

Board Agenda

Sonoma County
Junior College District

TUESDAY JUNE 9, 2009	
PETALUMA CAMPUS	
Mahoney Library	
680 Sonoma Mountain Parkway Petaluma, California	
Closed Session	Room 726 Second Floor
Open Session	Room 721 First Floor

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:

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>	3-18
	A recommendation that the Board of Trustees approve the Minutes of the May 12, 2009 regular meeting.	
3.	<u>INSTALLATION OF STUDENT TRUSTEE</u>	19
	A recommendation that the Board of Trustees approve the installation of Ian Maurer as the Student Trustee for 2009-10.	
4.	<u>PRESENTATION OF EMPLOYEE OF THE MONTH - MICHELLE STEWART, SCIENCE LAB COORDINATOR, PETALUMA CAMPUS</u>	21-22
	Presenter will be Jane Saldaña-Talley, Vice President/Executive Director, Petaluma Campus.	
5.	<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.)	
6.	<u>MONTHLY UPDATE</u>	25
	Oral reports from members of the Board of Trustees	
	Oral reports from members of the Board of Trustees and President	
	A. Board Facilities Committee (Trustee Burdo)	
	B. Foundation (Trustee Edgar)	
	C. Legislative Information (President Agrella)	
	D. Board Member Comments	
7.	<u>CONSENT AGENDA</u>	
A.	<u>REVISIONS TO POLICY 3.2 – DEGREE AND CERTIFICATE PROGRAMS – SECOND READING</u>	27-31
	A recommendation that the Board of Trustees approve the proposed revisions to Policy 3.2, Degree and Certificate Programs.	
B.	<u>NEW POLICY AND PROCEDURE 3.14.5 AND 3.14.5P – CLASS WAIT LISTS – SECOND READING</u>	33-36
	A recommendation that the Board of Trustees approve the new Policy and Procedure 3.14.5 and 3.14.5P – Class Wait Lists.	

C.	<u>RECOMMENDATIONS FROM COLLEGE COUNCIL FOR THE REVIEW AND REVISION OF CATEGORY 2 DISTRICT POLICY AND PROCEDURES</u>	37-38
	A recommendation that the Board of Trustees approve the Category 2 policies and procedures as reviewed and recommended by College Council.	
D.	<u>COLLEGE COMMITTEE REVISIONS AND REVISIONS TO PROCEDURE 2.5P, GOVERNANCE AND THE COMMITTEE SYSTEM</u>	39-51
	A recommendation that the Board of Trustees approve the addition of a new Standing and Senate Consultation committee, the Basic Skills Committee, a new President's Advisory and Senate Consultation Committee, the Integrated Environmental Planning Committee, as well as the revision to Procedure 2.5P, Governance and the Committee System in order to add these new committees.	
E.	<u>AGENCY INSTRUCTIONAL SERVICE AGREEMENTS FOR 2009-2010</u>	53
	A recommendation that the Board of Trustees approve seven (7) annual agency instructional service agreements for 2009-2010 and authorize the Superintendent/President or his designee to sign all necessary documents on behalf of the District.	
F.	<u>COMMUNITY EDUCATION INTERNATIONAL TRAVEL PROGRAM, FALL 2009</u>	55-56
	A recommendation that the Board of Trustees approve an additional Community Education International Travel Program trip to Italy from September 27-October 8, 2009 contingent upon adequate enrollment to cover expenses.	
G.	<u>COMMUNITY EDUCATION INTERNATIONAL TRAVEL PROGRAM, SUMMER 2010</u>	57-58
	A recommendation that the Board of Trustees approve the Community Education International Travel Program trip to Italy, "Study Italian in Italy", from June 26-July 17, 2010 contingent upon adequate enrollment to cover expenses.	
H.	<u>CURRICULUM REVIEW COMMITTEE RECOMMENDATIONS</u>	59-67
	A recommendation that the Board of Trustees approve the recommendations of the Curriculum Review Committee from its meetings of April and May, 2009.	
I.	<u>INSTRUCTOR LOAD REPORTS FOR SPRING AND SUMMER 2009</u>	69
	A recommendation that the Board of Trustees approve changes to the Spring 2009 Instructor Load report since the May Board meeting, and an initial Summer 2009 Instructor Load Report.	

