

Board Minutes

Sonoma County
Junior College District

January 14, 2003

The regular meeting of the Board of Trustees of Sonoma County Junior College District convened at 3:07 p.m., Tuesday, January 14, 2003, in Room 154, Mahoney Library, on the Petaluma Campus, Trustees in attendance included: B. Robert Burdo, Richard W. Call, Kathleen Doyle, Carole Ellis, W. Terry Lindley, Mike Smith, and Don Zumwalt.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Doyle/Smith) the Closed Session Agenda was approved as listed on the January 14, 2003 agenda.

PUBLIC COMMENTS ON CLOSED SESSION AGENDA

There were no comments on the agenda.

The Board of Trustees recessed into Closed Session at 3:08 p.m. Closed Session adjourned at 4:01 p.m.

OPEN SESSION

The Board of Trustees reconvened into Open Session at 4:10 p.m. in Room 131, Bertolini Hall, Petaluma Campus. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Kathleen Doyle, Carole Ellis, W. Terry Lindley, Mike Smith, Don Zumwalt and Student Trustee Nick Caston.

1. ANNOUNCEMENT OF REPORTABLE ACTIONS TAKEN IN CLOSED SESSION

Board President Lindley announced that there was no action taken in Closed Session.

2. APPROVAL DECEMBER 10 , 2002 MINUTES

M/S/C (Doyle/Call) the Board of Trustees approved the minutes of December 10, 2002 meeting.

3. SPECIAL PRESENTATIONS

A. PRESENTATION OF "EMPLOYEE OF THE MONTH"

Jim Rose, Dean/Petaluma Campus, introduced Ruben Ochoa, Custodian/Facilities Operations, as the January "Employee of the Month" and presented him with a plaque from the College, two tickets to SRT, two admissions to the SRJC Culinary Cafe, and a gift from the College.

4. PUBLIC COMMENTS

There were no comments from the audience.

5. MONTHLY UPDATE

A. Board Facilities Committee (BFC) (Trustee Burdo)

Trustee Burdo reported that the Board Facilities Committee met on January 7, 2003 and reviewed/discussed the following:

1. **Parameters for Property Review:** The BFC board members outlined their property acquisition parameters including property contiguous to the college campus, within reasonable access for parking and suitable for either new construction or expansion.
2. **Space Planning Update:** It was reported that the District representatives have entered into a planning discussion with Santa Rosa City Schools led by Maas Companies. The goal is to work the City Schools in the identification of projects and property adjustments, which mutually benefit both districts.
3. **First Bond Sale List:** A brief review of the updates first bond sale list was held. Though the first bond sale will generate revenues of \$60 million, the list purposely exceeds that so as to provide project flexibility (timing, state cost sharing, etc.)
4. **Analy Temps Relocation Planning:** The status and layout and design planning were reviewed.

B. Legislative Report (Trustee Smith)

Trustee Smith deferred to Vice President/Business Services Root. Mr. Root updated the Board and members of the audience on the status of the budget as it is today, with drastic changes that have been made since first introduced by the Governor in December.

Trustee Smith and Mr. Root both emphasized the need for unity among the college community to help meet the cuts needed by the college.

C. Foundation

Trustee Call reported on four endowments recently established in the Foundation:

1. \$34,000 contributed through the Women at Ground Zero to establish the Women at Ground Zero Scholarship Endowment to provide scholarships to students in the SRJC Paramedic, Firefight or Police Academies.
2. \$10,000 from the Gong Lowe family to establish the Carrie Gong Lowe Horticulture Scholarship Endowment to benefit Horticulture students.
3. \$20,000 in gifts and corporate matching pledges to the Mark Stephan Bollinger Memorial Endowment to provide assistant for students in the Animal Science program who will intern at the SRJC Shone Farm.
4. The Earl Masterson Engineering Outreach Endowment will support the outreach activities of the Engineering program, including the job shadow program, annual student conference, and the Society of Women Engineers.

D. Board Member Comments

There were no comments by members of the Board.

6. CONSENT AGENDA

M/S/C (Call/Zumwalt) the Board of Trustees approved the Consent Agenda as follows:

Trustee B. Robert Burdo	Aye
Trustee Richard W. Call	Aye
Trustee Kathleen Doyle	Aye
Trustee Carole Ellis	Aye
Trustee W. Terry Lindley	Aye
Trustee Mike Smith, RN	Aye
Trustee Don Zumwalt	Aye
Student Trustee Nick Caston	Aye*

Ayes: *8

Noes: 0

Absent/Abstaining: 0

Includes Student Trustee's vote.

