

Board Minutes

Sonoma County
Junior College District

October 8, 2002

The regular meeting of the Board of Trustees of Sonoma County Junior College District convened at 3:01 p.m., Tuesday October 8, 2002, in Pedroncelli Center, Santa Rosa Junior College Campus. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Mike Smith and Don Zumwalt. Absent: Trustees Kathleen Doyle, Carole Ellis, and W. Terry Lindley.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Call/Burdo) the Closed Session Agenda was approved as listed on the October 8, 2002 agenda.

PUBLIC COMMENTS ON CLOSED SESSION AGENDA

There were no comments on the agenda.

The Board of Trustees recessed into Closed Session at 3:02 p.m. Closed Session ended at 3:45 p.m.

OPEN SESSION

The Board of Trustees reconvened into Open Session at 4:01 p.m. in Pedroncelli Center, Santa Rosa Junior College Campus. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Mike Smith, Don Zumwalt and Student Trustee Nick W. Caston. Trustee Ellis was able to join the Board at this time. Absent: Trustees Kathleen Doyle and W. Terry Lindley. In the absence of Board President Lindley, Board Vice President Zumwalt chaired this meeting.

1. ANNOUNCEMENT OF REPORTABLE ACTIONS TAKEN IN CLOSED SESSION

Vice President Zumwalt reported that there were no actions taken in Closed Session.

2. APPROVAL SEPTEMBER 10 , 2002 MINUTES

M/S/C (Burdo/Ellis) the Board of Trustees approved the minutes of September 10, 2002 meeting.

3. SPECIAL PRESENTATIONS

A. INTRODUCTION OF NEW FACULTY

Ed Buckley, Vice President/Academic Affairs, introduced Phyllis Usina, Librarian/Santa Rosa Campus, as a new tenure track faculty member hired during the last month. He indicated that Nancy Persons, Librarian/Petaluma Campus, has also been hired during this time. She was not able to be in attendance at this meeting.

B. PRESENTATION OF "EMPLOYEE OF THE MONTH"

Joel Gordon, Director/Early Childhood Education, introduced Billie Firpo, Administrative Assistant/Child Development, as the October "Employee of the Month" and presented her with a plaque from the College, two tickets to SRT, two admissions to the SRJC Culinary Cafe, and a gift from the College.

C. INTRODUCTION OF MICHAEL MC GINNIS

Ed Buckley, Vice President/Academic Affairs introduced Michael McGinnis, SRJC Art Gallery Exhibit Specialist and adjunct instructor who demonstrated to the Board of Trustees his recent invention, Superplexus.

4. PUBLIC COMMENTS

A. MICHAEL ALLEN

Michael Allen, General Manager, SEIU, addressed the Board regarding the present concerns classified staff have with the Board's not accepting the arbitrator's advisory decision regarding "hours of employment". He presented the Board with a response letter regarding Mr. Steve O'Keefe's September 10, 2002 presentation.

B. DUANE DE WITT

Expressed his appreciation for Santa Rosa Junior College hosting the Veterans' Day Celebration on campus for the last five years — this year it will be held at the Santa Rosa City Hall.

Secondly, he indicated he would be supporting the Kent Hall students in their quest to keep Kent Hall open as a student housing facility, rather than using for other programs during the upcoming construction projects.

C. RICHARD FIORENTINO

Distributed copies of a recent "Oak Leaf" that highlighted the need to keep Kent Hall open as a dormitory for students and for the administration to look at other alternatives.

A similar comment on this same issue was presented by a member of the audience whose brother-in-law is a present resident of Kent Hall.

