

# Board Agenda

Sonoma County  
Junior College District

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## REVISED

**TUESDAY  
NOVEMBER 10, 2009**

**PEDRONCELLI CENTER  
SANTA ROSA CAMPUS**

2032 Armory Drive  
Santa Rosa, California

3:00 P.M.

A. APPROVAL OF CLOSED SESSION AGENDA

B. PUBLIC COMMENTS ON CLOSED SESSION AGENDA

C. RECESS TO CLOSED SESSION TO CONSIDER AND/OR TAKE ACTION  
UPON ANY OF THE FOLLOWING ITEMS (Indicated by [ x ])

1. *With respect to every item of business to be discussed in Closed Session pursuant to Section 54956.8*

[ ] CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Property:

Names of Negotiating Parties:

Under Negotiation: ( ) Price ( ) Terms of Payment ( ) Both

2. *With respect to every item of business to be discussed in Closed Session pursuant to Section 54956.9*

[ ] CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION

Name of Case:

Claimant's Name:

Names of parties

Case Name Unspecified (check one): Disclosure would jeopardize:

( ) Service of Process Or ( ) Existing Settlement Negotiations

CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

*Significant exposure to litigation pursuant to subdivision (b) (3) (C) of Section 54956.9*

Specify Number of Cases: 2

*Initiation of litigation pursuant to subdivision © of Section 54956.9(b)*

Specify number of potential cases:

3. *With respect to every item of business to be discussed in Closed Session pursuant to Section 54956.9*

LIABILITY CLAIMS

Name of Claimant (unless unspecified pursuant to Section 54961)

4. *With respect to every item of business to be discussed in Closed Session pursuant to Section 54957*

THREAT TO PUBLIC SERVICES OR FACILITIES

Name/Title/of Law Enforcement Officer consulted with:

EMPLOYMENT OF LEGAL COUNSEL

PUBLIC EMPLOYEE APPOINTMENT

See Agenda Item #8, A-F

Action, if any, will be taken in Open Session

PUBLIC EMPLOYMENT

See Agenda Item #8, A-F

Action, if any will be taken in Open Session

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(No additional information required)

5. *With respect to every item of business to be discussed in Closed Session pursuant to Section 54957.6*

Name of Agency Negotiator: Furukawa, District

Name of Organization Representing Employee: SEIU, Local 1021

Name of Agency Negotiator: Abrahamson, District

Name of Organization Representing Employee: AFA

**4:00 P.M.**

**RECONVENE INTO OPEN SESSION**

1.	<b><u>ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION</u></b>	1
	The Board of Trustees President will announce any reportable action taken in Closed Session.	
2.	<b><u>APPROVAL OF MINUTES</u></b>	3-15
	A recommendation that the Board of Trustees approve the minutes of the October 13, 2009 regular meeting.	
3.	<b><u>PRESENTATION OF EMPLOYEE OF THE MONTH – MEGAN LOWRY-REED– BOOKSTORE TECHNICIAN, SRJC BOOKSTORE</u></b>	17-18
	Presenter will be Lorraine Fazzolare, Bookstore Director.	
4.	<b><u>PUBLIC COMMENTS</u></b>	19
	An opportunity for members of the public to address the Board.	
	(Per Board Policy three minutes may be allotted to each speaker and a maximum of 20 minutes per subject. Persons attending the meeting shall be allowed to address the Board on agenda items as those matters are discussed by the Board or during this Public Comments agenda item, but not both. Comments on an agenda item will be received after staff presentations and prior to Board deliberations. Items not on the agenda may be addressed only under this Public Comments agenda item.)	
5.	<b><u>PUBLIC HEARINGS</u></b>	
	A. <b><u>DISTRICT’S INITIAL CONTRACT PROPOSALS FOR REOPENERS FOR 2010-11 WITH THE ALL FACULTY ASSOCIATION</u></b>	21
	An opportunity for the public to comment on the District’s initial contract proposals for reopeners for 2010-11 with the All Faculty Association.	
	B. <b><u>THE ALL FACULTY ASSOCIATION’S INITIAL CONTRACT PROPOSALS FOR REOPENERS FOR 2010-11 WITH THE DISTRICT</u></b>	23
	An opportunity for the public to comment on the All Faculty Association’s initial contract proposals for reopeners for 2010-11 with the District.	
6.	<b><u>MONTHLY UPDATE</u></b>	25
	Oral reports from members of the Board of Trustees and President	
	A. Board Facilities Committee (Trustee Burdo)	
	B. Legislative Information (President Agrella)	
	C. Board Member Comments	
7.	<b><u>CONSENT AGENDA</u></b>	
	A. <b><u>REVISION TO POLICY 4.3.3, PRE-EMPLOYMENT PHYSICALS – SECOND READING</u></b>	27-28
	A recommendation that the Board of Trustees approve the revisions to Policy 4.3.3, Pre-Employment Physicals.	

