

Board Agenda

Sonoma County
Junior College District

REVISED

**TUESDAY
JUNE 10, 2008**

PETALUMA CAMPUS

680 Sonoma Mountain Parkway
Petaluma, California

Closed Session	Room 650
Open Session	Room 191

3:30 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:

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.	<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 May 13, 2008 regular meeting.	
3.	<u>INSTALLATION OF STUDENT TRUSTEE</u>	23-24
	A recommendation that the Board of Trustees approve the installation of Jordan Burns as the Student Trustee for 2008-09.	
4.	<u>PRESENTATION OF EMPLOYEE OF THE MONTH - PAUL BIELEN, MANAGER, BUILDINGS & EQUIPMENT MAINTENANCE</u>	25-26
	Presenters will be Jane Saldana-Talley, Vice President/Executive Dean, Petaluma Campus and Curt Groninga, Vice President, Administrative Services/Assistant Superintendent.	
5.	<u>PUBLIC COMMENTS</u>	27
	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>	29
	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>	
	<u>A. REVISION TO POLICY 2.5.1, GENDER AND ETHNIC BALANCE ON DISTRICT COMMITTEES – SECOND READING</u>	31-32
	A recommendation that the Board of Trustees approve revisions to Category 3 Policies 2.5.1, Gender and Ethnic Balance on District Committees.	

- B. REVISION POLICY AND PROCEDURES 2.7 AND 2.7P, DISCRIMINATION AND COMPLAINT – SECOND READING** **33-53**
- A recommendation that the Board of Trustees approve revisions to Category 3 Policies and Procedures 2.7 and 2.7P, Discrimination and Complaint.
- C. CATEGORY 2 REVISIONS TO POLICIES 8.3.4, ASSESSMENT AND 8.6-MATRICULATION, AND CATEGORY 3 REVISIONS TO THEIR PROCEDURES** **55-63**
- A recommendation that the Board of Trustees approve the Category 2 revisions to Policies 8.3.4-Assessment and 8.6-Matriculation, and Category 3 revisions to their Procedures as reviewed and recommended by College Council.
- D. OUT-OF-COUNTRY TRAVEL TO PUERTO RICO** **65**
- A recommendation that the Board of Trustees approve the out-of-country travel for Cheryl Dunn, instructor in the College Skills Department, to San Juan, Puerto Rico from September 23-27, 2008 at a cost of \$314.50 from District Professional Development Project funds.
- E. CONTRACT FOR 2008-09 LEGAL SERVICES** **67**
- A recommendation that the Board of Trustees authorize the President to renew the agreement with School and College Legal Services of California to provide for legal services at a contract level of 380 retainer hours.
- F. AGENCY INSTRUCTIONAL SERVICE AGREEMENTS** **69-70**
- A recommendation that the Board of Trustees approve nine (9) annual agency instructional service agreements for 2008-09 and authorize the Superintendent/President or his designee to sign all necessary documents on behalf of the District.
- G. RESOLUTION #16-08 –AUTHORIZING TEMPORARY TRANSFER OF PROPERTY TAX REVENUE** **71-73**
- A recommendation that the Board of Trustees approve Resolution #16-08 authorizing a temporary transfer of property tax revenue, offered by the Sonoma County Treasurer’s Office, on an as-needed basis not to exceed \$5,000,000, to offset cash flow deficits.
- H. RATIFICATION OF CONTRACTS** **75-77**
- A recommendation that the Board of Trustees ratify contracts for the period April 23, 2008 – May 20, 2008.
- I. RESOLUTION #17-08 - TRANSFER OF FUNDS** **79-80**
- A recommendation that the Board of Trustees approve Resolution #17-08 increasing the Board Financial Assistance Program (BFAP) restricted revenue and expenditures in the amount of \$1,500.00; and decreasing the El Civics restricted revenue and expenditures in the amount of

\$685.00.