5. MONTHLY UPDATE

A. Board Facilities Committee (Trustee Burdo)

Trustee Burdo reported that the Board Facilities Committee met on October 1, 2002 and reviewed/discussed/authorized the following:

1. Agriculture Pavilion: An overview of the expanded development of the Pavilion at Shone Farm (inclusive of all agriculture programs) was reviewed and will be brought back for further consideration at a future meeting.
2. Press Box: Phase I of the installation is complete and signage should be in place in a few weeks. Phase II, including the disabled access elevator and bleacher improvements, will commence in the near future.
3. Los Guilucos Hazardous Materials Removal Project: Final inspection has been completed by all entities with a final punch list identified. It is anticipated that the firing range could be turned over to the County on or about November 1st.
4. Culinary Arts at the Brickyard: This project is nearing completion and should be ready for occupancy by October 15th.

B. Legislative Report (Trustee Smith)

No report.

C. Foundation

Trustee Call reported on the following:

1. SRJC Bear Cub Athletic Trust Golf Tournament: Will be held on Monday, October 21st at the Fountaingrove Golf and Country Club. The funds raised at this event will benefit the SRJC athletic teams.
2. 2002 Foundation Partnership Awards: Were presented to R. Elton Leith, a donor since 1992, for his commitment to the College, its programs and students AND to The David B. Gold Foundation for its support of student scholarships in the Agriculture/Natural Resources program in 1997, to the Health Science program's dental clinic and with help in equipping the Richard L. Thomas Classroom at Shone Farm.

D. Board Member Comments

1. Trustee Smith announced the upcoming Health Care Forum to be held October 19th in Newman Auditorium.
2. Student Trustee Caston reported on his recent experiences as a Tour Guide on campus and announced the upcoming SRJC Theatre Arts production/book signing by Greg Sarris on October 12th.

6. CONSENT AGENDA

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

Trustee B. Robert Burdo	Aye
Trustee Richard W. Call	Aye

Trustee Kathleen Doyle	Absent
Trustee Carole Ellis	Aye
Trustee W. Terry Lindley	Absent
Trustee Mike Smith, RN	Aye
Trustee Don Zumwalt	Aye
Student Trustee Nick Caston	Aye*

Ayes: 6*

Noes: 0

Absent/Abstaining: 2

Includes Student Trustees' vote.

A. RATIFICATION OF CONTRACTS

For the period August 22-September 18, 2002 that meet District Policy 5.8.2, Standards of Ratification.

B. RESOLUTION #29-02, TRANSFER OF FUNDS

Increasing the Matriculation (FY01/02 Carryover) Program restricted revenue and expenditures by \$5,572.00; and, establishing the Early Intervention for School Success (EISS) Preschool Teacher Training Grant restricted revenue and expenditures in the amount of \$1,000.00.

C. RENEWAL OF CONTRACT TO PROVIDE SERVICES TO STUDENTS

The continuation of the contractual agreement between the District and Yosemite Community College District Child Development Training Consortium for 2002-2003 to provide services to enhance the quality of child care in Sonoma County.

D. OUT-OF-COUNTRY TRAVEL TO JAPAN

The out-of-country travel to Chiba, Japan, for Norm Cleaver and Jeff Snow from October 18-25, 2002, at no cost to the District.

E. INSTRUCTOR LOAD REPORTS FOR SUMMER AND FALL 2002

Changes to the Summer and Fall 2002 Instructor Load Reports since the September Board meeting.

F. APPROVAL OF FIRE TECHNOLOGY MAJOR PROPOSAL

The Fire Technology Major proposal.

G. CULINARY ARTS PROGRAM AT THE BRICKYARD RENOVATION PROJECT, CHANGE ORDER #2

Change Order #2, in the amount of \$31,137.00, for the Culinary Arts at the Brickyard Project, for a revised contract amount of \$714,465.00.