<b>B.</b>	<b><u>GRANTS</u></b>	<b>29</b>
	A recommendation that the Board of Trustees approve the following grant application(s) and authorize expenditure of funds upon their award and receipt:	
	<u>California Early Childhood Mentor Program Supplemental Support for Large Area Programs</u> , submitted by Joel Gordon, in the amount of \$3,113.44, from City College of San Francisco, with no district match required.	
	<u>Child Development Training Consortium</u> , submitted by Joel Gordon, in the amount of \$15,000.00, from Yosemite Community College District, with no district match required.	
	<u>Felton Foundation Grant for Shone Farm Marketing Plan</u> , submitted by Stephanie Thompson, in the amount of \$25,000.00, from the Felton Foundation, with no district match required.	
	<u>Program for Infant Toddler Care (PITC)</u> , submitted by Joel Gordon, in the amount of \$35,000.00, from WestEd, with no district match required.	
<b>C.</b>	<b><u>PROFESSIONAL GROWTH INCREMENTS FOR 2009-2010</u></b>	<b>31-34</b>
	A recommendation that the Board of Trustees approve Professional Growth Increments for eleven faculty, effective 2009-2010.	
<b>D.</b>	<b><u>COMMUNITY EDUCATION INTERNATIONAL TRAVEL PROGRAM FOR SUMMER and FALL, 2010 AND SPRING, 2011</u></b>	<b>35-37</b>
	A recommendation that the Board of Trustees approve the Community Education International Travel Program in partnership with Collette Vacations for Summer and Fall 2010 and Spring 2011 educational trips to Europe, Central America, North America, and Africa, contingent upon adequate enrollment to cover expenses and at no cost to the District.	
<b>E.</b>	<b><u>CURRICULUM REVIEW COMMITTEE RECOMMENDATIONS</u></b>	<b>39-41</b>
	A recommendation that the Board of Trustees approve the recommendations of the Curriculum Review Committee from its meetings of September and October, 2009.	
<b>F.</b>	<b><u>INSTRUCTOR LOAD REPORTS FOR SUMMER AND FALL 2009</u></b>	<b>43</b>
	A recommendation that the Board of Trustees approve the final Summer 2009 Instructor Load Report and changes to the Fall 2009 Instructor Load Report since the October Board meeting.	
<b>G.</b>	<b><u>RATIFICATION OF CONTRACTS</u></b>	<b>45-48</b>
	A recommendation that the Board of Trustees ratify contracts for the period September 23, 2009 – October 20, 2009.	

