

Board Minutes

Sonoma County Junior College District

DECEMBER 12, 2006

The regular meeting of the Board of Trustees of the Sonoma County Junior College District convened at 3:06 p.m., Tuesday, December 12, 2006, in Pedroncelli Center of the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Joseph J. Palla, Onita Pellegrini, Mike Smith, Marsha Vas Dupre and Don Zumwalt.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Zumwalt, Palla), the Closed Session Agenda was approved as listed on the December 12, 2006 agenda.

PUBLIC COMMENTS ON CLOSED SESSION AGENDA

An employee spoke on his own behalf regarding his employment status.

The Board recessed into Closed Session at 3:09 p.m. Closed Session adjourned at 3:58 p.m.

OPEN SESSION

The Board of Trustees of the Sonoma County Junior College District reconvened at 4:00 p.m. Tuesday, December 12, 2006, in Pedroncelli Center of the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Joseph J. Palla, Onita Pellegrini, Mike Smith, Marsha Vas Dupre, Don Zumwalt, and Student Trustee Richard Fiorentino.

Board President Bob Burdo called the meeting to order.

1. ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

Board President Burdo announced that the Board approved a motion to enter into a purchase agreement for property located at 1557 Healdsburg Avenue, Healdsburg, California.

2. SPECIAL PRESENTATION TO TRUSTEE MIKE SMITH

On behalf of the Board, President Burdo presented Trustee Mike Smith with a plaque from the college to acknowledge him for his eight years of service (November 1996 to December 2006) on the Sonoma County Junior College District Board of Trustees. He especially noted the contributions Trustee Smith made in providing legislative information and his knowledge of negotiations. Trustee Smith thanked the Board and expressed his appreciation for having been able to serve as a trustee, as well as his desire to continue to work with Ezbon Jen on the development of health careers curriculum.

3. OATH OF OFFICE

Trustee Rick Call administered the Oath of Office to re-elected Board members B. Robert Burdo, Onita Pellegrini and Don Zumwalt, and newly elected Board member Jeff Kunde.

4. ANNUAL ORGANIZATIONAL MEETING

M/S/C (Vas Dupre/Palla), the Board of Trustees approved the following actions:

–Installation of Board Officers for 2007

President – B. Robert Burdo
Vice President – Rick Call
Clerk – Onita Pellegrini

–Calendar of regular meetings for 2007

–Board Committee Appointments:

Board Facilities – B. Robert Burdo, Rick Call, Don Zumwalt
Board Finance – Rick Call, Jeff Kunde, Marsha Vas Dupre
Board Policy Review – Rick Call, Onita Pellegrini, Don Zumwalt
Foundation Liaison – Onita Pellegrini
Scholarship Committee – Marsha Vas Dupre
Legislative Information – Robert F. Agrella

–Board representative to Sonoma County Committee on School District Organization:

B. Robert Burdo

–Appointment of Superintendent/President Robert F. Agrella as Secretary to the Board of Trustees, per District Policy 0.7.

At this time President Burdo announced the resignation of Trustee Joseph J. Palla effective December 13, and presented him with a plaque from the college for his two years of service (November 2004 to December 2006) on the Sonoma County Junior College District Board of Trustees. Trustee Palla has resigned due to his recent election to the Cloverdale City Council.

5. APPROVAL OF NOVEMBER 14, 2006

M/S/C (Palla/Call) the Board of Trustees approved the Minutes of the November 14, 2006 regular meeting.

6. SPECIAL PRESENTATION

A. FRANK P. DOYLE LIBRARY PHOTOVOLTAIC REBATE

Randy DeCaminada, PG & E Account Manager for the North Bay presented Santa Rosa Junior College with a rebate check for \$136,728.00 for the college's energy conservation measures, in particular the Photovoltaic System Project in the Doyle Library. He noted PG & E's partnership with the college for many years and acknowledged SRJC's aggressive approach toward energy conservation.

B. PRESENTATION OF "EMPLOYEE OF THE MONTH" – CORINNE DRESSLER, GRAPHICS SERVICES SPECIALIST

Tim Bosma, Director, Purchasing & Graphics Services introduced Corrine Dressler as the December Employee of the Month. He noted Corrine's contributions to the Graphic Services and to the college. Corrine was presented with a Recognition Plaque from the College, two season tickets to SRT, and a gift certificate to the SRJC Culinary Café, and a gift from department colleagues.

7. **PUBLIC COMMENTS**

Board President Burdo announced the Board's policy that allots five minutes for each speaker to comment and a maximum of 20 minutes per subject.

There were no public comments.

8. **MONTHLY UPDATE**

Oral reports from members of the Board of Trustees

A. Board Facilities Committee

Trustee Burdo made the following report from the December 5 meeting:

Five Year Scheduled Maintenance Program and Infrastructure Planning – Jay Carpenter and Curt Groninga provided a review of the Five Year Scheduled Maintenance Plan and the need to coordinate it with infrastructure planning.

