (Channel 20).

Approval of Joint Powers Agreement with the City of Santa Clarita for SCVTV (Channel 20) (5.19)

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

This item was moved forward on the agenda. Mr. Temple was on hand to answer questions from the Board. The Board moved Approval of Agreement Between Santa Clarita Community College District and Emerald Data Solutions, Inc for the Purchase of BoardDocs, Online Board Agenda Management Software.

Approval of Agreement Between SCCCD and Emerald Data Solutions, Inc for the Purchase of BoardDocs, Online Board Agenda Management Software (8.13)

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

The Board moved Approval of Master Agreement Between Santa Clarita Community College District and Triumph Actuation Systems (CACT/ETI).

Approval of Master Agreement Between SCCCD and Triumph Actuation Systems (CACT/ETI) (3.4)

Motion: Wilk Second: Fortine Record of Board Vote: 5-0
Student Opinion: 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 2010-11.

Approval of Payments for Supplementary Services for Full-Time Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date 2010-11 (3.5)

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

The Board moved Ratification of Co-Production Agreement Between the Santa Clarita Community College District and the Santa Clarita Philharmonic for Purchase on September 24, 2011.

Ratification of Co-Production Agreement Between the SCCCD and the Santa Clarita Philharmonic for Purchase on September 24, 2011 (3.6)

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

The Board moved Approval/Ratification of Budget Transfers.

Approval/Ratification of Budget Transfers (5.16)

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

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The Board Approval of a Correction to the Quarterly Financial Status Report: Quarter Ended March 31, 2011.

Approval of a Correction to the Quarterly Financial Status Report: Quarter Ended March 31, 2011 (5.17)

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

The Board moved Approval of Resolution 2010/11-16: Approval of Cash Borrowing Resolution, Temporary Transfers from the Schools Pool Fund Maintained by the Los Angeles County Treasurer.

Approval of Resolution 2010/11-16: Approval of Cash Borrowing Resolution, Temporary Transfers from the Schools Pool Fund Maintained by the Los Angeles County Treasurer (5.18)

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

Ms. Mayer noted this item had an error to the month ending date on the printed agenda. The Financial Report, corrected for Month Ending April 30, 2011 was presented as information to the Board.

Financial Report – Month Ending April 30, 2011 (5.20)

The Board moved Ratification of Contract for Library Expansion Construction Project at the Valencia Campus (Advanced Cable Solutions).

Ratification of Contract for Library Expansion Construction Project at the Valencia Campus (Advanced Cable Solutions) (6.7)

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

The Board moved Approval to Change Order for the Applied Technology Center Construction Project at the Canyon Country Campus.

Approval to Change Order for the Applied Technology Center Construction Project at the Canyon Country Campus (6.8)

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

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 (6.9)

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

The Board moved Approval of Classified/Classified Administrative Employees' Holiday Schedule for Fiscal Year 2011/12.

Approval of Classified/Classified Administrative Employees' Holiday Schedule for Fiscal Year 2011/12 (7.2)

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

Dr. Van Hook noted a Research Brief was completed last fall on the topic of Transfer. Dr. Gribbons presented, for the Board's information, a PowerPoint on Transfer Data for College of the Canyons, and distributed Research Brief #33 and a Frequently Asked Question summary. The PowerPoint presented by Dr. Gribbons is hereby made an official part of these minutes by reference.

Presentation of Transfer Data for College of the Canyons (8.14)

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Dr. Van Hook:

- ✓ Distributed a new *"What They're Saying..."*, written by Mr. Eric Harnish, which she briefly summarized and highlighted the key issues.

**Update on Legislation
(10.1)**

Dr. Alonso noted that:

- ✓ The Academic Senate met for their last time this semester on May 26. They approved revisions on the Academic policy and one for Counseling Services.
- ✓ The Senate newsletter had been distributed.
- ✓ They will meet again in September.

**Academic Senate Report
(11.1)**

Dr. Van Hook departed the meeting at this time.

Ms. Mayer thanked the Board for their support of BoardDocs, noting she is looking forward to using this program.

**Classified Senate Report
(11.2)**

Mr. Blakey, on behalf of COCFA, noted:

- He and Lee Hilliard attended the State of Emergency Rally held in Los Angeles on May 16.
- COCFA had their year-end social event after graduation, where they recognized the retirees.
- COCFA looks forward to continuing negotiations.

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

Mr. Wilk (Board Liaison member for the COC Foundation) noted the next executive board meeting has been canceled. The next meeting is prior to the Foundation Installation dinner on June 27.

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

Mr. Berger (Board Finance Subcommittee) noted they had a great meeting with the auditors where they discussed fraud, RRA (high risk for government areas), Form 700, and that the state Chancellor's Office has added 6 new areas for auditors to review. He and Ms. Jenkins asked the auditors to look into whistle-blowers and how it could help our campus and issues with travel. He also noted the Department of Finance has asked the auditors to look into all reimbursements and expenditures towards the University Center.

Administrators were invited to provide reports:

**Chancellor's Report
(11.5)**

Ms. Fiero noted:

- ✓ The Boys and Girls Club auction was very successful this year.

Dr. Wilding:

- ✓ Offered his thanks and congratulations to Ms. Devlin and her crew for their help in coordinating a wonderful graduation ceremony.

