

Board Agenda

Sonoma County
Junior College District

REVISED

**TUESDAY
MAY 13, 2008**

**PEDRONCELLI CENTER
SANTA ROSA CAMPUS**

2032 Armory Drive
Santa Rosa, California

2:30 P.M. REDEDICATION CEREMONY AT SRJC MULTICULTURAL MUSEUM

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

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*

[X] CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION

Name of Case: Race Building Repairs

Claimant's Name: Sonoma County Junior College District

Names of parties JW & Sons, et al

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

() Service of Process Or (X) Existing Settlement Negotiations

[X] CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

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

Specify Number of Cases: 1

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

[X] PUBLIC EMPLOYEE APPOINTMENT
See Agenda Item #7, A-F
Action, if any, will be taken in Open Session

[X] PUBLIC EMPLOYMENT
See Agenda Item #7, A-F
Action, if any will be taken in Open Session

[] PUBLIC EMPLOYEE PERFORMANCE EVALUATION

[X] 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*

[X] Name of Agency Negotiator: Furukawa, District
Name of Organization Representing Employee: SEIU, Local 1021

[X] Name of Agency Negotiator: Abrahamson, District
Name of Organization Representing Employee: AFA

[X] 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>	3-17
	A recommendation that the Board of Trustees approve the minutes of the April 8, 2008 regular meeting.	
3.	<u>PRESENTATIONS</u>	
	A. <u>PRESENTATION OF EMPLOYEE OF THE MONTH – JODY DEIKE, WORK EXPERIENCE</u>	19-20
	Presenters will be Beverly Henningsen and Renee LoPilato, Work Experience Faculty.	
	B. <u>DISABILITY AWARENESS AWARD</u>	21
	Dianne Davis, Department Chair of the Disability Resources Department will present the 2008 Disability Awareness Award to Maryanne Michaels, Director, EOPS.	
4.	<u>PUBLIC COMMENTS</u>	23
	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.	<u>MONTHLY UPDATE</u>	25
	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	
6.	<u>CONSENT AGENDA</u>	
	A. <u>RECOMMENDATIONS FROM COLLEGE COUNCIL FOR THE REVIEW AND REVISION OF CATEGORY 1 AND 2 DISTRICT POLICY AND PROCEDURES</u>	27-33
	A recommendation that the Board of Trustees approve the Category 1 and 2 policies and procedures as reviewed and recommended by College Council.	

B.	<u>REVISIONS TO POLICY AND PROCEDURE 3.16 AND 3.16P – CREDIT BY EXAMINATION – SECOND READING</u>	35-39
	A recommendation that the Board of Trustees approve the proposed revisions to Policy and Procedure 3.16 and 3.16P, Credit by Examination.	
C.	<u>REVISIONS TO COLLEGE STANDING AND PRESIDENT'S ADVISORY COMMITTEES</u>	41-56
	A recommendation that the Board of Trustees approve changes to the College's Standing and President's Advisory Committees as submitted and approved by College Council.	
D.	<u>INSTRUCTOR LOAD REPORTS FOR SPRING 2008</u>	57
	A recommendation that the Board of Trustees approve the changes to the Spring 2008 Instructor Load Report since the April Board meeting.	
E.	<u>CURRICULUM REVIEW COMMITTEE RECOMMENDATIONS</u>	59-72
	A recommendation that the Board of Trustees approve the recommendations of the Curriculum Review Committee from its meetings of March and April, 2008.	
F.	<u>RATIFICATION OF CONTRACTS</u>	73-76
	A recommendation that the Board of Trustees ratify contracts for the period March 19, 2008– April 22, 2008.	
G.	<u>RESOLUTION #12-08 -TRANSFER OF FUNDS</u>	77-78
	A recommendation that the Board of Trustees approve Resolution #12-08 increasing the EI Civics restricted revenue and expenditures in the amount of \$8,500.00; increasing the Extended Opportunity Programs and Services (EOPS) restricted revenue and expenditures in the amount of \$9,000.00; increasing the Foster and Kinship Care Education restricted revenue and expenditures in the amount of \$7,882.00; increasing the Math, Engineering and Science Achievement (MESA) restricted revenue and expenditures in the amount of \$3,015.00; and increasing the Redevelopment Funds restricted revenue and expenditures in the amount of \$178,267.45.	
H.	<u>QUARTERLY FINANCIAL REPORT</u>	79-82
	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 March 31, 2008.	
I.	<u>DESTRUCTION OF RECORDS</u>	83-89
	A recommendation that the Board of Trustees authorize the Purchasing Director to destroy the records as indicated on the list included with this Board item.	

