

# Board Minutes

Sonoma County  
Junior College District

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**AUGUST 12, 2003**

The regular meeting of the Board of Trustees of the Sonoma County Junior College District convened at 3:03 p.m., Tuesday, August 12, 2003, in the Pedroncelli Center of the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance included: B. Robert Burdo, Richard Call, Carole Ellis, Terry Lindley, Mike Smith, Don Zumwalt. Absent: Trustees Doyle.

## **APPROVAL OF CLOSED SESSION AGENDA**

M/S/C (Call/Zumwalt) the Closed Session Agenda was approved as listed on the August 12, 2003 agenda.

## **PUBLIC COMMENTS ON CLOSED SESSION AGENDA**

There were no comments from the public on the Closed Session Agenda.

The Board of Trustees recessed into Closed Session at 3:03 p.m. Closed Session adjourned at 3:30 p.m.

## **OPEN SESSION**

The Board of Trustees of the Sonoma County Junior College District reconvened at 4:00 p.m. in the Pedroncelli Center of the Santa Rosa campus of Santa Rosa Junior College. B. Robert Burdo, Richard Call, Carole Ellis, Terry Lindley, Mike Smith, Don Zumwalt and Student Trustee Nick W. Caston. Absent: Trustees Doyle

Board President Lindley called the meeting to order.

### **1. ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION**

Board President Lindley announced that there were no reportable actions taken in Closed Session.

### **2. APPROVAL OF JULY 8, 2003 MINUTES**

M/S/C (Burdo/Call) the Board of Trustees approved the Minutes of July 8, 2003 as presented.

### **3. SPECIAL PRESENTATION**

#### **PRESENTATION OF "EMPLOYEE OF THE MONTH" — DANIELLE DONICA, HUMAN RESOURCES TECHNICIAN II**

Sabrina Meyer, Assistant Director, Human Resources presented Danielle Donica, Human Resources Technician II, as the July 2003 "Employee of the Month" noting her contributions to the Human Resources Department. Danielle was presented with two season tickets to SRT, tickets to the SRJC's Culinary Café, a Recognition Plaque from the College and a gift from department members.

### **4. PUBLIC COMMENTS**

There were no public comments.

## 5. **MONTHLY UPDATE**

Oral reports from members of the Board of Trustees

### A. **Board Facilities Committee**

Trustee Burdo reported:

–The Fire Tower Project at the Public Safety Training Center has an estimated cost of \$395,000. The next step of the project is to develop an environmental review.

–The BFC received a preliminary review of the Physical Education/Athletics Facilities Priorities and will continue its review of these priorities.

–Library Project update: The Chancellor's Office has advised the College that it can expect to receive construction funding around the end of August. Funding has been approved at about \$32 million from the State [The total project cost is approximately \$45 million, which includes \$13 million in Measure A funds]. The State also released funds for Petaluma Phase II drawings. The BFC reviewed the Construction Management RFP and the proposed interview and selection process of the firm to be awarded the contract for construction management services.

–Analy Village DSA Project changes: major scope changes (primarily in seismic and utility support standards for modular building projects) to the site development have been mandated by the Division of State Architecture. The College has been advised that given the nature of the scope changes, a modification of the current contract is appropriate. These changes have resulted in additional costs to the project, not change orders.

–Baker Remodel update: The project is scheduled to be completed and occupied prior to the start of the school year.

–Review of Walker Parking Consultants Contract: The contract, as written by legal counsel addresses project performance standards and clearly represents SRJC's interest.

–Library Naming Opportunities: Board members reviewed the options for interior naming opportunities. This is similar to the Race Building naming where monies could be raised through naming opportunities. The Library naming opportunities will go to the full Board in September.

–Recision of Board Action for Cogeneration Microturbine Project: Legal counsel advised the College to rescind the previous action in response to an "Error of Fact" by college staff. A new proposal for Board Action will be forthcoming at the September meeting.

### B. **Legislation**

–Trustee Smith deferred reporting since an update on the budget was being made later in the agenda.

### C. **Foundation**

Trustee Call reported on:

–The Circle of Honor taking place August 13 under the Oaks. This event is co-sponsored by the Scholarship Office and the SRJC Foundation and recognizes student scholarship recipients and donors. The Foundation will be awarding more than 1,100 scholarships, of which 750 awards are valued at \$600,000 from SRJC Foundation's endowment and 350 from community and business organizations.

