

Board Agenda

Sonoma County
Junior College District

REVISED

**TUESDAY
DECEMBER 9, 2003**

**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: AP #180-460-002

Names of Negotiating Parties: Curt Groninga/Terri Lewis

Under Negotiation: ()Price ()Terms of Payment (X)Both

Property: AP #180-2

Names of Negotiating Parties: Curt Groninga/21st Century Realty

Under Negotiation: ()Price ()Terms of Payment (X)Both

Property: Bionda Ranch, Petaluma

Names of Negotiating Parties: Curt Groninga/Keith Gurnee

Under Negotiation: ()Price ()Terms of Payment (X)Both

Property: AP #180-480-010

Names of Negotiating Parties: Ron Root/

Under Negotiation: ()Price ()Terms of Payment (X)Both

Property: AP #12-091-05

Names of Negotiating Parties: Curt Groninga/

Under Negotiation: ()Price ()Terms of Payment (X)Both

Property: AP #139-190-015
Names of Negotiating Parties: Curt Groninga/Eric Drew
Under Negotiation: ()Price ()Terms of Payment (X)Both

Property: AP #091-060-09, 19, 22, 25
Names of Negotiating Parties: Curt Groninga/Craig Harrington
Under Negotiation: ()Price ()Terms of Payment (X)Both

Property: AP #074-130-009, 010, 012, 015, 031, 011, 013, 074-140-039, 046
Names of Negotiating Parties: Curt Groninga/Iver Skavdal
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 54946.9*

[] CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION

Name of Case:
Claimant's Name:
Names of parties OR
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

[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/Root, District
Name of Organization Representing Employee: SEIU/Local 707

Name of Agency Negotiator: Buckley/Root, District
Name of Organization Representing Employee: All Faculty Association

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>ANNUAL ORGANIZATIONAL MEETING</u>	3-4
	<ul style="list-style-type: none"> -Installation of Board Officers - Board Meetings for FY2004 - Board Committee Appointments - Board representative to Sonoma County Committee on School District Organization - Appointment of Superintendent/President as Secretary to the Board of Trustees, per District Policy 0.7. 	
3.	<u>APPROVAL OF NOVEMBER 12, 2003 MINUTES</u>	5-15
	A recommendation that the Board of Trustees approve the above listed minutes.	
4.	A. <u>PRESENTATION OF "EMPLOYEE OF THE MONTH" — LARA BRANEN, INSTRUCTOR IN PE, DANCE & ATHLETICS</u>	17-18
	Presenter will be Diane Campagna, Department Chair, PE, Dance & Athletics.	
	B. <u>PRESENTATION BY THE SONOMA COUNTY WINERIES FOUNDATION FOR THE WARREN G. DUTTON AGRICULTURAL PAVILION</u>	19
	A representative from the Sonoma County Wineries Foundation will present a contribution for the Warren G. Dutton Agricultural Pavilion.	
5.	<u>PUBLIC COMMENTS</u>	21
	(Per Board Policy five minutes may be allotted to each speaker and a maximum of 20 minutes per subject.)	
	An opportunity for members of the public to address the Board.	
6.	<u>MONTHLY UPDATE</u>	23
	Oral reports from members of the Board of Trustees	
	<ul style="list-style-type: none"> A. Board Facilities Committee (Trustee Burdo) B. Board Finance Committee (Trustee Doyle) C. Legislation (Trustee Smith) D. Foundation (Trustee Call) E. Board Member Comments 	
7.	<u>CONSENT AGENDA (ROLL CALL VOTE)</u>	
	A. <u>RESOLUTION #26-03, CLASSIFIED EMPLOYEES RECOGNITION WEEK, APRIL 5-9, 2004</u>	25-26
	A recommendation that the Board of Trustees approve Resolution #26-03, recognizing the week of April 5-9, 2004 as "Classified Employees Recognition Week."	

B.	<u>2004-2005 ACADEMIC YEAR CALENDAR</u>	27-28
	A recommendation that the Board of Trustees approve the 2004-2005 Academic Calendar as proposed and approved by the Calendar/Registration Committee and the College Council.	
C.	<u>INSTRUCTIONALLY RELATED FEES FOR SPRING 2004</u>	29-33
	A recommendation that the Board of Trustees approve new and revised course fees effective with the Spring 2004 semester.	
D.	<u>INSTRUCTOR LOAD REPORTS FOR FALL 2003 AND SPRING 2004</u>	35
	A recommendation that the Board of Trustees approve changes to the Fall 2003 Instructor Load Report since the November meeting and the initial Spring 2004 Instructor Load Report.	
E.	<u>CHANGES TO APPROVED SABBATICAL LEAVES</u>	37
	A recommendation that the Board of Trustees approve changes in semesters for Luz Navarrette's and Donna Larsen's sabbatical leaves.	
F.	<u>ADMINISTRATION OF JUSTICE MAJOR PROPOSAL</u>	39
	A recommendation that the Board of Trustees approve the Major in Administration of Justice.	
G.	<u>COMMUNITY EDUCATION INTERNATIONAL TRAVEL PROGRAM, SUMMER 2004</u>	41
	A recommendation that the Board of Trustees approve the Community Education International Travel Program to Italy from July 2-24, 2004, contingent upon adequate enrollment to cover expenses.	
H.	<u>OUT-OF-COUNTRY TRAVEL TO ENGLAND</u>	43
	A recommendation that the Board of Trustees approve the out-of country travel to London, England for Charles Robbins from February 7-15, 2004, at no cost to the District.	
I.	<u>RATIFICATION OF CONTRACTS</u>	45-47
	A recommendation that the Board of Trustees ratify contracts for the period October 22 – November 13, 2003.	
J.	<u>RESOLUTION #27-03, TRANSFER OF FUNDS</u>	49-50
	A recommendation that the Board of Trustees approve Resolution #27-03 decreasing the Capital Outlay program restricted revenue and expenditures by \$96,662; establishing the Peace Officer Standards and Training (POST) Justice Training Institute program restricted revenues and expenditures in the amount of \$162,567; establishing the POST Command College program restricted revenues and expenditures in the amount of \$121,957; establishing the Community-Based English Tutoring (CBET) Roseland program restricted revenues and expenditures in the amount of \$8,480; establishing the Employment Training Panel (ETP) 04/05 program restricted revenues and expenditures in the amount of \$152,344; and establishing the Weekend and Evening ADN/Surg Tech program restricted revenues and expenditures in the amount of \$125,000.	