- J. RECALCULATION OF GANN LIMIT 81-82**
A recommendation that the Board of Trustees approve the Gann Appropriation Limit for 2008-09 in the amount of \$151,104,872.
- K. CURRICULUM REVIEW COMMITTEE RECOMMENDATIONS 83-98**
A recommendation that the Board of Trustees approve the recommendations of the Curriculum Review Committee from its meetings of April and May, 2008.
- L. INSTRUCTOR LOAD REPORTS FOR SPRING AND SUMMER 2008 99**
A recommendation that the Board of Trustees approve the changes to the Spring 2008 Instructor Load Report since the May Board meeting and the initial Summer 2008 Instructor Load Report.
- M. STUDY ABROAD PROGRAM 2009-2010 101-102**
A recommendation that the Board of Trustees approve the 2009-2010 Study Abroad Program (Summer 2009–Costa Rica; Fall 2009–England and France; Spring 2010–Italy) in conjunction with the Northern California Study Abroad Consortium and approved contract service providers contingent upon adequate enrollment, available funds, and the development of satisfactory contracts.
- N. PURCHASE OF DELL COMPUTERS, RATIFICATION OF PIGGYBACK CONTRACT AWARD 103**
A recommendation that the Board of Trustees ratify the piggyback contact award, in the amount of \$532,217.76, to Dell Computers for the purchase of 447 desktop and laptop computers.
- O. PURCHASE OF APPLE COMPUTERS, RATIFICATION OF SOLE SOURCE CONTRACT AWARD 105**
A recommendation that the Board of Trustees ratify the sole source contract award, in the amount of \$399,088.50, to Apple Computers for Summer 2008 upgrades and Petaluma Phase II computer labs.
- P. PURCHASE OF FITNESS EQUIPMENT, RATIFICATION OF CONTRACT AWARD 107**
A recommendation that the Board of Trustees ratify the contact award, in the amount of \$75,140.08, to 24/7 Fitness Supply, Inc. for Fitness Equipment for the Petaluma Phase II Project.
- Q. PLOVER HALL CONVERSION CONSTRUCTION PROJECT, CHANGE ORDER #14 109-110**
A recommendation that the Board of Trustees approve Change Order #14 in the amount of \$38,943.00, for the Plover Hall Conversion Construction Project, for a revised contract price of \$10,152,543.78.

R.	<u>PLOVER HALL CONVERSION CONSTRUCTION PROJECT, NOTICE OF COMPLETION</u>	111
	A recommendation that the Board of Trustees accept the Notice of Completion for the Plover Hall Conversion Construction Project, and authorize staff to file said Notice with the County of Sonoma.	
S.	<u>PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #01: SITEWORK CONSTRUCTION, CHANGE ORDER #19</u>	113
	A recommendation that the Board of Trustees approve Change Order #19 in the amount of \$28,694.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #01: Sitework Construction, for a revised contract price of \$7,552,973.00.	
T.	<u>PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #02: MECHANICAL, CHANGE ORDER #10</u>	115
	A recommendation that the Board of Trustees approve Change Order #10, in the amount of \$2,921.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #02: Mechanical, for a revised contract price of \$8,361,890.00	
U.	<u>PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #03: ELECTRICAL, CHANGE ORDER #22</u>	117
	A recommendation that the Board of Trustees approve Change Order #22, in the amount of \$13,481.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #03: Electrical, for a revised contract price of \$8,326,749.00.	
V.	<u>PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #05: BUILDING CONSTRUCTION, CHANGE ORDER #18</u>	119
	A recommendation that the Board of Trustees approve Change Order #18, in the amount of \$4,169.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #05: Building Construction, for a revised contract price of \$27,697,708.00.	
W.	<u>PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #07, SIGNAGE, CHANGE ORDER# 9</u>	121
	A recommendation that the Board of Trustees approve Change Order #9, in the amount of \$1,100.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #07, Signage, for a revised contract price of \$269,029.00.	
X.	<u>PETALUMA PHASE II/R CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #08, GENERAL BUILDING RECONSTRUCTION, CHANGE ORDER# 3</u>	123
	A recommendation that the Board of Trustees approve Change Order #3, in the amount of \$6,358.00, for the Petaluma Phase II/R Construction Project, Multi-Prime Division #08, General Building Reconstruction, for a revised contract price of \$4,307,535.00.	