–The SRJC Foundation has three new board members as of July 1, with terms from 2003-2006. They are replacing Clem Carinalli, John Dado and Dr. Gary Wong.

The new members are:

Wally Bragdon, President emeritus of the Bank of Petaluma

Eric Drew, owner of Healdsburg Realty

Debbie Meekins, President of Sonoma National Bank

### D. **Board Member Comments**

There were no additional comments from the Board.

6. **CONSENT AGENDA (ROLL CALL VOTE)**

M/S/C (Smith/Burdo) the Board of Trustees approved the Consent Agenda on the following roll call vote:

Trustee B. Robert Burdo	Aye
Trustee Richard W. Call	Aye
Trustee Kathleen Doyle	Absent
Trustee Carole Ellis	Aye
Trustee W. Terry Lindley	Aye
Trustee Mike Smith, RN	Aye
Trustee Don Zumwalt	Aye
Trustee Nick W. Caston	No*

Ayes: 6      Noes: 1\*      Absent/Abstaining: 1

\*includes Student Trustee advisory vote

**A. CITIZENS' BOND OVERSIGHT COMMITTEE MEMBERSHIP**

The Citizens' Bond Oversight Committee membership for FY 2003-04 as proposed.

**B. RATIFICATION OF CONTRACTS**

For the period June 18 – July 17, 2003 that meet District Policy 5.8.2, Standards of Ratification.

**C. RESOLUTION #17-03, CALIFORNIA DEPARTMENT OF EDUCATION FUNDS FOR GENERAL CHILD CARE AND DEVELOPMENT FOR FISCAL YEAR 2003-2004**

Resolution #17-03 to continue the contractual relationship with the Child Development Division, California State Department of Education, to provide childcare services for 2003-2004.

**D. RESOLUTION #18-03, INFANT-TODDLER RESOURCE CONTRACT AWARD FOR RESOURCE SUPPORT FOR CHILDREN BELOW AGE THREE IN SRJC CHILD CARE PROGRAM**

Resolution #18-03 to accept the contract award from the Child Development Division, California State Department of Education, for infant toddler resources for 2003-2004.

**E. INSTRUCTOR LOAD REPORTS FOR SUMMER AND FALL 2003**

Changes to the Summer 2003 Instructor Load Report since the July meeting and an initial Fall 2003 Instructor Load Report.

**F. GRANTS**

The following grant applications and authorized expenditure of funds upon their award and receipt:

1. **The Independent Living Program**, submitted by Bonnie Panizzera, in the amount of \$11,940.00, from California Community College Foundation, with no District match required.
2. **California State Employment Training Panel**, submitted by Betsy Roberts, in the amount of \$176,700.00, from State of California, with no District match required.

3. **Resolution #19-03, Letter of Intent from the San Jose State University Foundation**, submitted by Lorraine DuVernay, in the amount of \$122,654.00, for July 1, 2003 through December 31, 2003 pending receipt and approval of contractual documents.

**G. BAKER HALL CLASSROOM, LABORATORY AND OFFICE REMODEL PROJECT, CHANGE ORDER #5**

Change Order #5, in the amount of \$7,577.00 for the Baker Hall Classroom, Laboratory and Office Remodel Project, for a revised contract price of \$1,129,778.00.

**H. SHUHAW HALL SERVICE CENTER PROJECT, CHANGE ORDER #1**

Change Order #1, in the amount of \$3,101.00 for the Shuhaw Hall Service Center Project, for a revised contract price of \$97,771.00.

**I. KENT HALL REMOVAL PROJECT, CHANGE ORDER #1**

A credit Change Order #1, in the amount of \$2,928.00, for the Kent Hall Removal Project, for a revised contract price of \$93,296.00.

**J. KENT HALL REMOVAL PROJECT, NOTICE OF COMPLETION**

Accepted the Notice of Completion for the Kent Hall Removal Project, and authorized staff to file said Notice with the County of Sonoma.

