

Board Agenda

Sonoma County
Junior College District

**TUESDAY
NOVEMBER 13, 2007**

**PEDRONCELLI CENTER
SANTA ROSA CAMPUS**

2032 Armory Drive
Santa Rosa, California

3:00 P.M.

- A. **CALL MEETING TO ORDER**

- B. **APPROVAL OF CLOSED SESSION AGENDA**

- C. **PUBLIC COMMENTS ON CLOSED SESSION AGENDA**

- D. **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*

 - [X] **CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Property: 1500 Mendocino Avenue
Names of Negotiating Parties: Lance / Groninga
Under Negotiation: () Price () Terms of Payment (X) 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:

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: Beebe/Furukawa, District
Name of Organization Representing Employee: SEIU, Local 1021

Name of Agency Negotiator: Beebe/Rudolph, District
Name of Organization Representing Employee: AFA

Name of Agency Negotiator: Agrella, District
Name of Organization Representing Employee: Management Team

4:00 P.M.

RECONVENE INTO OPEN SESSION

1.	<u>ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION</u>	1
	The Board of Trustees President will announce any reportable action taken in Closed Session.	
2.	<u>APPROVAL OF MINUTES</u>	3-22
	A recommendation that the Board of Trustees approve the minutes of the October 9, 2007 regular meeting.	
3.	<u>PRESENTATION OF "EMPLOYEE OF THE MONTH – SASCHA HUTCHINGS, LIBRARY TECHNICIAN I, DOYLE LIBRARY"</u>	23-24
	Presenter will be Andrea Proehl, Librarian and Department Chair/Library.	
4.	<u>PUBLIC HEARING</u>	
	A. <u>DISTRICT'S INITIAL CONTRACT PROPOSALS FOR REOPENERS FOR 2007-08 WITH AFA</u>	25
	An opportunity for the public to comment on the District's initial contract proposals for reopeners for 2007-08 with AFA.	
	B. <u>AFA'S INITIAL CONTRACT PROPOSALS FOR REOPENERS FOR 2007-08 WITH THE DISTRICT</u>	27
	An opportunity for the public to comment on the AFA's initial contract proposals for reopeners for 2007-08 with the District.	
5.	<u>PUBLIC COMMENTS</u>	29
	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.)	
6.	<u>MONTHLY UPDATE</u>	31
	Oral reports from members of the Board of Trustees	
	A. Board Facilities Committee (Trustee Burdo)	
	B. Foundation (Trustee Pellegrini)	
	C. Legislative Information (R. Agrella)	
	D. Board Member Comments	

7.	<u>CONSENT AGENDA</u>	
A.	<u>APPOINTMENT OF STUDENT REPRESENTATIVE TO THE CITIZENS' BOND OVERSIGHT COMMITTEE</u>	33
	Ratify the appointment of Max Tietzer as student representative on the Citizens' Bond Oversight Committee for a one-year term, Through May 2008.	
B.	<u>REVISION TO POLICY 5.3.4, TRANSFER OF FUNDS–SECOND READING</u>	35-36
	A recommendation that the Board of Trustees approve the proposed changes in Policy 5.3.4–Transfer of Funds.	
C.	<u>REVISION TO POLICY 5.9.3, FUNDS–SECOND READING</u>	37-38
	A recommendation that the Board of Trustees approve the proposed changes in Policy 5.9.3–Funds.	
D.	<u>NEW POLICY 5.9.5a, CAPITAL ASSETS–SECOND READING</u>	39-40
	A recommendation that the Board of Trustees approve new Policy 5.9.5a–Capital Assets.	
E.	<u>RATIFICATION OF CONTRACTS</u>	41-44
	A recommendation that the Board of Trustees ratify contracts for the period September 19, 2007– October 23, 2007.	
F.	<u>PROFESSIONAL GROWTH INCREMENTS FOR 2007-08</u>	45-48
	A recommendation that the Board of Trustees approve Professional Growth Increments for 15 faculty, effective 2007-08.	
G.	<u>INSTRUCTOR LOAD REPORTS FOR SUMMER AND FALL 2007</u>	49
	A recommendation that the Board of Trustees approve changes to the Summer and Fall 2007 Instructor Load Reports since the October Board meeting.	
H.	<u>INSTRUCTIONALLY RELATED FEES FOR SPRING 2008</u>	51-54
	A recommendation that the Board of Trustees approve new and revised course fees effective with the Spring 2008 semester.	
I.	<u>CURRICULUM COMMITTEE RECOMMENDATIONS FOR SEPTEMBER AND OCTOBER 2007</u>	55-60
	A recommendation that the Board of Trustees approve the Curriculum Committee recommendations made during their meetings of September and October, 2007.	