H. PRESENTATION OF THE DISTRICT'S CONTRACT PROPOSALS FOR REOPENERS FOR 2002-2003 WITH SEIU

1. **Garrison, Douglas** From: Executive Dean, Petaluma Campus
To: Vice President/Executive Dean, Petaluma Campus
Effective 07-01-02
Salary placement appropriate to position
2. **Buckley, Edmund** From: Vice President of Academic Affairs
To: Vice President of Academic Affairs/ Assistant Superintendent
Effective 07-01-02
Salary placement appropriate to position

C. FACULTY

Employment

1. **Persons, Nancy** Public Services Librarian/Mahoney Library/
Petaluma Campus
Contract I
1.0 FTE, Class C, Step 6, \$49,154.40/Year
(Salary for 02/03 prorated based on effective date; based on 144 contract days)
Replacement/M. Gray
Effective 10-01-02
2. **Usina, Phyllis** Public Services Librarian/Plover Library
Contract I
1.0 FTE, Class A, Step 2, \$39,222.75/Year
(Salary for 02/03 prorated based on effective date; based on 155 contract days)
Replacement/J. Black
Effective 09-16-02

Leaves of Absence

1. **Egli, Ida** Partial Medical Leave of Absence With Pay
Instructor/English, Contract
Class B, Step 15, \$75,054.00/Year
From: 1.0 FTE
To: .50 FTE
Effective 08-14-02 to 12-20-02
2. **Romo, Manuel** Administrative Leave of Absence With Pay
Instructor/Social Sciences, Contract
1.0 FTE, Class A, Step 13, \$67,583.00/Year
Effective 08-14-02 to 12-20-02
3. **Simons, Joe** Partial Medical Leave of Absence With Pay
Instructor/Behavioral Sciences, Contract
From: 1.0 FTE
To: .60 FTE

Effective 08-15-02 to 05-25-03

4. **Waxman, Gerald** Partial Medical Leave of Absence With Pay
Instructor/Earth and Space Sciences, Contract
From: 1.0 FTE
To: .40 FTE
Effective 08-14-02 to 12-20-02

D. Classified Personnel Actions

Employment

1. **Amin, Sachin** Help Desk Technician/Computing Services
.59 FTE, 12 Months/Year
Grade K, Step 1, \$1,449.00/Month
Effective 09-09-02
2. **Davis, Gregory** Science Lab Technician/Engineering/Physics
.50 FTE, 238 Days/Year
Grade L, Step 3, \$19.49/Hour
Replacement/L. Drake
Effective 09-23-02
3. **Engelsgaard, Lois** Temporary Increase in Hours
Childcare Teacher/Child Development
199 Days/Year, Grade I, Step 5,
\$18.29/Hour
From: .562 FTE
To: 65 FTE
Coverage/C. Cokes' temporary reduction in
hours
Effective 07-01-02 to 06-30-03
4. **Espenship, Shellie** Temporary Increase in Hours
Child Development Master Teacher/Child
Development
199 Days/Year, Grade K, Step 5,
\$20.33/Hour
From: .8438 FTE
To: 9688 FTE
Reason/Coordinate parent education project
Effective 07-02-02 to 06-09-03
5. **Hinchman, Jane** Temporary Increase in Hours
Scheduling Technician/Scheduling
12 Months/Year, Grade K, Step 4
From: .50 FTE, \$1,761.90/Month
(\$1,678.00 Plus \$83.90, 11th Year
Longevity)
To: .70 FTE, \$2,466.66/Month (\$2,349.20
Plus \$117.66, 11th Year Longevity)
Coverage/R. Robinson's temporary reduction
in workload
Effective 09-03-02 to 08-29-03