**K. QUINN SWIM CENTER, LOWER ROOFS REPLACEMENT SCHEDULED MAINTENANCE PROJECT, PERMISSION TO GO TO BID**

Authorized the administration to go to bid for the Quinn Swim Center, Lower Roofs Replacement Scheduled Maintenance Project.

**L. 1652 MENDOCINO AVENUE TEMPORARY PARKING LOT PROJECT, PERMISSION TO GO TO BID**

Authorized the administration to go to bid for the 1652 Mendocino Avenue Temporary Parking Lot Project.

**M. LOUNIBOS UNDERGROUND TANK HAZARDOUS MATERIALS REMOVAL PROJECT, NOTICE OF COMPLETION**

Accepted the Notice of Completion for the Lounibos Underground Tank Removal Project and authorized staff to file said Notice with the County of Sonoma.

**N. RESOLUTION #20-03, Cal-PASS DATA SHARING CONSORTIUM, MEMORANDUM OF UNDERSTANDING**

Resolution #20-03 and resolved to sign the Memorandum of Understanding, allowing SRJC to participate in the Cal-PASS regional data sharing consortium.

**O. #21-03, CHILD DEVELOPMENT FACILITY RENOVATION AND REPAIR CONTRACT AWARD FOR THE SRJC CHILD DEVELOPMENT PROGRAM**

Resolution #21-03, the contract award from the Child Development Division, State Department of Education, for the Children's Center Renovation and Repair for 2003-2005.

7. **HUMAN RESOURCES ACTIONS**

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

**A. MANAGEMENT**

**Employment**

None.

**B. FACULTY**

**Employment**

1. **Murphy, Kathleen (Kay)** Instructor/Health Sciences (Dental Hygiene Program), Contract I  
1.0 FTE, Class A, Step 1, \$44,133.00/Year  
Replacement/N. Lavell  
Effective 08-13-03

**C. CLASSIFIED**

**Employment**

1. **Byrn, Frances** **Continuation of Temporary Increase in Hours and Days**  
Administrative Assistant I/Child Development  
Grade I, Step 5, \$19.20/Hour (\$18.29 Plus \$.91, 11<sup>th</sup> Year Longevity)  
**From:** .6963 FTE, 227 Days/Year  
**To:** .875 FTE, 238 Days/Year  
Reason/Need for increased clerical support  
Effective 07-01-03 to 06-30-04
2. **Coke, Christine** **Temporary Reduction in Hours**  
Childcare Teacher/Child Development  
199 Days/Year, Grade I, Step 5, \$18.29/Hour  
**From:** .7188 FTE  
**To:** .6313 FTE  
Reason/Child rearing leave  
Effective 07-01-03 to 06-30-04
3. **Engelsgaard, Lois** **Temporary Increase in Hours**  
Childcare Teacher/Child Development  
199 Days/Year, Grade I, Step 5, \$18.29/Hour  
**From:** .5625 FTE  
**To:** .65 FTE  
Reason/Coverage C. Coke's temporary reduction in hours  
Effective 07-01-03 to 06-30-04
4. **Madden, Robin** Bookstore Clerk II/Bookstore  
1.0 FTE, 12 Months/Year, Grade J, Step 1,  
\$2,743.00/Month  
Replacement/R. Peterson  
Effective 06-02-03

5. **Weatherly, Debbie** Account Technician II/Bookstore  
1.0 FTE, 12 Months/Year, Grade K, Step 3,  
\$3,196.00/Month  
Replacement/R. DiMarco  
Effective 07-08-03

**Summer, Break & Employment Outside of Calendar**

1. **Davis, Shirley** Coordinator, Micro Computer Lab/Academic Computing  
1.0 FTE, 217 Days/Year, Grade N, Step 5, \$26.55/Hour  
(\$24.08 Plus \$2.47, 16<sup>th</sup> Year Longevity)  
Work During Summer: Maximum 26 Hours  
Effective 06-16-03 to 07-31-03

**Shift Differential**

1. **Smith, Jane** Micro Computer Lab Specialist I/SRJC Technology  
Academy/Petaluma  
1.0 FTE, 12 Months/Year, Grade K, Step 4  
**From:** \$3,456.68/Month (\$3,356.00 Plus  
\$100.68, 5% Shift Differential for 3  
days/week)  
**To:** \$3,356.00/Month  
Effective 07-01-03