- J. DECLARATION OF SURPLUS PROPERTY 91-92**
- A recommendation that the Board of Trustees approve the declaration of surplus property.
- K. GRANTS 93-94**
- A recommendation that the Board of Trustees approve the following grant applications and authorize expenditure of funds upon their award and receipt:
- 2008-2009 VTEA/Perkins IV, Title 1C Grant, submitted by Debra Sands-Miller, in the amount of \$646,357.00 from the Community College Chancellor's Office, with no District match required.
- 2008-2009 Tech Prep Program Grant, submitted by Eve Nighswonger, in the amount of \$81,405.00, from the Federal Career and Technical Education Act, with no District match required.
- Diverse Early Educators Project Grant, submitted by Joel Gordon, in the amount of \$34,953.00, from the Sonoma County Child Care Planning Council, with no District match required.
- CARES Program Textbook Purchase Grant, submitted by Joel Gordon, in the amount of \$6,000.00, from the Sonoma County Child Care Planning Council, with no District match required.
- L. PLOVER HALL CONVERSION CONSTRUCTION PROJECT, CHANGE ORDER #13 95-96**
- A recommendation that the Board of Trustees approve Change Order #13 in the amount of \$51,228.00, for the Plover Hall Conversion Construction Project, for a revised contract price of \$10,113,600.78.
- M. PLOVER HALL ENERGY EXPANSION PROJECT, NOTICE OF COMPLETION 97**
- A recommendation that the Board of Trustees accept the Notice of Completion for the Plover Hall Energy Expansion Project, and authorize staff to file said Notice with the County of Sonoma.
- N. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #01: SITEWORK CONSTRUCTION, CHANGE ORDER #18 99-100**
- A recommendation that the Board of Trustees approve Change Order #18 in the credit amount of \$6,064.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #01: Sitework Construction, for a revised contract price of \$7,524,279.00.
- O. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #02: MECHANICAL, CHANGE ORDER #9 101**
- A recommendation that the Board of Trustees approve Change Order #9, in the amount of \$3,962.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #02: Mechanical, for a revised contract price of \$8,358,969.00.

- P. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #03: ELECTRICAL, CHANGE ORDER #21** **103**
- A recommendation that the Board of Trustees approve Change Order #21, in the amount of \$27,992.00 for the Petaluma Phase II Construction Project, Multi-Prime Division #03: Electrical, for a revised contract price of \$8,313,268.00.
- Q. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #05: BUILDING CONSTRUCTION, CHANGE ORDER #17** **105-106**
- A recommendation that the Board of Trustees approve Change Order #17, in the amount of \$47,075.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #05: Building Construction, for a revised contract price of \$27,693,539.00.
- R. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #06: SECURITY, CHANGE ORDER #6** **107**
- A recommendation that the Board of Trustees approve Change Order #6, in the amount of \$2,968.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #06: Security, for a revised contract price of \$538,529.00.
- S. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #07, SIGNAGE, CHANGE ORDER# 8** **109**
- A recommendation that the Board of Trustees approve Change Order #8, in the amount of \$525.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #07, Signage, for a revised contract price of \$267,929.00.
- T. PETALUMA PHASE II/R CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #08, GENERAL BUILDING RECONSTRUCTION, CHANGE ORDER# 2** **111**
- A recommendation that the Board of Trustees approve Change Order #2, in the amount of \$13,177.00, for the Petaluma Phase II/R Construction Project, Multi-Prime Division #08, General Building Reconstruction, for a revised contract price of \$4,301,177.00.
- U. PETALUMA PHASE II/R, MULTI-PRIME DIVISION 09: MECHANICAL, CHANGE ORDER #1** **113**
- It is recommended that the Board of Trustees approve Change Order #1, in the amount of \$12,254.00, for the Petaluma Phase II/R, Multi-Prime Division 09: Mechanical, for a revised contract price of \$1,052,254.00.
- V. PETALUMA PHASE II/R CONSTRUCTION/RECONSTRUCTION PROJECT, COST ANALYSIS** **115-117**
- A recommendation that the Board of Trustees approve the May, 2008 Cost Analysis for the Petaluma Phase II/R Construction/Reconstruction Project.