6. **James, Daniel** Police Officer/District Police
1.0 FTE, 12 Months/Year
Grade O, Pay Grade P, Step 1
\$3,985.20/Month
Replacement/L. Seevers
Effective 09-09-02
7. **Obrador, Gilda** Temporary Increase in Hours
A & R Technician II/Admissions, Records &
Enrollment Development
12 Months/Year, Grade I, Step 2
From: .50 FTE, \$1,369.50/Month
To: .75 FTE, \$2,054.25/Month
Effective 09-09-02 to 12-20-02
8. **Ramseier, Robert** Temporary Working Out of Class
Financial Aid Technician I/Financial Aid
1.0 FTE, 12 Months/Year
From: \$2,739.00/Month
To: \$3,012.90/Month (\$2,739.00 Plus
\$273.90, 10% Working Out of Class)
Coverage/J. Olsen vacancy
Effective 09-01-02 to 11-30-02
9. **Robinson-Pierce, Renee** Temporary Reduction in Hours
Scheduling Technician/Scheduling
12 Months/Year, Grade K, Step 5
From: 1.0 FTE, \$3,700.20/Month
(\$3,524.00 Plus \$176.20, 11th Year
Longevity)
To: .80 FTE, \$2,960.16/Month (\$2,819.20
Plus \$140.96, 11th Year Longevity)
Effective 09-03-02 to 08-29-03
10. **Sweningsen, Yarrow** Temporary Increase in Hours
Media Assistant/Communications Studies
217 Days/Year, Grade K, Step 5,
\$20.33/Hour
From: .375 FTE
To: .50 FTE
Reason/Increase in technical production work
Effective 08-28-02 to 05-23-03
11. **Walter, Robert** Micro Computing Lab Specialist II/Academic
Computing
1.0 FTE, 12 Months/Year
Grade M, Step 3, \$3,570.00/Month
New Position: Board Approved 06-12-12
Effective 09-09-02
12. **Willat, David** Police Officer/District Police
1.0 FTE, 12 Months/Year
Grade O, Pay Grade P, Step 3
\$4,395.20/Month (\$4,288.00 Plus
\$107.20, 2.5% Shift Differential)
Replacement/R. Garcia

Effective 08-26-02

Summer, Break and Employment Outside of Calendar

1. **Allen, Jennifer** Childcare Assistant/Child Development
.6250 FTE, 199 Days/Year, Grade E, Step 3,
\$13.81/Hour
Reason/Attend Workshop
Effective 08-06-02 to 08-08-02

2. **Zacher, Janice** Childcare Assistant/Child Development
.9725 FTE, 199 Days/Year, Grade I, Step 4,
\$17.42/Hour
Reason/Attend Workshop
Effective 08-06-02 to 08-08-02

Shift Differential

1. **Holzworth, Jeff** Police Office/District Police
1.0 FTE, 12 Months/Year
Grade P, Step 4
From: \$5,189.21/Month (\$4,503.00 Plus
\$461.56, 16th Year Longevity Plus \$49.65,
1% Shift Differential Plus \$175.00 FTO
Stipend)
To: \$5,238.85/Month (\$4,503.00 Plus
\$461.56, 16th Year Longevity Plus \$99.29,
2% Shift Differential Plus \$175.00 FTO
Stipend)
Effective 08-01-02

2. **Pell, John** Police Officer/District Police
1.0 FTE, 12 Months/Year, Grade P, Step 4
From: \$4,593.06/Month (\$4,503.00 Plus
\$90.06, 2% Shift Differential)
To: \$4,548.03/Month (\$4,503.00 Plus
\$45.03, 1% Shift Differential)
Effective 09-01-02

Leave of Absence

1. **Chaney, April** Family Medical Leave of Absence Without Pay
Coordinator, Assessment Testing/Assessment
1.0 FTE, 12 Months/Year
Grade N, Step 3, \$4,600.69/Month
(\$3,785.00 Plus \$815.69, 26th Year
Longevity)
Effective 10-09-02 to 12-31-03

2. **Tuscany, Barbara** Continuation of (Partial) Family Leave of
Absence
A & R Technician III/Admissions, Records and

Enrollment Development
 12 Months/Year, Grade K, Step 5
 From: 1.0 FTE, \$3,700.20/Month
 (\$3,524.00 Plus \$176.20, 11th Year
 Longevity)
 To: .50 FTE, \$1,850.10/Month (\$1,762.00
 Plus \$88.10, 11th Year Longevity)
 Effective 09-09-02 to 12-20-02

E. Non-Student Hourly Employment Actions

As listed on pages 65-75 of the agenda.