Y.	<u>PETALUMA PHASE II/R, MULTI-PRIME DIVISION #09: MECHANICAL, CHANGE ORDER #2</u>	125
	It is recommended that the Board of Trustees approve Change Order #2, in the amount of \$7,626.00, for the Petaluma Phase II/R, Multi-Prime Division #09: Mechanical, for a revised contract price of \$1,059,880.00.	
Z.	<u>PETALUMA PHASE II/R CONSTRUCTION/RECONSTRUCTION PROJECT, COST ANALYSIS</u>	127-129
	A recommendation that the Board of Trustees review and approve the June, 2008 Cost Analysis for the Petaluma Phase II/R Construction/Reconstruction Project.	
AA.	<u>LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2B, BUILDING CONSTRUCTION & SITE WORK, CHANGE ORDER #5</u>	131
	A recommendation that the Board of Trustees approve change order #5, in the amount of \$25,583.00, 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 \$29,045,727.00.	
BB.	<u>LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2D, ELECTRICAL, CHANGE ORDER #2</u>	133
	A recommendation that the Board of Trustees approve change order #2, in the amount of \$13,206.00, for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Multi-Prime Division #2D, Electrical, for a revised contract price of \$3,413,149.00.	
CC.	<u>LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENTS I AND II: COST ANALYSIS</u>	135-136
	A recommendation that the Board of Trustees review and approve the June, 2008 Cost Analysis for the Lawrence A. Bertolini Student Services Center Construction Project, Increments I and II.	
DD.	<u>EMERITUS HALL LANGUAGE LAB REMODEL PROJECT, RATIFICATION OF AWARD</u>	137
	A recommendation that the Board of Trustees ratify the low bid in the amount of \$74,500.00, to Carr's Construction Service, of Santa Rosa, for the Emeritus Hall Language Lab Remodel Project.	
EE.	<u>SANTA ROSA CAMPUS EMERGENCY GENERATOR SYSTEM UPGRADE PROJECT, AWARD OF BID</u>	139
	A recommendation that the Board of Trustees award the low bid in the amount of \$209,000.00, to Pullman Construction of Middletown, for the Santa Rosa Campus Emergency Generator System Upgrade Project.	

FF.	<u>PUBLIC SAFETY TRAINING CENTER SECURITY SYSTEM PROJECT, CHANGE ORDER #1</u>	141
	A recommendation that the Board of Trustees approve Change Order #1, in the amount of \$2,580.00, for the Public Safety Training Center Security System Project, for a revised contract price of \$413,119.00.	
GG.	<u>SANTA ROSA CAMPUS ENERGY MANAGEMENT SYSTEM CONTROLS UPGRADE PROJECT, PHASE I, CHANGE ORDER #1</u>	143
	A recommendation that the Board of Trustees approve Change Order #1, in the amount of \$22,697.00 for the Santa Rosa Campus Energy Management System Controls Upgrade Project, Phase I, for a revised contract price of \$626,854.00.	
HH.	<u>SHONE FARM SITE WORK AND LIGHTING PROJECT, PERMISSION TO GO TO BID AND ADVANCE AWARD OF BID</u>	145
	A recommendation that the Board of Trustees authorize the administration to go to bid for the Shone Farm Site Work and Lighting Project, and award of bid contingent upon the amount being within budget.	
II.	<u>SHONE FARM TACK BARN STRUCTURE PROJECT, PERMISSION TO GO TO BID AND ADVANCE AWARD OF BID</u>	147
	A recommendation that the Board of Trustees authorize the administration to go to bid for the Shone Farm Tack Barn Structure Project, and award of bid contingent upon the amount being within budget.	
JJ.	<u>2008 SANTA ROSA CAMPUS SUMMER PAVING PROJECT, AWARD OF BID</u>	149
	A recommendation that the Board of Trustees award the low bid in the amount of \$22,777.00, to Siri Grading and Paving of Santa Rosa, for the 2008 Santa Rosa Campus Summer Paving Project.	
KK.	<u>SHONE FARM AG PAVILION ACOUSTICAL INSTALLATION PROJECT, PERMISSION TO GO TO BID AND ADVANCE AWARD OF BID</u>	151
	A recommendation that the Board of Trustees authorize the administration to go to bid for the Shone Farm Ag Pavilion Acoustical Installation Project, and award of bid contingent upon the amount being within budget.	
LL.	<u>SHONE FARM AG PAVILION FENCING PROJECT, PERMISSION TO GO TO BID AND ADVANCE AWARD OF BID</u>	153
	A recommendation that the Board of Trustees authorize the administration to go to bid for the Shone Farm Ag Pavilion Fencing Project, and award of bid contingent upon the amount being within budget.	