A. RATIFICATION OF CONTRACTS

For the period November 21-December 18, 2002 that meet District Policy 5.8.2, Standards of Ratification.

B. RESOLUTION #2-03, LETTER OF INTENT FROM THE CALIFORNIA TECHNOLOGY, TRADE AND COMMERCE DEPARTMENT

Resolution #2-03 to accept the Letter of Intent from the California Technology, Trade and Commerce Agency in the amount of \$263,312.00 for calendar year 2003 pending receipt and approval of contractual documents.

C. RESOLUTION #1-03, TRANSFER OF FUNDS

Resolution #1-03 establishing the Small Business Development Center (SBDC), Trade and Commerce Agency restricted revenue and expenditures in the amount of \$263,312.00.

D. POLICY 0.25, CONFLICT OF INTEREST CODE — SECOND READING

The proposed changed to Policy 0.25, Conflict of Interest Code, for inclusion in the Policy Manual.

E. INSTRUCTOR LOAD REPORTS FOR FALL 2002 AND SPRING 2003

Changes to the Fall 2002 Instructor Load Report since the November Board meeting and the initial Spring 2003 Instructor Load Report.

F. APPROVAL OF MAJOR PROPOSALS: LIBERAL ARTS & SCIENCES, MATHEMATICS, PHILOSOPHY, UNIVERSITY TRANSFER

The submitted Major proposals for Liberal Arts & Sciences, Mathematics, Philosophy, and University Transfer.

G. OUT-OF-DISTRICT CLASSES FOR PUBLIC SAFETY TRAINING CENTER

The following public safety courses offered outside the District by the Public Safety Training Center, as provided for in California Education Code 55231.

AJ 305.1	Advanced Officer Course	Eight sections to be taught at Hamilton Air Force Base, Novato, CA through College of Marin One section to be taught at San Rafael
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Police Department, San Rafael, CA
through College of Marin

AJ 299.88 Law Enforcement Humane Academy One section to be taught at Novato Police Department, Novato, CA through College of Marin

AJ 299.90 Advanced Humane Academy One section to be taught at Novato Police Department, Novato, CA through College of Marin

H. OUT-OF-STATE TRAVEL TO BRITISH COLUMBIA AND CUBA

For Eric Thompson, Humanities instructor, to travel to British Columbia and Cuba from February 9-16, 2003 at a cost of \$200.00 to the District.

I. SENIORITY ROSTER FOR REGULAR FACULTY AND EDUCATIONAL ADMINISTRATORS

The Seniority List as of all hire dates effective up until December 31, 2002 and as listed on pages 50-59 of the agenda.

J. OUT OF COUNTRY TRAVEL TO ENGLAND

For Joel Gordon to travel to England from March 23-28, 2003 at a total cost of \$3,990.00 (\$1,490.00 from departmental funds and \$2,500 from VATEA funds).

ACTION AGENDA

7. HUMAN RESOURCES

M/S/C (Smith/Burdo) the Board of Trustees approved the following Human Resources actions, as included in the agenda.

A. MANAGEMENT

Work Outside Calendar

1. Hager, Stephanie Project Coordinator/Consumer & Family Studies
1.0 FTE, 238 Days/Year
Range 9.0, Step C, \$\$25.44/Hour
Effective 07-01-02 to 06-30-03

B. FACULTY

Employment

1. Fountaine, Drew Temporary Contract Per Ed Code 87482
Instructor/Business Administration
.91936 FTE, Class C, Step 3, \$25,201.04/
Semester
Effective 01-13-03 to 05-24-03

Leaves of Absence

1. Karraker, Roger Medical Leave of Absence
Instructor/Communication Studies, Contract
1.0 FTE, Class C, Step 16, \$79,949.00/Year
Effective 12-21-02 to 07-01-03

2. **Kraemer, Kathleen** Unpaid Leave of Absence
Faculty/Disability Resources, Contract
1.0 FTE, Class C, Step 14, \$79,165.00/Year
Effective 02-24-03 to 05-24-03

Intent to Participate in Early Retirement Option

1. **Smith, Karl** Instructor/Mathematics/Petaluma Campus
Class C, Step PG28, \$84,842.00/Year
Has met the requirements of District Policy 4.18
Budget Impact: From Base Revenue Funds,
until normal retirement age at current rates:
\$37,911.04
Date of Hire: 09-01-68
Resignation Effective: 05-24-03
Retirement Effective: 05-25-03

