

Board Minutes

Sonoma County Junior College District

March 11, 2003

The regular meeting of the Board of Trustees of Sonoma County Junior College District convened at 3:03 p.m., Tuesday, March 11, 2003, in the Conference Room, Pedroncelli Center, Santa Rosa Junior College campus. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Kathleen Doyle, W. Terry Lindley, Mike Smith, and Don Zumwalt. Absent: Trustee Carole Ellis.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Doyle,/Call) the Closed Session Agenda was approved as listed on the March 11, 2003 agenda.

PUBLIC COMMENTS ON CLOSED SESSION AGENDA

There were no comments on the agenda.

The Board of Trustees recessed into Closed Session at 3:04 p.m. Closed Session adjourned at 3:58 p.m.

OPEN SESSION

The Board of Trustees reconvened into Open Session at 4:06 p.m. in the Conference Room, Pedroncelli Center, Santa Rosa Junior College campus. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Kathleen Doyle, W. Terry Lindley, Mike Smith, Don Zumwalt and Student Trustee Nick Caston. Absent: Trustee Carole Ellis.

1. ANNOUNCEMENT OF REPORTABLE ACTIONS TAKEN IN CLOSED SESSION

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

2. APPROVAL FEBURARY 11, 2003 MINUTES

M/S/C (Burdo/Doyle) the Board of Trustees approved the minutes of January 14, 2003 meeting.

3. SPECIAL PRESENTATIONS

A. PRESENTATION OF "EMPLOYEE OF THE MONTH"

Pj LoCoco, Instructor/Ag & Natural Resources Department, introduced Mary Frost, SRJC reentry student and Horticulture Technician/Ag & Natural Resources Department, as the March 2003 "Employee of the Month" and presented her with two tickets to SRT, two tickets to SRJC's Culinary Café, and a gift from the College.

B. SPECIAL PRESENTATION BY BEN BENSON

Ben Benson, Coordinator/Jesse Peter Museum, reported on a recent donation to the Museum from the family members of Elsie Allen, introducing those members present at the meeting. The donation included 130 historical Pomo Indian baskets.

4. **PUBLIC COMMENTS**

A. **Linda Pitkin**

Reviewed upcoming possible solutions for the inclusion of bike pathways with the alternatives being discussed by the SMART board and the proposed widening by Cal Trans at the Jennings Street SMART station.

B. **Marty Kinahan**

Marty Kinahan, Head Men's Soccer Coach, introduced the two captains of his state championship soccer team and thanked the Board for their support during the past year.

5. **MONTHLY UPDATE**

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

Trustee Burdo reported that the Board Facilities Committee met on March 4, 2003 and reviewed/discussed the following:

1. Analy Hall Remodel Project: The scope and content of the proposed remodel project which provides necessary internal and external improvements to the facility.
2. Library Project Status Report: The need to begin the Library site work during late summer, early fall. This start date is directly related to the clearing of the existing Analy Temporary buildings.
3. Analy Village Project Update: The very tight timeline for both its site and modular installation work. The administration/board are discussing having this project under the concept of construction management (hiring a project manager) to insure better coordination and consistency in project cost and completion.
4. Environmental Projects: Sustainable environmental sensitive design and construction, as brought forth by Margaret Pennington.
5. Related facility items included on the agenda.

B. **Legislative Report (Trustee Smith)**

Trustee Smith reported that there is not much good news from Sacramento regarding community college budgets. He indicated that community colleges do not have the lobbying power as other educational groups and stated that a community college mass march on the Capitol is scheduled for Monday, March 17 (SRJC is sending 75 students, faculty and staff) to demand proportionate treatment for our community colleges. He encouraged letters, emails to our legislators asking for their help in restoring funds to community colleges.

C. **Foundation**

Trustee Call reported:

1. The Friends of Petaluma have raised more than \$22,000 towards the challenge gift that Connie Mahoney so generously sponsored to the Mahoney Library Endowment.

2. The President's Circle Annual Giving Society has been created by the Santa Rosa Junior College Foundation Board of Directors and the College President to assist with financial support for the work of the Foundation. An anonymous donor has offered a dollar-for-dollar match of \$50,000, of which more than \$30,000 has been raised. To join the President's Circle, donors make a contribution of \$1,000 or more.

E. Board Member Comments

Student Trustee Caston urged everyone to get involved in the March 17 mass march on the Capitol.