MM.	<u>ARTIFICIAL TURF FOR PE/ATHLETICS GREENFIELDS PROJECT, PERMISSION TO BID AND AWARD OF CONTRACT</u>	155
	A recommendation that the Board of Trustees authorize the administration to go to bid for the Artificial Turf for PE/Athletics Greenfields Project, and award the bid contingent upon the amount being within budget.	
NN.	<u>SANTA ROSA CAMPUS ELECTRONIC BICYCLE LOCKER ACQUISITION PROJECT</u>	157
	A recommendation that the Board of Trustees award the low bid in the amount of \$101,014.40, to eLock Technologies, of Berkeley, for the Santa Rosa Campus Electronic Bicycle Locker Acquisition Project.	
OO.	<u>PETALUMA PHASE II CONSTRUCTION PROJECT, MEDIA SYSTEMS EQUIPMENT, AWARD OF BID</u>	158a
	A recommendation that the Board of Trustees authorize the administration to award the bid for the Petaluma Phase II Construction Project, Media Systems Equipment, contingent upon the amount being within budget.	

ACTION AGENDA

8.	<u>HUMAN RESOURCES ACTIONS</u>	
A.	<u>MANAGEMENT TEAM PERSONNEL ACTIONS</u>	159-164
	A recommendation that the Board of Trustees approve the Management Team personnel actions.	
B.	<u>FACULTY PERSONNEL ACTIONS</u>	165-170
	A recommendation that the Board of Trustees approve the Faculty personnel actions.	
C.	<u>CLASSIFIED PERSONNEL ACTIONS</u>	171-175
	A recommendation that the Board of Trustees approve the Classified personnel actions.	
D.	<u>NON-STUDENT HOURLY EMPLOYMENT ACTIONS</u>	177-184
	A recommendation that the Board of Trustees approve the Non- Student Hourly Employment personnel actions.	
E.	<u>REGULAR INSTRUCTIONAL ASSISTANTS</u>	185
	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>	187
	A recommendation that the Board of Trustees approve hiring of positions prior to the next Board meeting.	

