

Board Agenda

Sonoma County
Junior College District

**WEDNESDAY
JULY 16, 2008**

**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

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

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

PUBLIC EMPLOYEE APPOINTMENT

See Agenda Item #7, A-F

Action, if any, will be taken in Open Session

PUBLIC EMPLOYMENT

See Agenda Item #7, 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

3:30 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>	3-23
	A recommendation that the Board of Trustees approve the minutes of the June 10, 2008 regular meeting and June 24, 2008 Special Meeting.	
3.	<u>PRESENTATION OF "EMPLOYEE OF THE MONTH" - LINDA JAY, HUMAN RESOURCES TECHNICIAN II</u>	25-26
	Presenter will be Sabrina Meyer, Assistant Director, Human Resources.	
4.	<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 agendized matters 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>	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	
6.	<u>CONSENT AGENDA</u>	
	A. <u>OUT OF COUNTRY TRAVEL TO NEWCASTLE, ENGLAND AND NORTHERN IRELAND</u>	31
	A recommendation that the Board of Trustees approve the out-of-country travel to Newcastle, England and Northern Ireland for Marty Kinahan, Soccer Coach in Physical Education, Dance and Athletics, from July 16-27, 2008 at no cost to the District.	
	B. <u>REVISIONS TO POLICY 3.2 – DEGREE AND CERTIFICATE PROGRAMS – SECOND READING</u>	33-38
	A recommendation that the Board of Trustees approve the proposed revisions to Policy 3.2, Degree and Certificate Programs.	

C.	<u>REVISIONS TO POLICY 3.14.2 – CLASS SCHEDULE – SECOND READING</u>	39-40
	A recommendation that the Board of Trustees approve the proposed revisions to Policy 3.14.2, Class Schedule.	
D.	<u>REVISIONS TO POLICY 3.19 – TEXTBOOKS – SECOND READING</u>	41-43
	A recommendation that the Board of Trustees approve the proposed revisions to Policy 3.19, Textbooks.	
E.	<u>REVISIONS TO POLICY AND PROCEDURE 3.22P – FIELD TRIPS – SECOND READING</u>	45-47
	A recommendation that the Board of Trustees approve the proposed revisions to Policy and Procedure 3.22P, Field Trips.	
F.	<u>NEW POLICY AND PROCEDURE 8.3.10, PROCTORING SERVICES FOR NON-SRJC EXAMS – SECOND READING</u>	49-53
	A second reading of new Policy and Procedure 8.3.10, Proctoring Services for Non-SRJC Exams.	
G.	<u>INSTRUCTOR LOAD REPORTS FOR SPRING AND SUMMER 2008</u>	55
	A recommendation that the Board of Trustees approve the changes to the Spring and Summer 2008 Instructor Load Reports since the June Board meeting.	
H.	<u>RATIFICATION OF CONTRACTS</u>	57-59
	A recommendation that the Board of Trustees ratify contracts for the period May 21, 2008 – June 17, 2008.	
I.	<u>DECLARATION OF SURPLUS PROPERTY</u>	61-62
	A recommendation that the Board of Trustees approve the declaration of surplus property.	
J.	<u>GRANT</u>	63-64
	A recommendation that the Board of Trustees approve the following grant application and authorize expenditure of funds upon their award and receipt:	
	<u>Resolution #20-08, General Child Care Development Programs Grant, submitted by Joel Gordon, in the amount of \$564,277.00 from the State of California Department of Education, with no District match required.</u>	
K.	<u>ARTIFICIAL TURF FOR PE/ATHLETICS GREENFIELDS PROJECT, RATIFICATION OF AWARD</u>	65
	A recommendation will be forthcoming.	