- W. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER, CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2B, BUILDING CONSTRUCTION & SITE WORK, CHANGE ORDER #4** 119-120
- A recommendation that the Board of Trustees approve Change Order #4, in the amount of \$17,370.00, 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 \$29,020,144.00.
- X. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2D, ELECTRICAL, CHANGE ORDER #1** 121
- A recommendation that the Board of Trustees approve Change Order #1, in the amount of \$15,943.00, for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Multi-Prime Division #2D, Electrical, for a revised contract price of \$3,399,943.00.
- Y. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENTS I AND II: COST ANALYSIS** 123-124
- A recommendation that the Board of Trustees approve the May, 2008 Cost Analysis for the Lawrence A. Bertolini Student Services Center Construction Project, Increments I and II.
- Z. EMERITUS HALL LANGUAGE LAB REMODEL AND EQUIPMENT ACQUISITION PROJECT, AWARD OF LANGUAGE LAB EQUIPMENT PIGGYBACK BID** 125
- A recommendation that the Board of Trustees ratify the piggyback bid award of the San Joaquin Delta Community College bid for the Sanako Language Lab Equipment to Americal Systems, Inc., in the amount of \$101,122.00 for the Emeritus Hall Language Lab Remodel and Equipment Acquisition Project.
- AA. SANTA ROSA CAMPUS 2008 SCHEDULED MAINTENANCE ROOFING PROJECTS, AWARD OF BID** 127
- A recommendation that the Board of Trustees award the low bid in the amount of \$375,000.00 to IMR Contractor Corporation, of San Francisco, for the Santa Rosa Campus 2008 Scheduled Maintenance Roofing Projects.
- BB. SANTA ROSA CAMPUS EMERGENCY GENERATOR SYSTEM UPGRADE PROJECT, PERMISSION TO GO TO BID** 129
- A recommendation that the Board of Trustees authorize the administration to go to bid for the Santa Rosa Campus Emergency Generator System Upgrade project, and award the bid contingent upon the amount being within budget.

- CC. WILLIAM B. RACE HEALTH SCIENCE BUILDING, DOOR OPERATORS PROJECT, NOTICE OF COMPLETION 131**
- A recommendation that the Board of Trustees accept the Notice of Completion for the William B. Race Health Science Building, Door Operators Project, and authorize staff to file said Notice with the County of Sonoma.
- DD. ENERGY MANAGEMENT SYSTEMS CONTROLS UPGRADE PHASE III PROJECT, AWARD OF BID 133**
- A recommendation that the Board of Trustees award the low bid in the amount of \$396,000.00, to Syserco, of Fremont, for the Energy Management Systems Controls Upgrade Phase III Project.
- EE. OUT-OF-COUNTRY TRAVEL TO NEWCASTLE ENGLAND AND NORTHERN IRELAND 135**
- A recommendation that the Board of Trustees approve the out-of-country travel to England from May 16-28, 2008 for Marty Kinahan, Soccer Coach in PE, Dance & Athletics, at no cost to the District.
- FF. PETALUMA PHASE II CONSTRUCTION PROJECT, MAHONEY LIBRARY MEDIA SYSTEMS EQUIPMENT, PERMISSION TO RE-BID 137a**
- A recommendation that the Board of Trustees authorize the administration to re-bid the Petaluma Phase II Construction Project, Mahoney Library Media Systems Equipment, and approve the award of bid contingent upon the amount being within budget.
- GG. PETALUMA PHASE II CONSTRUCTION PROJECT, MEDIA SYSTEMS EQUIPMENT, REJECTION OF BID AND PERMISSION TO RE-BID 137b**
- A recommendation that the Board of Trustees authorize the administration to re-bid the Petaluma Phase II Construction Project, Mahoney Library Media Systems Equipment, and approve the award of bid contingent upon the amount being within budget.