**Position Reclassifications**

1. **Barnes, Deborah** Bookstore Specialist/Bookstore  
1.0 FTE, 12 Months/Year, Step 5  
**From:** Grade K, \$3,885.21/Month (\$3,524.00 Plus  
\$361.21, 16<sup>th</sup> Year Longevity)  
**To:** Grade L, \$4,107.92/Month (\$3,726.00 Plus  
\$381.92, 16<sup>th</sup> Year Longevity)  
Reason/Bookstore Reorganization, Board Approved 05-  
13-03  
Effective 07-01-03
2. **Heisler, Melanie** Bookstore Specialist/Bookstore  
1.0 FTE, 12 Months/Year, Step 5  
**From:** Grade K, \$3,524.00/Month  
**To:** Grade L, \$3,726.00/Month  
Reason/Bookstore Reorganization, Board Approved 05-  
13-03  
Effective 07-01-03
3. **Lake, Lorene** Bookstore Specialist/Bookstore  
1.0 FTE, 12 Months/Year, Step 5  
**From:** Grade K, \$3,700.20/Month (\$3,524.00  
Plus \$176.20, 11<sup>th</sup> Year Longevity)  
**To:** Grade L, \$3,912.30/Month (\$3,726.00  
Plus \$186.30, 11<sup>th</sup> Year Longevity)  
Reason/Bookstore Reorganization, Board Approved 05-  
13-03  
Effective 07-01-03



**2. Power, Ann**

**Request for Partial Family Leave of Absence Without Pay**

Student Advisor, Categorical Programs/CalWORKs  
12 Months/Year, Grade O, Step 4  
District paid benefits to continue.

**From:** 1.0 FTE, \$4,233.00/Month

**To:** .50 FTE, \$2,116.50/Month

Effective 07-07-03 to 07-25-03

**Resignations**

**1. Larque, Laura**

EOPS Specialist/EOPS  
1.0 FTE, 12 Months/Year, Grade M, Step 5,  
\$4,340.54/Month (\$3,937.00 Plus \$196.85, 11<sup>th</sup> Year  
Longevity Plus \$206.69, 5% Bilingual Stipend)  
Effective 08-12-03

**2. Power, Ann**

Student Advisor, Categorical Programs/CalWORKs  
1.0 FTE, 12 Months/Year, Grade O, Step 4,  
\$4,233.00/Month  
Effective 07-25-03

**D. NON-STUDENT HOURLY EMPLOYMENT ACTIONS**

As listed on pages 69-83 of the agenda.

**E. REGULAR INSTRUCTIONAL ASSISTANTS**

As listed on pages 85-87 of the agenda.

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

<u>Position</u>	<u>Department</u>	<u>Category</u>
<b><u>FACULTY</u></b>		
1. Nursing (ADN) Instructor	Health Sciences	RPL: K. Reese
<b><u>CLASSIFIED</u></b>		
1. Service Facilitator, .75 FTE (217 Days/Year Categorically Funded)	Disability Resources	RPL: D. Vitali

**8. JUNE 19 – JULY 23, 2003 WARRANTS**

M/S/C (Burdo/Smith) on a 6-0-2 (Trustee Zumwalt abstained; Trustee Doyle absent), the Board of Trustees approved warrants expended during the period June 19-July 23, 2003.

**Operating Expenditures**

General Fund	\$1,789,030
Capital Projects Fund	193,434
General Obligation Bond Projects Fund	857,991
Dormitory Interest/Redemption Fund	0
Child Development Fund	4,801
College Farm Fund	45,749
Dorm Revenue Fund	8,496

Vending Fund	2,000
Parking Fund	60,035
Repair & Replacement Fund	0
Self Insurance Fund	86,560
Retiree Benefits Trust Fund	0
Student Representation Fee Fund	1,518
Development Fund	2,378
Total Operating Expenditures	<u>\$3,051,992</u>

Payroll Expenditures

Regular - June	\$2,246,038
Supplemental - 7/10/03	2,028,204
Student - June	90,998
Total Payroll Expenditures	<u>\$4,365,240</u>

**TOTAL WARRANTS FOR PERIOD** \$7,417,232

**9. SANTA ROSA CAMPUS MULTI-LEVEL PARKING STRUCTURE DESIGN SERVICES RATIFICATION OF CONTRACT AWARD**

M/S/C (Ellis/Zumwalt) the Board of Trustees ratified and awarded a contract in the amount of \$1,029,900.00 to Walker Parking Consultants, of San Francisco, for the Santa Rosa Parking Structure Design Services Contract.