- L. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #01: SITEWORK CONSTRUCTION, CHANGE ORDER #20 67**
- A recommendation that the Board of Trustees approve Change Order #20 in the amount of \$20,519.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #01: Sitework Construction, for a revised contract price of \$7,573,492.00.
- M. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #02: MECHANICAL, CHANGE ORDER #11 69**
- A recommendation that the Board of Trustees approve Change Order #11, in the amount of \$733.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #02: Mechanical, for a revised contract price of \$8,362,623.00.
- N. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #05: BUILDING CONSTRUCTION, CHANGE ORDER #19 71**
- A recommendation that the Board of Trustees approve Change Order #19, in the amount of \$6,770.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #05: Building Construction, for a revised contract price of \$27,704,478.00.
- O. PETALUMA PHASE II/R CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #08, GENERAL BUILDING RECONSTRUCTION, CHANGE ORDER# 4 73**
- A recommendation that the Board of Trustees approve Change Order #4, in the amount of \$7,854.00, for the Petaluma Phase II/R Construction Project, Multi-Prime Division #08, General Building Reconstruction, for a revised contract price of \$4,315,389.00.
- P. PETALUMA PHASE II/R, MULTI-PRIME DIVISION #09: MECHANICAL, CHANGE ORDER #3 75**
- It is recommended that the Board of Trustees approve Change Order #3, in the amount of \$17,609.00, for the Petaluma Phase II/R, Multi-Prime Division #9: Mechanical, for a revised contract price of \$1,077,489.00.
- Q. PETALUMA PHASE II/R CONSTRUCTION/RECONSTRUCTION PROJECT, COST ANALYSIS 77-79**
- A recommendation that the Board of Trustees review and approve the July, 2008 Cost Analysis for the Petaluma Phase II/R Construction/Reconstruction Project.
- R. PETALUMA PHASE II CONSTRUCTION PROJECT, CALL BUILDING MEDIA SYSTEMS EQUIPMENT, AWARD OF BID 81**
- A recommendation will be forthcoming.

- S. PETALUMA PHASE II CONSTRUCTION PROJECT, MAHONEY LIBRARY MEDIA SYSTEMS EQUIPMENT, AWARD OF BID** **83**
- A recommendation that the Board of Trustees award the low base bid and Alternates #A1, A2, A3, B1 and C1, in the amount of \$588,303.00 to Pro Media, of Hercules, for the Petaluma Phase II Construction Project, Mahoney Library Media Systems Equipment.
- T. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2B, BUILDING CONSTRUCTION & SITE WORK, CHANGE ORDER #6** **85**
- A recommendation that the Board of Trustees approve change order #6, in the amount of \$2,161.00, 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 \$29,047,888.00.
- U. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2D, ELECTRICAL, CHANGE ORDER #3** **87**
- A recommendation that the Board of Trustees approve change order #3, in the amount of \$12,510.00, for the Lawrence A. Bertolini Student Services Center, Construction Project, Increment II, Multi-Prime Division #2D, Electrical, for a revised contract price of \$3,425,659.00.
- V. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENTS I AND II: COST ANALYSIS** **89-90**
- A recommendation that the Board of Trustees review and approve the July, 2008 Cost Analysis for the Lawrence A. Bertolini Student Services Center Construction Project, Increments I and II.
- W. PUBLIC SAFETY TRAINING CENTER SECURITY SYSTEM PROJECT, CHANGE ORDER #2** **91**
- A recommendation that the Board of Trustees approve Change Order #2, in the amount of \$5,275.00, for the Public Safety Training Center Security Upgrade Project, for a revised contract price of \$418,394.00.
- X. SHONE FARM AG PAVILION FENCING PROJECT, RATIFICATION OF AWARD** **93**
- A recommendation that the Board of Trustees ratify the low bid in the amount of \$90,354.00 to Dama Construction of Santa Rosa for the Shone Farm Ag Pavilion Fencing Project.
- Y. SANTA ROSA CAMPUS ENERGY MANAGEMENT SYSTEM CONTROLS UPGRADE PROJECT, PHASE I, CHANGE ORDER #2** **95**
- A recommendation that the Board of Trustees approve Change Order #2, in the amount of \$1,706.00, for the Santa Rosa Campus Energy Management System Controls Upgrade Project, Phase I, for a revised contract price of \$628,560.00.