6. CONSENT AGENDA

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

A. RATIFICATION OF CONTRACTS

For the period January 22-February 18, 2003 that meet District Policy 5.8.2, Standards of Ratification.

B. DESTRUCTION OF RECORDS

Authorizing the Purchasing Director to destroy the records as indicated on the list included with the Board item.

C. DECLARATION OF SURPLUS PROPERTY

As listed on page 30 of the agenda.

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

One section of AJ 240.7 (Police Management Seminar) to be taught at the Marines Memorial Building, San Francisco, CA, through San Francisco Community College District.

E. AMENDMENT TO THE CONTRACT WITH THE CHILD DEVELOPMENT DIVISION, STATE DEPARTMENT OF EDUCATION FOR GENERAL CHILD CARE AND DEVELOPMENT FOR FISCAL YEAR 2002-2003

The amendment to the contractual relationship with the Child Development Division, State Department of Education, to provide child care services for 2002-2003..

F. INSTRUCTOR LOAD REPORTS FOR FALL 2002 AND SPRING 2003

The final Fall 2002 Instructor Load Report and changes to the Spring 2003 Instructor Load Reports since the February Board meeting..

G. GRANT

The following grant application and authorized expenditure of funds upon their award and receipt.

Collaborative Research: Giant Manta Rays, submitted by Dr. Robert Rubin, in the amount of \$44,800.00, with no District or Foundation match required.

H. PIONEER HALL HVAC REPLACEMENT PROJECT, ADVANCE AWARD

Authorizing the administration to accept and award the bid for the for the Pioneer Hall HVAC Replacement Project contingent upon the amount being within budget.

I. BAKER HALL CLASSROOM, LABORATORY AND OFFICE REMODEL PROJECT, CHANGE ORDER #2

Change Order #2 in the amount of \$7,499.00, for the Baker Hall Classroom, Laboratory and Office Remodel Project, for a revised contract price of \$1,093,046.00.

J. ANALY HALL REMODEL PROJECT PERMISSION TO GO TO BID

Authorizing the administration to go to bid for the Analy Hall Remodel Project and approve the award of bid contingent upon the amount being within budget..

K. LOUNIBOS RE-ROOFING SCHEDULED MAINTENANCE PROJECT, PERMISSION TO BID

Authorizing the administration to go to bid for the Lounibos Re-Roofing Scheduled Maintenance Project and approved the award of bid contingent upon the amount being within budget.

L. BAKER HALL ROOF RE-COAT SCHEDULED MAINTENANCE PROJECT, PERMISSION TO BID

Authorizing the administration to go to bid for the Baker Hall Center Roof Re-Coat Scheduled Maintenance Project and approved the award of bid contingent upon the amount being within budget.

M. FACILITIES REMOVAL PROJECTS, PERMISSION TO GO TO BID

Authorizing the administration to go to bid for the Facilities Removal Projects and approved the award of bid contingent upon the amount being with budget. All funding will come from Fund 43.

N. ANALY HALL RE-ROOFING PROJECT, PERMISSION TO GO TO BID

Authorizing the administration to go to bid for the Analy Hall Re-roofing project and approved the award of bid contingent upon the amount being within budget.

O. ROOF ANCHORAGE SAFETY PROJECT, PERSMISSION TO GO TO BID

Authorizing the administration to go to bid for the Roof Anchorage Safety Project and approved the award of bid contingent upon the amount being within budget.

P. PUBLIC SAFETY TRAINING CENTER FIRE TOWER PROJECT, PERMISSION TO GO TO BID

Authorizing the administration to go to bid for the Public Safety Training Center Fire Tower Project and approved the award of bid contingent upon the amount being within budget.

Q. THE ANALY VILLAGE SITE WORK AND UTILITIES DEVELOPMENT PROJECT, PERMISSOIN TO GO TO BID AND AWARD CONTRACT

Authorizing the administration to go to bid for the Analy Village site Work and Utilities Development Project and approved the award of bid contingent upon the amount being with budget. All funding will come from Fund 43.

R. CLASSROOM VIDEO/COMPUTER PROJECTORS, AWARD OF BID

Awarding the bid for the Classroom Video/Computer Projectors to CCS Presentation Systems of San Jose California for the amount of \$171,417.00.

S. INSTRUCTIONALLY RELATED FEES FOR SUMMER 2003

As listed on pages 61-62 of the agenda.