Note: in response to a Board member's question as to how design information will be communicated, Curt Groninga indicated that there will be an environment impact review process which is very public and will be done in the initial stage of design. This will go to the Board Facilities Committee as engineers bring forth their plans. Groups who have expressed an interest will be kept informed as well.

**10. RESOLUTION #22-03, RESOLUTION OF THE BOARD OF TRUSTEES OF THE SONOMA COUNTY JUNIOR COLLEGE DISTRICT AUTHORIZING PARTICIPATION IN THE CALIFORNIA COMMUNITY COLLEGE LEAGUE TAXABLE TAX REVENUE ANTICIPATION NOTE PROGRAM**

This item was pulled from the agenda due to the passage of the budget by the State.

**11. ENTERPRISE RESOURCE PLANNING SYSTEM (ERP), REQUEST FOR PROPOSALS**

M/S/C (Burdo/Smith) the Board of Trustees approved Santa Rosa Junior College's participation in the development and release of a Request for Proposals (RFP) for an Enterprise Resource Planning System in conjunction with the California Community College Foundation.

**12. RECISION OF AWARD OF CONTRACT FOR THE COGENERATION TURBINE REPLACEMENT ENERGY CONSERVATION PROJECT**

M/S/C (Call/Zumwalt) the Board of Trustees rescinded the May 13, 2003 professional services contract award, in the amount of \$698,000.00, to Axiom Engineering for Cogeneration Turbine Replacement Energy Conservation Project.

**12 A ANALY VILLAGE SITEWORK AND UTILITIES DEVELOPMENT PROJECT: REVISION TO CONSTRUCTION CONTRACT**

M/S/C (Burdo/Call) the Board of Trustees approved the revision to the construction project in the amount reviewed and recommended by the consultants, the construction manager, and Vice President for Administrative Services.

## **INFORMATION**

### **13. SRJC'S STUDENT SERVICES COMPUTERIZED INFORMATION SYSTEM**

Bill Turner, Dean of Matriculation & Student Development gave a PowerPoint presentation highlighting the multifaceted computerized information system which is available to students, staff, counselors, administration and the worldwide public by way of the internet.

### **14a. 2003-04 BUDGET UPDATE**

Ron Root gave an update on the budget for 2003-04 that was passed by the Legislature 33 days after the deadline. The college is awaiting information from the State that details SRJC's budget. The budget included state apportionment reductions for concurrent enrollment and increased enrollment fees for students from \$11 to \$18 for community colleges. SRJC will be mailing notices to approximately 15,000 students alerting them to the additional fees owed effective with the Fall 2003 semester.

In response to questions about the impact to student registration fee increases, it was noted that students had received a "heads up" through the Schedule of Classes and TLC. While there are no provisions for hardship cases, students are directed to the Scholarship Office and Financial Aid and have the entire semester for paying their fees. At the request of a member of the Board, copies of the student notification of fee increases will be provided.

## **14. REPORTS**

### **A. Academic Senate**

None.

### **B. Classified Senate**

Raoul Yriberri reported:

- The Classified Senate held its summer meeting at the Memorial Circle and established goals for next year which includes revitalizing the Doyle Center with the changes in food and vending service. PDA will include a trial run by Highfeather Food Service.
- New classified staff will be introduced at PDA.

### **C. Associated Students**

Ty Ronquillo reported:

- Student Senate events: A Leadership Day on September 20 and Student Senate Advocacy Days to be held September 17 and October 29.
- The Student Senate has elected Renee Latoures as its new Vice President.
- The Student Senate is creating a logo that represents Student Government assembly reorganization into the Cabinet and Senate. Both the Cabinet and Senate are organizing to assist students the first week of school.

## **15. ADJOURNMENT**

There being no further business, the Regular Meeting was adjourned at 5:15 p.m.

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Mike Smith, RN  
Clerk, Board of Trustees