Z. SANTA ROSA CAMPUS ENERGY MANAGEMENT SYSTEM CONTROLS UPGRADE PROJECT, PHASE I, NOTICE OF COMPLETION 97

A recommendation that the Board of Trustees accept the Notice of Completion for the Santa Rosa Campus Energy Management System Controls Upgrade Project, Phase I, and authorize staff to file said Notice with the County of Sonoma.

AA. EMPLOYMENT CONTRACT OF THE SUPERINTENDENT/PRESIDENT 99

A recommendation will be forthcoming.

ACTION AGENDA

7. HUMAN RESOURCES ACTIONS

A. MANAGEMENT TEAM PERSONNEL ACTIONS 101-102

A recommendation that the Board of Trustees approve the Management Team personnel actions.

B. FACULTY PERSONNEL ACTIONS 103

A recommendation that the Board of Trustees approve the Faculty personnel actions.

C. CLASSIFIED PERSONNEL ACTIONS 105-108

A recommendation that the Board of Trustees approve the Classified personnel actions.

D. NON-STUDENT HOURLY EMPLOYMENT ACTIONS 109-129

A recommendation that the Board of Trustees approve the Non- Student Hourly Employment personnel actions.

E. REGULAR INSTRUCTIONAL ASSISTANTS 131-133

A recommendation that the Board of Trustees approve the Regular Instructional Assistants personnel actions.

F. APPROVAL TO HIRE PRIOR TO THE NEXT BOARD MEETING 135

A recommendation that the Board of Trustees approve hiring of positions prior to the next Board meeting.

8. MAY 9, 2008 – JUNE 12, 2008 WARRANTS 137-138

A recommendation that the Board of Trustees approve warrants expended during the period May 9, 2008 – June 12, 2008.

9.	<u>RESOLUTION #21-08 DEFINING INSURANCE COVERAGE COMPLIANCE OF THE SHONE FARM FOUNDATION</u>	139-143
	A recommendation that the Board of Trustees approve Resolution #21-08 executing acceptance of the Shone Farm Foundation Organization's Resolution to comply with the conditions established by the Statewide Association of Community Colleges (SWACC) to be covered by the District's liability insurance and authorize submission of this resolution to SWACC along with minutes noting approval.	
10.	<u>PRESENTATION OF THE DISTRICT'S INITIAL CONTRACT PROPOSALS FOR REOPENERS FOR 2009-2010 WITH THE AFA.</u>	145-146
	A recommendation that the Board of Trustees receive the District's initial reopener contract proposals for 2009-10, make them available for public inspection, and schedule a public hearing for the August 12, 2008 Board meeting.	
11.	<u>PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #03: ELECTRICAL, CHANGE ORDER #23</u>	147-148
	A recommendation that the Board of Trustees approve Change Order #23, in the amount of \$254,217.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #03: Electrical, for a revised contract price of \$8,580,966.00.	
12.	<u>MANAGEMENT TEAM SALARY SCHEDULE</u>	149
	Information and a recommendation will be forthcoming.	
 <u>INFORMATION</u>		
13.	<u>OUT-OF-STATE TRAVEL REPORT</u>	151
	A listing by name, name of conference attended, and actual cost to the District for employees attending out-of-state conferences and meetings.	
14.	<u>ATHLETIC PROGRAM UPDATE</u>	153
	Jim Forkum, Physical Education, Dance & Athletics Dean/Athletic Director, will provide an update on the SRJC Athletic Program.	
15.	<u>REPORTS</u>	155
	A. Academic Senate (Barbara Croteau)	
	B. Classified Senate (Anna Felciano)	
	C. Associated Students (Ian Maurer)	
16.	<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.