Ms. Coleal noted that:

- ✓ She appreciates the Board finance subcommittee, as it has been helpful to have them meet with the auditors and get their input and feedback.

Dr. Moos noted:

- ✓ Summer school started with over 300 sections being offered. The second section starts on June 13, and we have a 98% fill rate.
- ✓ The national visiting committee came to look into CREATE, and Dr. Van Hook also spoke to them.
- ✓ The K-12 Arts Outreach program was given \$30,000 from the Clarence E. Heller Foundation from the Bay area.
- ✓ His appreciation to Mr. Schrage, Ms. Houser, Mr. Temple and Dr. Maloney for their work on either the Applied Tech Center and/or the Library expansion project, especially the focus on the TLC lab.

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Dr. Gibbons noted:

- ✓ We have had good meetings with University Center partners. Cal State LA is interested in bringing a BS degree in Biology to the UCEN.
- ✓ The Bachelors degree in Social work is also moving forward.

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

Dr. Maloney noted that:

- ✓ The staff at Canyon Country did a great job addressing the traffic situation in Sierra Highway this morning when a car hit a power pole and blocked the road.
- ✓ She appreciated the Board's approval on the agenda tonight for the Director, ETI, Mr. John Milburn.

Mr. McElwain added that:

- ✓ The Fall class schedule should be posted on June 16. They will print about 3500 copies for use on campus, but they will not be mailed out.
- ✓ The PAC season brochure has been printed and will be in the mail to the community soon. It's a quality publication, and he thanked everyone involved in making it happen.

Dr. Van Hook had departed the meeting.

Mr. Onyshko added that:

- ✓ He is feeling much better and was sorry to have missed the graduation ceremony.
- ✓ ASG is holding a transitional retreat this Friday between incoming and outgoing officers.
- ✓ The ASG has summer trainings in the works.
- ✓ He appreciated everyone's support at the ASG year-end event on May 25.
- ✓ He will inquire if ASG has any way to follow up as to why so few graduates actually walked in the ceremony, per Ms. MacGregor's request.

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

Ms. MacGregor added that:

- ✓ The Retiree BBQ was a lot of fun.
- ✓ She attended the Nurses pinning ceremony.
- ✓ Dr. Daniel Catan's memorial in the UCEN was very moving.
- ✓ The SCVTA meeting is next Monday. Ms. Solomon asked her to run the meeting and it will include recognition for Judy Fish.
- ✓ In the paper this week, there was an article about students attending COC for TLC classes through a county program run by Hart. She inquired if one of the administrators could provide her with more information on this program. Dr. Moos noted he would send additional information to the Board.
- ✓ She appreciates Ms. Jenkins and Mr. Berger for the time they are spending working on the financial information.

Mr. Berger noted:

- ✓ It has been a busy time, with many fun events and activities.

Ms. Jenkins added that:

- ✓ She and Dr. Van Hook attended a reception in the PAC hosted by Saugus for Dr. Fish. They read the resolution to Dr. Fish, and it is now being framed and will be presented formally to her at the SCVTA meeting next Monday night.

Mr. Fortine noted he attended or participated in:

- ✓ VIA B2B show
- ✓ HITE/Honors dinner
- ✓ Klassen Corporation Open House
- ✓ State of the County lunch
- ✓ PAC sneak peek reception
- ✓ BBQ for retirees
- ✓ Faculty appreciation luncheon

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- ✓ Boys and Girls Club Auction and Dinner. He thanked Ms. Fiero for her help.
- ✓ Daniel Catan's memorial
- ✓ Academy of the Canyons Graduation. He noted he was also invited to celebrate former student trustee Nico Cardenas' graduation from UC Santa Cruz in 18 months!
- ✓ COC graduation

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

He also noted that Bryan Herta, a Hart high graduate, recently won the Indy 500, and last Monday was his 13th wedding anniversary.

Mr. Wilk had nothing to report.

There were none.

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

Ms. MacGregor summarized her requests made during the presentation on Transfer Data, including information on state and national transfer rates, ways we can set our goals to increase and/or improve, how everything ties into our SLOs, and how we can move forward and really track if we are making improvements.

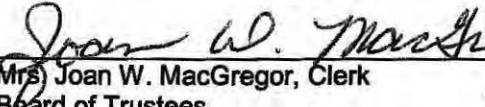
**Requests/Recap of
Requests Made During the
Meeting By Board
Members to Have an Item
on a Future Agenda
(11.8)**


Ms. MacGregor inquired if there was any way to find out if there was a reason why fewer students participated (walked) at graduation. Dr. Wilding noted it was held earlier in the day, which may have contributed to this, and he would try to think of a way to get an answer. Mr. Onyshko noted he would also see if ASG has any way to follow-up with students on this issue.

Mr. Fortine noted he would be in out of town during the next Board meeting, and unable to attend.

President Jenkins announced next meeting will be a Business Meeting/Tentative Budget Workshop on Wednesday, June 22, 2011. Closed Session will begin at 4:30pm, followed by Open Session at 6:00pm. There being no further business, the meeting was adjourned at 8:20 p.m. Mr. Fortine noted he'll be out of town at this meeting.

**Announcement of Next
Meeting (06/22/11) and
Adjournment
(12)**


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 July 13, 2011