C. Classified Personnel Actions

Employment

1. **Garcia, George** A & R Technician II/Admissions, Records &
Enrollment Development
1.0 FTE, 12 Months/Year
Grade I, Step 1, \$2,608.00/Month
Replacement/A. McLeod
Effective 01-06-03
2. **Smith, Jane** Laboratory Assistant III/Business, CIS, Off-
Campus & Weekend Programs
1.0 FTE, 12 Months/Year
Grade K, Step 3, \$3,396.00/Month
Replacement/D. Hiatt
Effective 12-16-02

Promotions/Transfers

1. **Brady, Carrie** Promotion
From: Administrative Assistant I/Agriculture &
Natural Resources
1.0 FTE, 12 Months/Year, Grade I, Step 3,
\$2,876.00/Month
To: Administrative Assistant III/Agriculture &
Natural Resources
1.0 FTE, 238 Days/Year, Grade M, Step 2,
\$19.62/Hour
Replacement/J. Kay
Effective 12-11-02
2. **Green, Donna** Transfer
From: Account Technician II/Bookstore
1.0 FTE, 12 Months/Year
Grade K, Step 4, \$3,356.00/Month
To: A & R Technician III/Health Sciences
1.0 FTE, 12 Months/Year
Grade K, Step 4, \$3,356.00/Month
Replacement: L. Cox
Effective 11-19-02

Shift Differential

1. **James, Daniel** Police Officer/District Police
1.0 FTE, 12 Months/Year
Grade O, Pay Grade P, Step 1
From: \$3,985.20/Month (\$3,888.00 Plus
\$194.40, 5% Shift Differential for 5 day/week)
Effective 12-01-02
2. **Kalogiannis, Marie** A & R Technician III/Admissions, Records &
Enrollment Development/Petaluma Campus
1.0 FTE, 12 Months/Year, Grade K, Step 2
From: \$3,103.86/Month (\$3,043.00 Plus
\$60.86, 5% Shift Differential for 2 days/week
To: \$3,043.00/Month
Effective 12-01-02
3. **Long, Sara** Coordinator, Admissions, Records & Enrollment
Development/Petaluma Campus
1.0 FTE, 12 Months/Year, Grade N, Step 3
From: \$3,866.70/Month (\$3,785.00 Plus
\$75.70, 5% Shift Differential for 2 days/week)
To: \$3,785.00/Month
Effective 12-01-02
4. **Miller, Debra** Microcomputer Lab Specialist I/ SRJC
Technology Academy/Petaluma Campus
1.0 FTE, 12 Months/Year, Grade K, Step 4
From: \$3,356.00/Month
To: \$3,423.12/Month (\$3,356.00 Plus \$67.12,
5% Shift Differential for 2 days/week)
Effective 08-21-02
5. **Willat, David** Police Officer/District Police
1.0 FTE, 12 Months/Year, Grade O, Pay Grade
P, Step 3
From: \$4,395.20/Month (\$4,288.00 Plus
\$107.20, 5% Shift Differential for 2.5
days/week)
To: \$4,288.00/Month
Effective 12-01-02

Resignation

1. **McGuirk, Paul** Microcomputer Lab Specialist I/SRJC
Technology Academy/Petaluma Campus
1.0 FTE, 12 Months/Year, Grade K, Step 2,
\$3,043.00/Month
Effective 12-02-02

D. Non-Student Hourly Employment Actions

As listed on pages 71-78 of the agenda.

E. Regular Instructional Aides

As listed on page 79-80 of the agenda.

F. Approval to Hire Prior to Next Board Meeting

There were no recommended actions for Approval to Hire Prior to the next Board

Repair and Replacement Fund	-0-
Self Insurance Fund	79,488.00
Retiree Benefits Trust Fund	-0-
Student Representation Fee Fund	3,360.00
Development Fund	<u>1,683.00</u>
Total Operating Expenditures	<u>\$ 2,538,131.00</u>
Payroll Expenses	
Regular – November	\$ 4,662,261.00
Supplemental – 12/10/02	2,202,036.00
Student - November	191,907.00
Total Payroll Expenditures	<u>\$ 7,056,204.00</u>
TOTAL WARRANTS FOR PERIOD	<u>\$ 9,594,335.00</u>

INFORMATION

13. EMPLOYEE PERSONAL COMPUTER PURCHASE PROGRAM

The Board reviewed on the 2002 Employee Computer Purchases Program as listed on page 101 of the agenda.

14. BIANNUAL OUT-OF-STATE TRAVEL REPORT

The Board reviewed the information included in the agenda on pages 103-104.

15. STUDENT OFF-CAMPUS HOUSING ASSISTANCE

Ricardo Navarrette, Vice President/Student Services, reviewed plans to develop a Student Off-campus Housing Assistance Program that will support the access, enrollment and retention goals of the College by directly facilitating off-campus housing options.