F. Regular Instructional Aides

As listed on page 77-80 of the agenda.

G. Approval to Hire Prior to Next Board Meeting

Classified

1.	Administrative Assistant II	Business Office Technology	RPL: R. Wade
2.	Bookstore Clerk II	Bookstore	RPL: R. Peterson
3.	Community Services Officer (Categorically Funded) Two Positions	District Police	New Positions: Board Approved 8-13-02
4.	Custodian	Public Safety/Facilities Operations	New Position Board Approved 8-13-02
5.	Financial Aid Technician II	Financial Aid	RPL: J. Olsen
6.	Groundskeeper I	Public Safety/Facilities Operations	New Position Board Approved 8-13-02

8. AUGUST 22-SEPTEMBER 18, 2002 WARRANTS

M/S/C(Burdo/Ellis) the Board of Trustees approved the August 22- September 18, 2002 warrants as follows:

Operating Expenses

General Fund	\$1,597,528.00
Capital Projects	119,422.00
General Obligation Bond Projects Fund	82,610.00
Dormitory Interest/Redemption Fund	- 0 -
Child Development Fund	3,761.00
College Farm Fund	110,062.00

Dorm Revenue Fund	40,860.00
Vending Fund	- 0 -
Parking Fund	28,623.00
Repair and Replacement Fund	- 0 -
Self Insurance Fund	177,227
Retiree Benefits Trust Fund	- 0 -
Student Representation Fee Fund	5,973.00
Development Fund	<u>35.00</u>

Total Operating Expenditures \$
2,166,101.00

Payroll Expenses

Regular – August	\$ 4,465,744.00
Supplemental – 9/10/02	1,558,946.00
Student - August	125,447.00

Total Payroll Expenditures \$
6,150,137.00

TOTAL WARRANTS FOR PERIOD \$
8,316,238.00

INFORMATION

9 . BOARD NOMINATING COMMITTEE APPOINTMENTS

Vice President Zumwalt announced that Board President Lindley has appointed Trustee Call to serve as Chair of the Board Nominating Committee, with Trustees Zumwalt and Lindley as members. They will bring back recommendations of officers of the Board of Trustees for the coming year at the November meeting.

10 . WASC ACCREDITATION UPDATE

Ed Buckley, Vice President/Academic Affairs, updated the Board members on the status of SRJC's Accreditation Team visit scheduled for October 22-24, 2002.

11 . CHANGES TO PROCEDURE 2.2.2, ADMINISTRATIVE, CLASSIFIED MANAGEMENT, AND CONFIDENTIAL POSITIONS

The members of the Board of Trustees had no questions regarding the updated changes proposed. They approved adding of the two new title changes (Item 7, B of this agenda) for inclusion in this list for the Policy Manual.

12 . REPORTS OF:

A. Academic Senate (Greg Granderson)

The Senate is discussing changes to the Credit/No Credit policy and residency for

students (regarding what certificates, units from other institutions SJRC will recognize)

Announced upcoming State Academic Senate Conference.

B. Classified Senate (Raoul Yriberry)

No report.

C. Associated Students (Eric Allen, President)

1. Reported on the visit of 30 students from Denmark who observed a variety of classes and gained an understanding of what college life is like in the United States.
2. Announced that a resolution was adopted emphasizing that March 31st be recognized as a holiday by SRJC.
3. Announced that the Associated Students will be sending a delegation of students to the CalSACC Conference in Burlingame, October 25-27.
4. Reported on the successful Blood Drive last month and that there are presently 13 active clubs on campus.
5. Thanked Ron Root, Ricardo Navarrette and Ed Buckley for attending the students Leadership Retreat at Point Bonita.

13. ADJOURNMENT

There being no further business, the meeting was adjourned at 5:10 p.m.

Mike Smith, RN
Clerk