Barnett Hall Replacement Project Status – Curt Groninga reviewed recent funding negotiations with the Chancellor's Office for the Laboratory, Classroom, Office Building (Barnett Replacement). The project has received tentative funding recommendations (State \$21 million, SRJC \$13 million) and drawing funds could be available in July 2008 pending results of the next statewide bond election.

Food Service Options During Student Service Center Construction – Curt Groninga outlined food service options during the demolition of the Doyle Center and construction of the new student center. Current focus is on a distributive system (Kiosks) in 4 or 5 locations throughout the Santa Rosa Campus with enclosed indoor space for temporary dining facility.

Multi-Level Parking Structure Update – It is anticipated that the new parking structure will be open on a limited capacity basis commencing on January 17th due to the need to complete work around the elevator. The college will utilize the new structure on an "overflow basis" until it is fully completed. The bus pass system and the shuttle operation will continue for the beginning part of the semester. It is anticipated the college will close down the shuttle system at the conclusion of the 4th week of the Spring Semester 2007.

B. Board Finance Committee

Trustee Call reported that the Board Finance Committee met on December 5 with the auditors of Gilbert and Associates. He indicated that information from the meeting would be covered in item 15 on today's agenda.

C. Board Policy Review Committee

There was no report.

D. Foundation

Trustee Pellegrini reported the following:

The SRJC Foundation's Randolph Newman Cultural Enrichment Endowment review committee met recently and selected three recipients for the 2007-08 funding cycle:

Evolution of the Blues XIV, a concert and "Artist in Residence," \$3,000 awarded to the Arts & Lecture Committee for the Fall 2007 semester. (Santa Rosa campus)

San Francisco Mime Troupe, a lecture & demonstration for Theatre Arts students, \$1,050 awarded for Fall 2007-Spring 2008. (Santa Rosa campus)

Honoring Culturally Diverse Women; An Interdisciplinary Oral History Project Celebrating Women's History Month \$1,500 awarded for project activities, (Petaluma campus)

Funds for the SRJC Foundation Randolph Newman Cultural Enrichment Endowment are part of the legacy gift Dr. Randolph Newman provided to SRJC. The endowment provides funding for projects and for free or ticketed cultural enrichment activities that will benefit SRJC students and present an opportunity to the college that otherwise might not be available. Since 2001-02, the endowment has awarded more than \$30,000 to campus programs.

E. Board Member Comments

-Trustee Vas Dupre noted recent campus events she attended.

-Trustee Kunde thanked the college for welcoming him to the Board of Trustees.

9. CONSENT AGENDA

M/S/C (Call/Palla) on an 8-0-0 vote, the Board of Trustees approved the Consent Agenda, on the following roll call vote:

Trustee Burdo	<u>aye</u>
Trustee Call	<u>aye</u>
Trustee Kunde	<u>aye</u>
Trustee Palla	<u>aye</u>
Trustee Pellegrini	<u>aye</u>
Trustee Vas Dupre	<u>aye</u>
Trustee Zumwalt	<u>aye</u>
Student Trustee Fiorentino*	<u>aye</u>

*Advisory vote

A. 2007-2008 ACADEMIC CALENDAR

Approved the 2007-2008 Academic Calendar as proposed and approved by the AFA in collaboration with the Calendar/Registration Committee and College Council.

B. PRESENTATION OF THE DISTRICT'S INITIAL CONTRACT PROPOSALS FOR REOPENERS FOR 2006-2007 WITH SEIU

Received the District's initial reopener contract proposals, made them available for public inspection, and scheduled a public hearing for the January 9, 2007 Board meeting.

C. PRESENTATION OF SEIU'S INITIAL CONTRACT PROPOSALS FOR REOPENERS FOR 2006-2007 WITH THE DISTRICT

Received SEIU's initial reopener contract proposals, made them available for public inspection, and scheduled a public hearing for the January 9, 2007 Board meeting.

D. RATIFICATION OF CONTRACTS

Ratified contracts for the period October 25, 2006 – November 21, 2006.

E. RESOLUTION #26-06, TRANSFER OF FUNDS

Approved Resolution #26-06 increasing the Disabled Students Programs & Services (DSPS) restricted revenue and expenditures in the amount of \$706,980.00; and reducing the Peace Officers Standards & Training (POST) Homeland Security restricted revenue and expenditures in the amount of \$126,704.98.

F. SANTA ROSA JUNIOR COLLEGE / SONOMA COUNTY OFFICE OF EDUCATION MIDDLE SCHOOL CAREER EXPLORATION GRANT MOU

Authorized the Superintendent/President of Santa Rosa Junior College to sign a Memorandum of Understanding with the Sonoma County Office of Education.

G. NEW MAJOR IN INTERACTIVE MEDIA DESIGN

Approved the new occupational Interactive Media Design AA Degree program.