**H. RESOLUTION #23-09 – CHANGES TO ADOPTED BUDGET 49-51**

A recommendation that the Board of Trustees approve Resolution #23-09 increasing/<decreasing> the revenue and expenditures for the following funds:

<u>Restricted</u>	
Bay Area Community College Consortium Autodesk Civil 3D Training	<\$4,200.00>
Bay Area Community College Consortium Hazardous Waste Management Training	<\$2,671.00>
Board Financial Assistance Program (BFAP)	<\$21,289.00>
Economic Development	\$24,000.00
EI Civics	\$41.00
English as a Second Language (ESL)	\$241.00
Math Science Teacher Initiative	\$4,500.00
Shone Farm Storage / Ag Trust Foundation Support	\$9,660.00
Small Business Development Center (SBDC) Cash Match	<\$14,845.00>
Youth Entrepreneur Pathways 2009/10 (YEP)	\$41,000.00

**I. QUARTERLY FINANCIAL REPORT 53-56**

A recommendation that the Board of Trustees approve the submission of the Quarterly Financial Status Report to the Chancellor's Office for the period ending September 30, 2009.

**J. DESTRUCTION OF RECORDS 57-69**

A recommendation that the Board of Trustees authorize the Purchasing Director to destroy the records as listed in the agenda.

**K. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2B, BUILDING CONSTRUCTION & SITE WORK, CHANGE ORDER #22 71-72**

A recommendation that the Board of Trustees approve Change Order #22, in the amount of \$13,978.00, for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Multi-Prime Division #2B, Building Construction & Site Work, for a revised contract price of \$29,917,015.00.

**L. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2C, HVAC, FIRE PROTECTION, PLUMBING, CHANGE ORDER #11 73**

A recommendation that the Board of Trustees approve Change Order #11, in the amount of \$10,412.00 for the Lawrence A. Bertolini Student Services Center, Construction Project, Increment II, Multi-Prime Division #2C, HVAC, Fire Protection, Plumbing, for a revised contract price of \$6,066,935.00.

- M. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2D, ELECTRICAL, CHANGE ORDER #16** 75
- A recommendation that the Board of Trustees approve Change Order #16, in the amount of \$65,895.00, for the Lawrence A. Bertolini Student Services Center, Construction Project, Increment II, Multi-Prime Division #2D, Electrical, for a revised contract price of \$3,607,029.00.
- N. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENTS I AND II: COST ANALYSIS** 77-78
- A recommendation that the Board of Trustees review and approve the October 2009 Cost Analysis for the Lawrence A. Bertolini Student Services Center Construction Project, Increments I and II.
- O. WILLIAM B. RACE HEALTH SCIENCE BUILDING RECONSTRUCTION PROJECT, CHANGE ORDER # 14** 79
- A recommendation that the Board of Trustees approve Change Order #14, in the amount of \$30,188.86, and the credit for unused allowances in the amount of \$982,597.82, for the William B. Race Health Science Building Reconstruction Project, for a final revised contract price of \$2,563,523.98.
- P. WILLIAM B. RACE HEALTH SCIENCE BUILDING RECONSTRUCTION PROJECT, NOTICE OF COMPLETION** 81
- A recommendation that the Board of Trustees accept the Notice of Completion for the William B. Race Health Science Building Reconstruction Project, and authorize staff to file said Notice with the County of Sonoma.
- Q. BURBANK AUDITORIUM NORTH WING, HVAC UPGRADE SCHEDULED MAINTENANCE PROJECT, CHANGE ORDER #2** 83
- A recommendation that the Board of Trustees approve Change Order #2, in the amount of \$4,400.00, for the Burbank Auditorium North Wing, HVAC Upgrade Scheduled Maintenance Project, for a revised contract price of \$228,220.00.
- R. 2008-2009 SANTA ROSA CLASSROOM MEDIA UPGRADES PROJECT, NOTICE OF COMPLETION** 85
- A recommendation that the Board of Trustees accept the Notice of Completion for the 2008-2009 Santa Rosa Classroom Media Upgrades Project, and authorize staff to file said Notice with the County of Sonoma.
- S. REMOVAL OF STRUCTURE AT 1670 MENDOCINO AVENUE, RATIFICATION OF AWARD OF BID** 87
- A recommendation that the Board of Trustees ratify the low bid in the amount of \$44,670.00, to Asbestos Management Group, of Oakland, for the Removal of Structure at 1670 Mendocino Avenue.