- J. RESOLUTION #24-07, TRANSFER OF FUNDS** **61-62**
- A recommendation that the Board of Trustees approve Resolution #24-07 increasing the Instructional Equipment One-Time Funds restricted revenue and expenditures in the amount of \$128,964.00; increasing the Disabled Students Programs & Services (DSPS) restricted revenue and expenditures in the amount of \$110,356.00; increasing the Extended Opportunity Programs & Services (EOPS) restricted revenue and expenditures in the amount of \$98,125.00; increasing the Cooperative Agencies Resources for Education (CARE) restricted revenue and expenditures in the amount of \$3,526.00; increasing the CalWORKs restricted revenue and expenditures in the amount of \$118,411.00; increasing the Temporary Assistance for Needy Families (TANF) restricted revenue and expenditures in the amount of \$11.00; and decreasing the Child Development Infant Toddler Resource Program restricted revenue and expenditures in the amount of \$701.00.
- K. QUARTERLY FINANCIAL REPORT** **63-66**
- 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, 2007.
- L. GRANTS** **67-68**
- A recommendation that the Board of Trustees approve the following grant applications and authorize expenditure of funds upon their award and receipt:
1. California Department of Education (CDE) Facilities Renovation and Repair Grant, submitted by Joel Gordon, in the amount of \$17,760.00, from the California Department of Education, effective 12-15-07 to 6-30-2010, with no District match required.
 2. 2007 Homeland Security Grant, submitted by Don Silverek, in the amount of \$7,390.20, from the Office of Homeland Security, with no District match required.
 3. California Community Colleges Chancellor's Office Career Education and Economic Development Mini-Grant, submitted by Doug Kuula, in the amount of \$2,671.00, from the Bay Area Community College Consortium, with no District match required.
 4. Career Education and Economic Development Mini-Grant, submitted by Jerry Miller, in the amount of \$4,200.00, from Bay Area Community College Consortium, with no District match required.
- M. SANTA ROSA CAMPUS TEMPORARY FOOD SERVICE SITEWORK PROJECT, NOTICE OF COMPLETION** **69**
- A recommendation that the Board of Trustees accept the Notice of Completion for the Santa Rosa Temporary Food Service Sitework Project, and authorize staff to file said Notice with the County of Sonoma.

N.	<u>2007 SANTA ROSA CAMPUS SCHEDULED MAINTENANCE ROOFING PROJECTS, NOTICE OF COMPLETION</u>	71
	A recommendation that the Board of Trustees accept the Notice of Completion for the 2007 Santa Rosa Campus Scheduled Maintenance Roofing Projects, and authorize staff to file said Notice with the County of Sonoma.	
O.	<u>550 ELLIOTT AVENUE AND ARMORY LOT SALON DEMOLITION PROJECT, NOTICE OF COMPLETION</u>	73
	A recommendation that the Board of Trustees accept the Notice of Completion for the 550 Elliott Avenue and Armory Lot Salon Demolition Project, and authorize staff to file said Notice with the County of Sonoma.	
P.	<u>FRANK P. DOYLE LIBRARY, MEDIA EQUIPMENT AND INSTALLATION PROJECT, NOTICE OF COMPLETION</u>	75
	A recommendation that the Board of Trustees accept the Notice of Completion for the Frank P. Doyle Library Media Equipment and Installation Project, and authorize staff to file said Notice with the County of Sonoma.	
Q.	<u>SANTA ROSA CAMPUS BICYCLE PARKING PROJECT, PHASE II, NOTICE OF COMPLETION</u>	77
	A recommendation that the Board of Trustees accept the Notice of Completion for the Santa Rosa Campus Bicycle Parking Project, Phase II, and authorize staff to file said Notice with the County of Sonoma.	
R.	<u>JESSE PETER MUSEUM EXPANSION PROJECT, CHANGE ORDER #3</u>	79
	A recommendation that the Board of Trustees approve Change Order #3, in the amount of \$37,248.17, for the Jesse Peter Museum Expansion Project, for a revised contract price of \$1,376,959.17.	
S.	<u>PLOVER HALL CONVERSION RECONSTRUCTION PROJECT, CHANGE ORDER #7</u>	81-82
	A recommendation that the Board of Trustees approve Change Order #7 in the amount of \$39,168.00 for the Plover Hall Conversion Reconstruction Project, for a revised contract price of \$9,809,802.78.	
T.	<u>PETALUMA CAMPUS PHASE II TEMPORARY CLASSROOM FACILITIES, RATIFICATION AND AWARD OF PIGGYBACK LEASE CONTRACT</u>	83-84
	A recommendation that the Board of Trustees ratify and award the piggyback lease contract in the amount of \$121,825.00, to Mobile Modular Management Corporation of Livermore for the Petaluma Campus Phase II Temporary Classroom Facilities.	