K.	<u>GRANTS</u>	51
	A recommendation that the Board of Trustees approve the following grant applications and authorize expenditure of funds upon their award and receipt:	
	a. Vocational Education & Economic Development Mini-Grant submitted by Betsy Roberts, in the amount of \$6,635.00, with no District match required.	
	b. Evening/Weekend ADN Nursing Cohort , submitted by Dr. Ezbon Jen, in the amount of \$ 75,000.00, with no District match required.	
L.	<u>ANALY HALL REMODEL PROJECT, CHANGE ORDER #2</u>	53
	It is recommended that the Board of Trustees approve Change Order #2 in the amount of \$10,338.00, for the Analy Hall Remodel Project, for a revised contract price of \$351,207.00.	
M.	<u>SANTA ROSA LIBRARY CONSTRUCTION-RELATED TEMPORARY ELLIOTT AVENUE IMPROVEMENTS PROJECT, RATIFICATION AND AWARD OF BID</u>	55
	A recommendation will be forthcoming.	
	Moved to Action Item 13A	
N.	<u>ANALY VILLAGE MODULAR FACILITIES PROJECT, CHANGE ORDER #1</u>	57
	It is recommended that the Board of Trustees approve Change Order #1, in the amount of \$1,172.00 for the Analy Village Modular Facilities Project, for a revised contract price of \$1,265,572.00.	

ACTION

8.	<u>HUMAN RESOURCES ACTIONS</u>	
A.	<u>MANAGEMENT TEAM PERSONNEL ACTIONS</u>	59
	A recommendation that the Board of Trustees approve the Management Team personnel actions.	
B.	<u>FACULTY PERSONNEL ACTIONS</u>	61
	A recommendation that the Board of Trustees approve the Faculty personnel actions.	
C.	<u>CLASSIFIED PERSONNEL ACTIONS</u>	63-65
	A recommendation that the Board of Trustees approve the Classified personnel actions.	
D.	<u>NON-STUDENT HOURLY EMPLOYMENT ACTIONS</u>	67-70
	A recommendation that the Board of Trustees approve the Non-Student Hourly Employment personnel actions.	

E.	<u>REGULAR INSTRUCTIONAL ASSISTANTS</u>	71
	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>	73
	A recommendation that the Board of Trustees approve hiring of positions prior to the next Board meeting.	
9.	<u>OCTOBER 23 – NOVEMBER 19, 2003 WARRANTS</u>	75-76
	A recommendation that the Board of Trustees approve warrants expended during the period October 23 – November 19, 2003.	
10.	<u>DISTRICT AND FOUNDATION AUDIT REPORTS FOR THE YEAR ENDING JUNE 30, 2003</u>	77
	A recommendation that the Board of Trustees accept the District audit report for the year ended June 30, 2003, and the Foundation audit report for the year ended June 30, 2003.	
11.	<u>ALL FACULTY ASSOCIATION TENTATIVE CONTRACT AGREEMENT FOR 2003-04</u>	79-80
	It is recommended that the Board of Trustees approve the tentative agreement with the All Faculty Association, effective with the beginning of the academic year 2003-04.	
12.	<u>COGENERATION ENGINE REPLACEMENT ENERGY CONSERVATION PROJECT, PERMISSION TO AWARD ENERGY SERVICE PROVIDER CONTRACT</u>	81-84
	A recommendation that the Board of Trustees award the contract in the amount of \$684,612.00, to Industrial Power Technology of Santa Rosa for the Cogeneration Engine Replacement Energy Conservation Project. The contract contains a guaranteed rebate of \$40,000.00 to the college.	
13.	<u>PETALUMA MODULAR FACILITIES ACQUISITION AND INSTALLATION PROJECT, RATIFICATION OF CONTRACT</u>	85
	It is recommended that the Board of Trustees ratify and award the contract in the amount of \$928,000.00 to Modular Services Incorporated, of Riverside, for of Petaluma Modular Facilities Contract, for the Petaluma Facilities Modular Facilities Acquisition and Installation Project.	
13 A	<u>SANTA ROSA LIBRARY CONSTRUCTION-RELATED TEMPORARY ELLIOTT AVENUE IMPROVEMENTS PROJECT, RATIFICATION AND AWARD OF BID</u>	86a
	It is recommended that the Board of Trustees find that the failure to acknowledge Addendum #1 is a non-substantive irregularity and that the Board waives the irregularity and award the bid in the amount of \$124,829.00, to Bradley Electric Inc., of Novato for the Santa Rosa Library Construction-Related Temporary Elliott Avenue Improvements Project.	