9.	<u>APRIL 11, 2008 – MAY 8, 2008 WARRANTS</u>	189-190
	A recommendation that the Board of Trustees approve warrants expended during the period April 11, 2008 – May 8, 2008.	
10.	<u>ALL FACULTY ASSOCIATION TENTATIVE CONTRACT AGREEMENT FOR 2008-09</u>	191
	A recommendation that the Board of Trustees approve the tentative contract agreement with the All Faculty Association for the academic year 2008-09.	
11.	<u>ASSOCIATED STUDENTS 2008-09 BUDGET</u>	193-195
	A recommendation that the Board of Trustees approve the 2008-09 Student Senate budget and the Associated Students Cabinet budget as reviewed and approved by the officers of the Student Senate and Associated Student Cabinet.	
12.	<u>ASSOCIATED STUDENTS CONSTITUTIONAL REVISIONS</u>	197-210
	A recommendation that the Board of Trustees approve the revisions voted on and approved by the Associated Students during the Spring 2008 elections and the Student Senate approval process.	
13.	<u>RESOLUTION #18-08 –AUTHORIZING PARTICIPATION IN PUBLIC SAFETY COMMUNICATIONS SYSTEM JOINT POWERS AUTHORITY</u>	211-214
	A recommendation that the Board of Trustees approve Resolution #18-08 authorizing Sonoma County Junior College District to join the Joint Powers Authority establishing a separate public agency to operate and maintain a public safety communications system in Sonoma County.	
14.	<u>RESOLUTION #19-08, 2010-2014 STATE FIVE-YEAR CAPITAL OUTLAY PROJECT PLAN</u>	215-218
	A recommendation that the Board of Trustees approve Resolution #19-08, the 2010-2014 State Five-Year Capital Outlay Project Plan, and submit it to the State of California for future facilities construction funding.	
15.	<u>2008-09 TENTATIVE BUDGET</u>	219-223
	A recommendation that the Board of Trustees adopt the SRJC 2008-09 Tentative Budget as submitted.	
<u>INFORMATION</u>		
16.	<u>REVISIONS TO PROCEDURE 3.1P - PROCEDURES FOR APPROVING GENERAL EDUCATION COURSES AT SANTA ROSA JUNIOR COLLEGE - FIRST READING</u>	225-232
	A first reading of the proposed revisions to Procedure 3.1P, Procedures for Approving General Education Courses at Santa Rosa Junior College.	
17.	<u>REVISIONS TO POLICY 3.2 – DEGREE AND CERTIFICATE PROGRAMS – FIRST READING</u>	233-238
	A first reading of the proposed revisions to Policy 3.2, Degree and Certificate Programs.	

18.	<u>REVISIONS TO POLICY 3.14.2 – CLASS SCHEDULE – FIRST READING</u>	239-240
	A first reading of the proposed revisions to Policy 3.14.2, Class Schedule.	
19.	<u>REVISIONS TO POLICY 3.19 – TEXTBOOKS – FIRST READING</u>	241-243
	A first reading of the proposed revisions to Policy 3.19, Textbooks.	
20.	<u>REVISIONS TO POLICY & PROCEDURE 3.22P – FIELD TRIPS – FIRST READING</u>	245-247
	A first reading of the proposed revisions to Policy 3.22 and Procedure 3.22P, Field Trips.	
21.	<u>REVISION TO 8.2.2P, PROCEDURE STUDENT COMPLAINT/GRIEVANCE, FIRST READING</u>	249-257
	A first reading of revisions to Procedures 8.2.2P, Student Complaint/Grievance Procedure, as reviewed and approved by Academic Senate, Associated Students and College Council.	
22.	<u>NEW POLICY AND PROCEDURE 8.3.10, PROCTORING SERVICES FOR NON-SRJC EXAMS – FIRST READING</u>	259-263
	A first reading of new policy and procedures 8.3.10, Proctoring Services for Non-SRJC Exams.	
23.	<u>SRJC FOUNDATION INVESTMENT COMMITTEE RECOMMENDATION FOR PORTFOLIO DIVERSIFICATION</u>	265-270
	A review of recommendations on portfolio diversification approved by the SRJC Foundation Board of Directors as recommended by its Investment Committee.	
24.	<u>NON CREDIT MATRICULATION TRANSFER TO STUDENT SERVICES</u>	271
	Consolidation of credit and non credit matriculation program under the responsibility of the Dean, Matriculation and Student Development, effective July 1, 2008.	
25.	<u>REPORTS</u>	273
	A. Academic Senate (Barbara Croteau)	
	B. Classified Senate (Anna Felciano)	
	C. Associated Students (Ian Maurer)	
26.	<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.