U.	<u>PETALUMA CAMPUS PHASE II OFFICE AND CLASSROOM FURNITURE, RATIFICATION AND AWARD OF PIGGYBACK BID</u>	85
	A recommendation that the Board of Trustees ratify and award the piggyback bid, in the amount of \$220,233.44, to Trope Group of Santa Rosa, for the Petaluma Campus Phase II Office and Classroom Furniture.	
V.	<u>PETALUMA CAMPUS PHASE II FURNITURE AND EQUIPMENT, RATIFICATION AND AWARD OF PIGGYBACK BID</u>	87
	A recommendation that the Board of Trustees ratify and award the piggyback bid, in the amount of \$84,017.87, to Resource and Design, Inc., of San Francisco, for the Petaluma Campus Phase II Furniture and Equipment.	
W.	<u>PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #01: SITEWORK CONSTRUCTION, CHANGE ORDER #12</u>	89
	A recommendation that the Board of Trustees approve Change Order #12 in the amount of \$33,089.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #01: Sitework Construction, for a revised contract price of \$7,398,675.00.	
X.	<u>PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #03: ELECTRICAL, CHANGE ORDER #15</u>	91
	A recommendation that the Board of Trustees approve Change Order #15, in the amount of \$187,865.00 for the Petaluma Phase II Construction Project, Multi-Prime Division #03: Electrical, for a revised contract price of \$8,105,703.00.	
Y.	<u>PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #05: BUILDING CONSTRUCTION, CHANGE ORDER #11</u>	93-94
	A recommendation that the Board of Trustees approve Change Order #11, in the amount of \$78,692.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #05: Building Construction, for a revised contract price of \$27,475,023.00.	
Z.	<u>PETALUMA PHASE II CONSTRUCTION PROJECT, COST ANALYSIS</u>	95-97
	A recommendation that the Board of Trustees review and approve the November, 2007 Cost Analysis for the Petaluma Phase II Construction Project.	
AA.	<u>PUBLIC SAFETY TRAINING CENTER SECURITY SYSTEM, REJECTON OF BID</u>	99
	A recommendation that the Board of Trustees reject the bid in the amount of \$349,708.22, from Securitas Security System of Walnut Creek, for the Public Safety Training Center Security System.	

- BB. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT 1, CHANGE ORDER #3 101**
- A recommendation that the Board of Trustees approve change order #3, in the amount of \$2,051.00, for the Lawrence A. Bertolini Student Services Center Construction Project, Increment #1 for a revised contract price of \$1,172,052.00.
- CC. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT #1 COST ANALYSIS 103-104**
- A recommendation that the Board of Trustees review and approve the October 2007 Cost Analysis for the Lawrence A. Bertolini Student Service Center Construction Project, Increment 1.
- DD. SANTA ROSA CAMPUS MULTI-LEVEL PARKING STRUCTURE SECURITY SYSTEM PROJECT, CHANGE ORDER #1 105**
- A recommendation that the Board of Trustees approve Change Order #1, in the amount of \$19,933.00, for the Santa Rosa Campus Multi-Level Parking Structure Security System Project for a revised contract of \$270,452.00.
- EE. SANTA ROSA CAMPUS MULTI-LEVEL PARKING STRUCTURE SECURITY SYSTEM PROJECT, NOTICE OF COMPLETION 107**
- A recommendation that the Board of Trustees accept the Notice of Completion for the Santa Rosa Campus Multi-Level Parking Structure Security System Project and authorize staff to file said Notice with the County of Sonoma.