ACTION AGENDA

7. HUMAN RESOURCES

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

A. MANAGEMENT

Leaves of Absence

1. Ahrens, Scott
Military Leave of Absence Without Pay
Director/SRJC Technology Academy/Petaluma Campus
1.0 FTE, 12 Months/Year
Range 12.0, Step C, \$6,029.00/Month
Effective 02-03-03 to -6-30-03
2. Meyer, Sabrina
Maternity Leave of Absence and Partial Family Leave of Absence
Assistant Director, Human Resources/Human Resources
1.0 FTE, 12 Months/Year
Range 12, Step D, \$6,302.00/Month
Maternity Leave: 01-21-03 to 03-31-03
Family Leave (60%): 04-01-03 to 05-30-03
(Benefits to continue)

Resignation/Intent to Retire

1. Beard, Laurie
Executive Assistant, Confidential/President's Office
1.0 FTE, 12 Months/Year
Range 9.0, Step E, \$5,849.01/Month
(\$4,812.00 plus \$1,037.01, 26th Year Longevity)
Date of Hire: 08-03-64
Date of Resignation: 05-01-03
Date of Retirement: 05-02-03

B. FACULTY

Leaves of Absence

1. Vallejo, Laura
Personal Leave of Absence Without Pay
Instructor/Child Development, Contact I
1.0 FTE, Class C, Step 6
From: 1.0 FTE, \$62,676.00/Year
To: .80 FTE, \$50,140.80/Year
Reason/Educational leave to complete doctoral degree
Effective 02-03-03 to 05-24-03
2. Waxman, Gerald
Partial Medical Leave of Absence
Instructor/Earth & Space Sciences, Contract
Class D, Step PG28, \$86,539.00/Year
From: 1.0 FTE
To: .60 FTE
Effective 01-13-03 to 05-24-03

B. Permanent Pre-Retirement Load Reduction

1. Shore, Richard
Instructor/Earth & Space Sciences, Contract
Class A, Step 16
From: 1.0 FTE, \$71,154.00/Year
To: .85 FTE, \$60,489.90/Year
(.85 FTE Fall Semester, .85 FTE Spring Semester)
Per Ed Code Sections 22713 and 87483; and
AFA Contract (1996-99), Article 24.02
Effective 07-18-03 to end of Spring Semester 2007

C. Classified Personnel Actions

Employment

1. Boice, Mollie
Temporary Increase in Hours
Promotions Technician/Theatre Arts
12 Months/Year, Grade M, Step 5
From: .50 FTE, \$2,170.27/Month (\$1,968.50 Plus \$201.77, 16th Year Longevity)
To: 1.0 FTE, \$4,340.54/Month (\$3,937.00 Plus \$403.54, 16th Year Longevity)
Reason/Increase in hours May through September
Effective 05-01-03 to 09-30-03
2. Owen, Tammy
Temporary Working Out of Class
Bookstore Clerk I/Bookstore
1.0 FTE, 12 Months/Year, Grade E
From: \$2,393.00/Month, Step 3
To: \$2,512.65/Month (\$2,393.00 Plus \$119.65, 5% Working Out of Class)
Reason/Several duties were performed from a higher vacant position
Effective 12-01-01 to 06-30-02

And

From: \$2,513.00/Month, Step 4
To: \$2,638.65/Month (\$2,513.00 Plus \$124.65,
5% Working Out of Class)
Reason/Several duties were performed from a
higher vacant position
Effective 07-01-02 to 01-15-03

3. **Peterson, Robert** Temporary Working Out of Class
Bookstore Assistant/Bookstore
1.0 FTE, 12 Months/Year, Grade I, Step 5
From: \$3,171.00/Month
To: \$3,329.55/Month (\$3,171.00 Plus \$158.55,
5% Working Out of Class)
Reason/Several duties were performed from a
higher vacant position
Effective 12-01-02 to 06-30-03