ACTION AGENDA

- 7. HUMAN RESOURCES ACTIONS**
- A. MANAGEMENT TEAM PERSONNEL ACTIONS 137-139**
- A recommendation that the Board of Trustees approve the Management Team personnel actions.
- B. FACULTY PERSONNEL ACTIONS 141-146**
- A recommendation that the Board of Trustees approve the Faculty personnel actions.
- C. CLASSIFIED PERSONNEL ACTIONS 147-150**
- A recommendation that the Board of Trustees approve the Classified personnel actions.

D.	<u>NON-STUDENT HOURLY EMPLOYMENT ACTIONS</u>	151-156
	A recommendation that the Board of Trustees approve the Non- Student Hourly Employment personnel actions.	
E.	<u>REGULAR INSTRUCTIONAL ASSISTANTS</u>	157
	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>	159
	A recommendation that the Board of Trustees approve hiring of positions prior to the next Board meeting.	
8.	<u>APPROVAL OF RESOLUTION #13-08, SPECIFICATION OF ELECTION ORDER (SONOMA COUNTY AND MENDOCINO COUNTY)</u>	161-166
	A recommendation that the Board of Trustees approve Resolution <u>#13-08</u> , Specification of Election Order for the November 4, 2008 election.	
9.	<u>MARCH 7, 2008 – APRIL 10, 2008 WARRANTS</u>	167-168
	A recommendation that the Board of Trustees approve warrants expended during the period March 7, 2008 – April 10, 2008.	
10.	<u>APPROVAL OF RESOLUTION #14-08 AND #15-08 AUTHORIZING SECTION 403(B) PLAN DOCUMENTS</u>	169
	A recommendation that the Board of Trustees approve Resolution <u>#14-08 and #15-08</u> authorizing the Section 403(b) written plan document and the Section 403(b) Information Sharing and Hold Harmless Agreement, effective January 1, 2009.	
11.	<u>2008-09 DOYLE SCHOLARSHIP AND DOYLE OCCUPATIONAL EDUCATION AWARDS</u>	171-179
	A recommendation that the Board of Trustees approve the 2008-09 Doyle Scholarship and Doyle Occupational Education Award recommendations.	
12.	<u>WILLIAM B. RACE HEALTH SCIENCE BUILDING RECONSTRUCTION PROJECT, AWARD OF BID</u>	181
	A recommendation will be forthcoming.	
<u>INFORMATION</u>		
13.	<u>REVISIONS TO PROCEDURE 3.22P, FIELD TRIPS – FIRST READING</u>	183-184
	A first reading of proposed revisions to Procedure 3.22P, Field Trips.	

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| 14. | <u>RECOMMENDATIONS FROM COLLEGE COUNCIL FOR THE REVIEW AND REVISION OF CATEGORY 3 DISTRICT POLICY AND PROCEDURES – FIRST READING</u> | 185-206 |
| | A first reading of Category 3 policies and procedures as reviewed and recommended by College Council. | |
| 15. | <u>SABBATICAL LEAVE REPORTS</u> | 207-209 |
| | Peggy Goebel, instructor in Health Sciences, will make an oral presentation of her sabbatical leave project. Reports from sabbatical leaves taken during Fall 2006, Spring 2007 and Fall 2007 will be distributed under separate cover. | |
| 16. | <u>SANTA ROSA JUNIOR COLLEGE EARLY COLLEGE MAGNET PROGRAM</u> | 211 |
| | Eve Nighswonger, Manager, School Initiatives and Career Pathways Development, will present information on the Piner High School and Santa Rosa Junior College Early College Magnet educational partnership and current developments, recent activities, and program status. | |
| 17. | <u>2008 – 2012 CAREER TECHNICAL EDUCATION LOCAL PLAN FOR PERKINS IV/VTEA FUNDING</u> | 213 |
| | Stephanie Thompson, Interim Dean of Occupational Education and Economic Development, make a presentation on the Perkins IV Local Plan that includes a summary of recommendations for planning initiatives based on an analysis of reviews, evaluations and reports. | |
| 18. | <u>REPORTS</u> | 215 |
| | A. Academic Senate (Greg Granderson) | |
| | B. Classified Senate (Anna Felciano) | |
| | C. Associated Students (Ian Maurer) | |
| | D. | |
| 19. | <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 Maria Gaitan, Executive Assistant to the President, Santa Rosa Junior College, 1501 Mendocino Avenue, Santa Rosa, California, (707) 527-4431.