ACTION AGENDA

8. HUMAN RESOURCES ACTIONS

- A. MANAGEMENT TEAM PERSONNEL ACTIONS 109-110**
- A recommendation that the Board of Trustees approve the Management Team personnel actions.
- B. FACULTY PERSONNEL ACTIONS 111-114**
- A recommendation that the Board of Trustees approve the Faculty personnel actions.
- C. CLASSIFIED PERSONNEL ACTIONS 115-119**
- A recommendation that the Board of Trustees approve the Classified personnel actions.
- D. NON-STUDENT HOURLY EMPLOYMENT ACTIONS 121-128**
- A recommendation that the Board of Trustees approve the Non-Student Hourly Employment personnel actions.

E.	<u>REGULAR INSTRUCTIONAL ASSISTANTS</u>	129
	A recommendation that the Board of Trustees approve the Regular Instructional Assistants personnel actions.	
F.	<u>APPROVAL TO HIRE PRIOR TO THE NEXT BOARD MEETING</u>	131
	A recommendation that the Board of Trustees approve hiring of positions prior to the next Board meeting.	
9.	<u>SEPTEMBER 14, 2007 – OCTOBER 18, 2007 WARRANTS</u>	133-134
	A recommendation that the Board of Trustees approve warrants expended during the period September 14, 2007 – October 18, 2007.	
10.	<u>LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT #II, BID DIVISION #2B: SITEWORK, LANDSCAPING AND BUILDING CONSTRUCTION, AWARD OF BID</u>	135-138
	A recommendation that the Board of Trustees review and award the low bid in the amount of \$28,999,000.00 to Mid-State Construction, of Petaluma, for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Bid Division 2B: Sitework, Landscaping and Building Construction.	
11.	<u>LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT #II, BID DIVISION #2C: HVAC, FIRE PROTECTION, PLUMBING, AWARD OF BID</u>	139-142
	A recommendation that the Board of Trustees review and award the low bid in the amount of \$5,989,247.00, to Bell Products, Inc., of Napa, for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Bid Division 2C: HVAC, Fire Protection and Plumbing.	
12.	<u>LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT #II, BID DIVISION #2D: ELECTRICAL, AWARD OF BID</u>	143-146
	A recommendation that the Board of Trustees review and award the low bid in the amount of \$3,384,000.00, to Northern Electric, Inc., of Santa Rosa, for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Bid Division 2D: Electrical.	
13.	<u>LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT #II, BID DIVISION #2E: GEOTHERMAL, AWARD OF BID</u>	147-150
	A recommendation that the Board of Trustees review and award the bid in the amount of \$1,412,695.00 to Trison Construction of Oklahoma City, for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Bid Division 2E: Geothermal System.	

14.	<u>APPROVAL OF SEVENTH AMENDMENT TO CAFETERIA SECTION 125 PLAN</u>	151-152
	A recommendation that the Board of Trustees approve the Seventh Amendment to the Santa Rosa Junior College Section 125 Cafeteria Plan and authorize the college president to sign the amendment.	

INFORMATION

15.	<u>REPORT FROM THE BOARD NOMINATING COMMITTEE</u>	153
	Members of the Nominating Committee, Trustees Zumwalt (chair), Lindley and Burdo, will present the committee’s recommendation for Board of Trustees officers for next year.	
16.	<u>SRJC ENGLISH LANGUAGE LEARNER OUTREACH TEAM PROJECT</u>	155
	Norberto Quiroz, Counselor and Rafael Vásquez, EOPS Specialist, will make a presentation on the English Language Learning (ELL) Outreach Model and the Outreach Team’s successful efforts in working with Sonoma County’s Spanish-speaking Latino students and their families.	
17.	<u>REPORTS</u>	157
	A. Academic Senate (Greg Granderson)	
	B. Classified Senate (Anna Felciano)	
	C. Associated Students (Ian Maurer)	
18.	<u>ADJOURNMENT</u>	

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 María Gaitan, Executive Assistant to the President, Santa Rosa Junior College, 1501 Mendocino Avenue, Santa Rosa, California, (707) 527-4431.