J.	<u>CONTRACT FOR 2009-10 LEGAL SERVICES WITH SCHOOL AND COLLEGE LEGAL SERVICES (SCLS)</u>	71
	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 210 retainer hours.	
K.	<u>RATIFICATION OF CONTRACTS</u>	73-76
	A recommendation that the Board of Trustees ratify contracts for the period April 22, 2009– May 19, 2009.	
L.	<u>RESOLUTION #10-09, AUTHORIZING TEMPORARY TRANSFER OF PROPERTY TAX REVENUE</u>	77-79
	A recommendation that the Board of Trustees approve Resolution #10-09 authorizing a temporary transfer of property tax revenue, offered by the Sonoma County Treasurer’s Office, on an as-needed basis not to exceed \$10,000,000.00, to offset cash flow deficits.	
M.	<u>RESOLUTION #11-09, TRANSFER OF FUNDS</u>	81-82
	A recommendation that the Board of Trustees approve Resolution #11-09 increasing/<decreasing> the revenue and expenditures for the following funds:	
	<u>Restricted</u>	
	CalWORKs	<\$30,000.00>
	Foster & Kinship Care Education	\$3,981.00
N.	<u>RECALCULATION OF GANN LIMIT</u>	83-84
	A recommendation that the Board of Trustees approve the Gann Appropriation Limit for 2009-10 in the amount of \$158,123,391.00.	
O.	<u>GRANTS</u>	85-86
	It is recommended that the Board of Trustees approve the following grant application(s) and authorize expenditure of funds upon their award and receipt:	
	<u>2009-2010 VTEA/Perkins IV Grant</u> , submitted by Charles Robbins, in the amount of \$559,942.00, from the Community College Chancellor’s Office, with no District match required.	
	<u>2009-2010 Tech Prep Grant</u> , submitted by Eve Nighswonger, in the amount of \$67,750.00, from Carl Perkins Federal Funds, with no District match required.	
	<u>Sonoma County Operational Area Equipment Purchase Grant</u> , submitted by Don Silverek, in the amount of \$26,118.41, from the Federal Government Office of Homeland Security, with no District match required.	

- P. PETALUMA PHASE II/R CONSTRUCTION/RECONSTRUCTION PROJECT, COST ANALYSIS 87-89**
- A recommendation that the Board of Trustees review and approve the June 2009 Cost Analysis for the Petaluma Phase II/R Construction/Reconstruction Project.
- Q. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2B, BUILDING CONSTRUCTION & SITE WORK, CHANGE ORDER #17 91**
- A recommendation that the Board of Trustees approve Change Order #17, in the amount of \$36,591.00, 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 \$29,695,142.00.
- R. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2C, HVAC, FIRE PROTECTION, PLUMBING, CHANGE ORDER #6 93**
- A recommendation that the Board of Trustees approve Change Order #6, in the amount of \$8,586.00, 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 \$6,025,721.00.
- S. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2D, ELECTRICAL, CHANGE ORDER #11 95**
- A recommendation that the Board of Trustees approve Change Order #11, in the amount of \$18,896.00, for the Lawrence A. Bertolini Student Services Center, Construction Project, Increment II, Multi-Prime Division #2D, Electrical, for a revised contract price of \$3,512,267.00.
- T. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENTS I AND II: COST ANALYSIS 97-98**
- A recommendation that the Board of Trustees review and approve the June 2009 Cost Analysis for the Lawrence A. Bertolini Student Services Center Construction Project, Increments I and II.
- U. PE/ATHLETICS GREENFIELDS RENOVATION PROJECT INCREMENT I, CHANGE ORDER #10 99-101**
- A recommendation that the Board of Trustees approve Change Order #10, in the amount of \$20,479.35, for the PE/Athletics Greenfields Renovation Project, Increment I, for a revised contract price of \$3,669,152.02.