## **ACTION AGENDA**

- 8. HUMAN RESOURCES ACTIONS**
- A. MANAGEMENT TEAM PERSONNEL ACTIONS** **89-90**
- A recommendation that the Board of Trustees approve the Management Team personnel actions.
- B. FACULTY PERSONNEL ACTIONS** **91-93**
- A recommendation that the Board of Trustees approve the Faculty personnel actions.
- C. CLASSIFIED PERSONNEL ACTIONS** **95**
- A recommendation that the Board of Trustees approve the Classified personnel actions.
- D. NON-STUDENT HOURLY EMPLOYMENT ACTIONS** **97-104**
- A recommendation that the Board of Trustees approve the Non- Student Hourly Employment personnel actions.
- E. REGULAR INSTRUCTIONAL ASSISTANTS** **105**
- A recommendation that the Board of Trustees approve the Regular Instructional Assistants personnel actions.
- F. APPROVAL TO HIRE PRIOR TO THE NEXT BOARD MEETING** **107**
- A recommendation that the Board of Trustees approve hiring of positions prior to the next Board meeting.
- 9. SEPTEMBER 11, 2009 – OCTOBER 16, 2009 WARRANTS** **109-110**
- A recommendation that the Board of Trustees approve warrants expended during the period September 11, 2009 – October 16, 2009.
- 10. “OPT-OUT” PROCEDURE FOR ASSOCIATED STUDENTS PROGRAMS MEMBERSHIP SALES** **111-113**
- A recommendation that the Board of Trustees approve the “Opt-Out” procedure for Associated Students membership with a proposed implementation date of Fall 2010.

## **INFORMATION**

- 11. REPORT OF BOARD NOMINATING COMMITTEE** **115**
- Members of the Nominating Committee, Trustees Burdo (chair), Lindley and Zumwalt will present the committee’s recommendation for Board of Trustees Officers for next year.

12.	<b><u>REVISIONS TO PROCEDURE 3.16P, CREDIT BY EXAMINATION</u></b>	117-119
	Revisions to the existing Procedure 3.16P, Credit by Examination.	
13.	<b><u>REVISIONS TO POLICY 8.2.9, STUDENT EDUCATIONAL RIGHTS AND PRIVACY – FIRST READING</u></b>	121-122
	A first reading of minor revisions to Policy 8.2.9, Student Educational Rights and Privacy.	
14.	<b><u>REVISIONS TO PROCEDURE 8.2.9P, STUDENT EDUCATIONAL RIGHTS AND PRIVACY</u></b>	123-135
	Revisions to Procedure 8.2.9P, Student Educational Rights & Privacy to comply with FERPA (Family Educational Rights & Privacy Act) which was revised by Congress in December 2008.	
15.	<b><u>OLDER ADULTS PROGRAM</u></b>	137-138
	Betsy Roberts, Director of Adult and Continuing Education, will make a presentation on the Older Adults Program offered through SRJC.	
16.	<b><u>2008/09 MULTI-SITE TASK FORCE REPORT</u></b>	139-156
	Petaluma Campus Vice-President Jane Saldaña-Talley, co-chair of the 2008/09 Multi-Site Task Force, will provide a report on the preliminary findings prepared by the task force following a survey of all SRJC employees last spring and describe the continuing work of the task force during the current academic year.	
17.	<b><u>REPORTS</u></b>	157
	A. Academic Senate (Barbara Croteau)	
	B. Classified Senate (Anna Felciano)	
	C. Associated Students (Jude Rowe)	
18.	<b><u>ADJOURNMENT</u></b>	

#### **ADA COMPLIANCE**

*In compliance with Government Code section 54954.2. (a) Santa Rosa Junior College will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Maria Gaitan, Executive Assistant to the President, Santa Rosa Junior College, 1501 Mendocino Avenue, Santa Rosa, California, (707) 527-4431.*