Shift Differential

1. **Dolinsek, Carol** Community Service Officer/District Police
1.0 FTE, 12 Months/Year, Grade H, Step 5
From: \$3,169.95/Month (\$3,019.00 Plus
\$150.95, 5% Shift Differential)
To: \$3,019.00
Effective 02-01-03
2. **Logue, Rose** Administrative Assistant I/English
.60 FTE, 12 Months/Year, Grade I, Step 3
From: \$1,725.60/Month
To: \$1,811.88/Month (\$1,725.60 Plus \$86.28,
5% Shift Differential for 4 days/week)
Effective 11-15-00
3. **McGowan, Marshall** Microcomputer Lab Specialist I/Computer &
Information Sciences/Petaluma Campus
1.0 FTE, 238 Days/Year, Grade K, Step 5
From: \$20.33/Hour
To: \$21.53/Hour (\$20.33 Plus \$1.02, 5% Shift
Differential for 1 day/week)
Effective 01-130-03 to 05-23-03
4. **Xu, Jun** Coordinator/Microcomputer Lab/Computer &
Information Sciences/Petaluma Campus
1.0 FTE, 238 Days/Year, Grade N, Step 2
From: \$20.79/Hour
To: \$21.83/Hour (\$20.79 Plus \$1.04, 5% Shift
Differential for 1 day/week)
Effective 01-16-03 to 05-23-03

D. Non-Student Hourly Employment Actions

As listed on pages 71-77 of the agenda.

E. Regular Instructional Aides

As listed on page 79-81 of the agenda.

F. Approval to Hire Prior to Next Board Meeting

Executive Assistant

President's Office

RPL: L. Beard

8. NOTICES OF REEMPLOYMENT AND NON-REEMPLOYMENT OF CONTRACT FACULTY 2003-2004

M/S/C (Doyle/Zumwalt) the Board of Trustees approved entering into a contract into a contract for a second academic year (i.e., Contract II status) in 2003-2004 with the following employees [EC § 87608 (b)]:for 2003-2004:

Faculty Member	FTE	Department
Anderman, Mark	1.0	Music
Fritschen, John	1.0	Business Administration
Horton, Jean	1.0	Art/Petaluma
Khan, Sheraz	1.0	Engineering/Physics
McCormick, Jill	1.0	Physical Education, Dance & Athletics
Mulkovich, Nikona	1.0	Behavioral Sciences/Petaluma
Persons, Nancy	1.0	Library
Rosen, Scott	1.0	Computer & Information Sciences
Usina, Phyllis	1.0	Library
Vallejo, Laura	1.0	Child Development
Webber, Carrie	1.0	Physical Education, Dance & Athletics
Williams, Lynda	1.0	Engineering/Physics

Entering into a contract into a contract for a third academic year (i.e., Contract III status) for the following two academic years: 2003-2004 and 2004-2005, with the following employees [EC § 87608.5 (b)]:

Faculty Member	FTE	Department
Burgett, Catherine	1.0	Consumer & Family Studies
Donovan, Michael	1.0	Philosophy
Falbo, Tom	1.0	Mathematics
Fuchigami, Hiroshi	1.0	Art
Gattinella, Roy	1.0	Business Administration
Grady, Carla	1.0	Philosophy
Grayson, Margaret	1.0	Disability Resources
Hatter, Deanna	1.0	Guidance/Counseling
Hinnenberg, Alison	1.0	Art
Massell, Carolyn	1.0	Computer & Information Sciences
McKeever, Michael	1.0	Computer & Information Sciences
McMillan, Craig	1.0	Physical Education, Dance & Athletics
Nasseem, Narmeen	1.0	Behavioral Sciences
Nguyen, Binh	1.0	Behavioral Sciences
Robledo, Daniel	1.0	Agriculture & Natural Resources
Thompson, Eric	1.0	Humanities
Thompson, Julie	1.0	English
Velasquez, Mary L.	1.0	English as a Second Language
Wamhoff, Meryl	1.0	Music

Entering into a contract into a contract for a third academic year (i.e., Contract III status) for their second year in academic year 2003-2004, with the following employees [EC § 87608.5 (b)]:

Faculty Member	FTE	Department
Armstrong, Bettina	1.0	Guidance/Counseling
Avila, Filomena	1.0	ESL/Counseling
Bach, Gale	1.0	Mathematics
Davis, Dianne	1.0	Guidance/Counseling
Donnegan, Ann-Marie	1.0	Social Sciences
Elowitz, Ruth	1.0	English

Ezersky, Debbie	1.0	Disability Resources
Findling, Rhonda	1.0	Extended Opportunity Programs & Svcs
Kelly-Moore, Jill	1.0	Humanities
Laughlin, Maryann	1.0	Academic Computing
Lindstrom, Kirsten	1.0	Life Sciences
Mendes, Laura	1.0	Agriculture & Natural Resources
Quiroz, T. Norberto	1.0	Counseling/Petaluma Campus
Wade, Kasey	1.0	Agriculture & Natural Resources
Wagner, Leonard	1.0	Physical Education, Dance & Athletics