- V. **2009 SUMMER SCHEDULED MAINTENANCE ROOFING PROJECTS, RATIFICATION AND AWARD OF BID** 103-104
- A recommendation that the Board of Trustees ratify and award the low base bid in the amount of \$218,800.00 and Alternate #1 in the amount of \$130,000.00 for a total contract amount of \$348,000.00 to Priority Roofing Solutions, of San Jose for the 2009 Summer Scheduled Maintenance Roofing Projects.
- W. **SHONE FARM TACK BARN STRUCTURE PROJECT, RATIFICATION AND AWARD OF BID** 105-106
- A recommendation that the Board of Trustees ratify the low base bid in the amount of \$149,738.00, plus additive alternate #4 in the amount of \$3,700.00 for a total contract price of \$153,439.00, to GCCl, of Santa Rosa, for the Shone Farm Tack Barn Construction Project.
- X. **SHONE FARM SITE WORK AND LIGHTING PROJECT, CHANGE ORDER #5** 107
- A recommendation that the Board of Trustees Change Order #5 in the credit amount of \$2,550.00 for the Shone Farm Site Work and Lighting Project for a revised contract amount of \$350,106.38.
- Y. **SHONE FARM SITE WORK AND LIGHTING PROJECT, NOTICE OF COMPLETION** 109
- A recommendation that the Board of Trustees accept the Notice of Completion for the Shone Farm Site Work and Lighting Project, and authorize staff to file said Notice with the County of Sonoma.

ACTION AGENDA

8. **HUMAN RESOURCES ACTIONS**
- A. **MANAGEMENT TEAM PERSONNEL ACTIONS** 111-112
- A recommendation that the Board of Trustees approve the Management Team personnel actions.
- B. **FACULTY PERSONNEL ACTIONS** 113-114
- A recommendation that the Board of Trustees approve the Faculty personnel actions.
- C. **CLASSIFIED PERSONNEL ACTIONS** 115-117
- A recommendation that the Board of Trustees approve the Classified personnel actions.
- D. **NON-STUDENT HOURLY EMPLOYMENT ACTIONS** 119-139
- A recommendation that the Board of Trustees approve the Non- Student Hourly Employment personnel actions.

E.	<u>REGULAR INSTRUCTIONAL ASSISTANTS</u>	141-142
	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>	143
	A recommendation that the Board of Trustees approve hiring of positions prior to the next Board meeting.	
9.	<u>APRIL 17, 2009 –MAY 14, 2009 WARRANTS</u>	145-146
	A recommendation that the Board of Trustees approve warrants expended during the period April 17, 2009 – May 14, 2009.	
10.	<u>RESOLUTION #12-09, AUTHORIZING THE DISTRICT TO GIVE TENTATIVE NOTICE FOR WITHDRAWAL FROM THE CALIFORNIA EDUCATIONAL COMPUTER CONSORTIUM</u>	147-148
	A recommendation that the Board of Trustees approve Resolution #12-09 authorizing the District to give tentative notice to the California Educational Computer Consortium (CECC) of intention to withdraw from the consortium, effective July 1, 2010.	
11.	<u>SHONE FARM RESERVOIR AMENDED AND RESTATED THIRD AMENDMENT FOR DELIVERY AND USE OF RECLAIMED WATER WITH THE TOWN OF WINDSOR</u>	149-150
	A recommendation that the Board of Trustees approve the Amended and Restated Third Amendment to the Agreement for Delivery and Use of Reclaimed Water with the Town of Windsor.	
12.	<u>2009-10 TENTATIVE BUDGET</u>	151-156
	A recommendation that the Board of Trustees adopt the 2009-10 Sonoma County Junior College District Tentative Budget as submitted.	
13.	<u>ASSOCIATED STUDENTS BUDGET FOR 2009-10</u>	157-159
	A recommendation that the Board of Trustees approve the Associated Student Budget for 2009-10 as reviewed and approved by the officers of the Student Senate.	
14.	<u>RESOLUTION #13-09, SONOMA COUNTY JUNIOR COLLEGE DISTRICT'S FIVE YEAR CAPITAL OUTLAY PROJECT PLAN (2011-2015)</u>	161-164
	A recommendation that the Board of Trustees approve Resolution #13-09, the 2011-2015 District Five-Year Capital Outlay Project Plan and authorize submission to the State of California for future facilities construction funding.	

INFORMATION

15. **NEW POLICY AND PROCEDURE 3.12.3 AND 3.12.3P – ACCESSIBILITY OF ONLINE AND WEB-BASED INSTRUCTIONAL MATERIALS – FIRST READING** 165-167
- A first reading of the new policy and procedure 3.12.3 and 3.12.3P, Accessibility of Online and Web-Based Instructional Materials.
16. **REPORTS** 169
- A. Academic Senate (Barbara Croteau)
 - B. Classified Senate (Anna Felciano)
 - C. Associated Students (Jude Rowe)
17. **ADJOURNMENT**

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.