The following Contract III (Year 4) faculty be granted tenure [EC § 87609(a)]:

Faculty	FTE	Department
Burzycki, Wanda	1.0	College Skills
Diamond, Jeffrey	1.0	Computer & Information Sciences
Downing, Laura	1.0	Theatre Arts
Fautley, Robin	1.0	Life Sciences
Harden, David	1.0	Computer & Information Sciences
Kelly, William	1.0	Industrial & Trade Tech/Machine Tool
Mulcaire, Terry	1.0	English
Pompan, Claudia	1.0	Social Sciences/Political Science
Rammage, Dexter	1.0	Automotive Technology
Vercoutere, Mary	1.0	Health Sciences
Withers, Breck	1.0	Business Office Technology

The following faculty employed Under Education Code § 87482 receive notices of non-reemployment, since they are temporary and replacing faculty members on leave who are returning in academic year 2003-2004:

Faculty	FTE	Department
Braynard, Jane	.72	Business Administration
Boldt, Brian	.674014	English
Clemens, Daniel	.93335	Life Sciences
Fontaine, Drew	.91914	Business Administration
Kamitaki, Lisa	1.0	English
Montoya-Dane, Raquel	1.0	English

9. TRANSITION OF STUDENT HOUSING PROGRAM

M/S/C (Burdo/Zumwalt) the Board of Trustees approved the Student Services transition of student on-campus housing to "Student Off-campus Housing Assistance" reporting to Student Affairs, effective May 25, 2003, and the modified job descriptions for managers directly affected (new position - Student Support Coordinator, formerly Manager/Student Housing and modifications to Activities Advisor position).

10. PROPOSED INCREASE TO DOYLE SCHOLARSHIP AND DOYLE OCCUPATIONAL AWARD AMOUNTS

M/S/C (Doyle/Call) the Board of Trustees approved a \$100 annual increase to the Doyle Scholarship and Doyle Occupational Education Award amounts effective Fall 2003.

11. DESIGNATED STUDENT FEE INCREASE

M/S/C (Call/Zumwalt), with Student Trustee Caston voting no, the Board of Trustees approved increases to Student Record and Student Identification fees effective Fall 2003, GED Test fee effective March 12, 2003 and authorized reasonable increases when the cost of goods or services exceed actual revenues.

Total Operating Expenditures	<u>\$ 2,319,536.00</u>
Payroll Expenses	
Regular – January	\$ 4,535,690.00
Supplemental – 2/10/03	1,496,740.00
Student - January	84,609.00
Total Payroll Expenditures	<u>\$ 6,117,039.00</u>
TOTAL WARRANTS FOR PERIOD	<u>\$ 8,436,575.00</u>

INFORMATION

14. AMERICAN SIGN LANGUAGE DEPARTMENT

Victor Cummings, Dean/Letters and Social Sciences, introduced Donald Bangs, instructor and new chair of the American Sign Language Department. Mr. Bangs presented a power point presentation giving an overview of the staff, who's taking ASL at SRJC and the challenges he sees for the future.

14A. BUDGET UPDATE

Ron Root, Vice President/Business Services, reported that as usual the budget picture in Sacramento changes daily with not much good news for community colleges. We are in a continual state of adjustment as we receive word from Sacramento. Recently some funds were restored to categorical programs, but none to general funding.

15. REPORTS OF:

A. Academic Senate (Greg Granderson)

No report.

B. Classified Senate (Raoul Yriberri)

Announced that during Classified Recognition Week the following activities will take place.

April 3 or 4	The plaque for Memorial Circle will be installed.
April 8 (7:30-9:30 a.m.)	Classified Reception – Staff Lounge, Doyle Student Center
April 9 (5:00-7:00 p.m.)	Classified Recognition Dinner – Staff Lounge, Doyle Student Center

C. Associate Students (Renee Hood)

Reported that Eric Allen resigned as President last week due to other commitments and that she was the new President.

Announced that the students had recently help fund the men's basketball team with the cost of their transportation to the state playoffs and purchased tickets for the Surburban Kiwanis corn beef and cabbage feed for the students/families in our child care program.

16. **ADJOURNMENT**

There being no further business, the Regular Meeting was adjourned at 5:28 p.m.

Mike Smith, RN
Clerk