H. NEW CAREER CERTIFICATE IN INTERACTIVE MEDIA DESIGN

Approved the new occupational Interactive Media Design Career Certificate program.

I. INSTRUCTOR LOAD REPORTS FOR FALL 2006

Approved changes to the Fall 2006 Instructor Load Report since the November Board meeting.

J. CHANGES IN SABBATICAL LEAVE PROPOSALS

Approved changes in sabbatical leave proposals for Renata Breth, Roberta Delgado, Jacqueline McGhee, Gino Muzzatti, Julie Muzzatti, and Todd Strauss's withdrawal from 2006-2007 sabbatical leaves, with replacement of his vacancy by Paul Moosman.

K. OUT OF COUNTRY TRAVEL TO LONDON

Approved the out of country travel for Kathleen Simmons, Work Experience coordinator, to London, England in February 2007 to review SRJC's Work Abroad program at no cost to the district.

L. REVISION TO POLICY 0.25, CONFLICT OF INTEREST – SECOND READING

Approved the proposed changes in Policy 0.25, Conflict of Interest.

M. REVISION TO POLICY 0.19.5, MEETING CONDUCT – SECOND READING

Approved the revisions to Policy 0.19.5, Meeting Conduct.

N. NEW POLICY 0.30, ORIENTATION OF NEW BOARD MEMBERS – SECOND READING

Approved the proposed new policy 0.30, Orientation of New Board Members.

O. NEW POLICY 0.31, BOARD SELF EVALUATION – SECOND READING

Approved the proposed new policy 0.31, Board Self Evaluation.

P. GRANTS

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

1. Resolution #27-06, Infant Toddler Resource Contract Award for 2006-2007, submitted by Joel Gordon, in the amount of \$3,845.00 from the State of California Department of Education, with no District match required.
2. Bay Area CCC Mini-grant, submitted by Lorraine DuVernay, in the amount of \$5,000.00, from Bay Area Community College Consortium, with no District match required.

Q. 2007-2012 FIVE-YEAR SCHEDULED MAINTENANCE PROGRAM, PROPOSAL SUBMISSION

Approved the submission of the Five-Year Scheduled Maintenance Program to the California Community Colleges Chancellor's Office.

R. SHONE FARM AGRICULTURAL PAVILION CONSTRUCTION PROJECT, CHANGE ORDER #11

Approved Change Order #11 in the amount of \$53,228.00 for the Shone Farm Agricultural Pavilion Construction Project, for a revised contract price of \$4,914,093.00.

S. BOILER SYSTEM REPLACEMENT PROJECT PHASE I (INSTALLATION FOR ANALY HALL, FORSYTH HALL AND LOUNIBOS HALL), NOTICE OF COMPLETION

Accepted the Notice of Completion for the Boiler System Replacement Project Phase I (Installation for Analy Hall, Forsyth Hall and Lounibos Hall), and authorized staff to file said Notice with the County of Sonoma.

T. FRANK P. DOYLE LIBRARY CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #01, SITE WORK, CHANGE ORDER #14

Approved Change Order #14 in the amount of \$14,213.57 for the Frank P. Doyle Library Construction Project, Multi-Prime Division #01, Site Work for a revised contract price of \$1,267,786.61.

U. FRANK P. DOYLE LIBRARY CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #01, SITE WORK, NOTICE OF COMPLETION

Accepted the Notice of Completion for the Frank P. Doyle Library Construction Project, Multi-Prime Division #1, Site Work, and authorized staff to file said Notice with the County of Sonoma.

V. FRANK P. DOYLE LIBRARY CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #03: BUILDING CONSTRUCTION, CHANGE ORDER #28

Approved Change Order #28, in the credit amount of \$52,565.00, for the Frank P. Doyle Library Construction Project, Multi-Prime Division #03: Building Construction, for a revised contract price of \$17,915,226.04.

W. FRANK P. DOYLE LIBRARY CONSTRUCTION PROJECT COST ANALYSIS

Reviewed and approved the December Cost Analysis for the Frank P. Doyle Library Construction Project.

X. PETALUMA PHASE II, CONSTRUCTION PROJECT, MULTI-PRIME DIVISION 01: SITEWORK CONSTRUCTION, CHANGE ORDER #4

Approved Change Order #4, in the amount of \$33,762.00 for the Petaluma Phase II, Construction Project, Multi-Prime Division 01, Sitework Construction, for a revised contract price of \$7,134,595.00.

Y. PETALUMA PHASE II, CONSTRUCTION PROJECT, MULTI-PRIME DIVISION 04: BUILDING H (MAINTENANCE) CONSTRUCTION, CHANGE ORDER #4

Approved Change Order #4, in the amount of \$4,303.00 for the Petaluma Phase II, Construction Project, Multi-Prime Division 04, Building H (Maintenance) Construction, for a revised contract price of \$1,546,156.48.00.

Z. PETALUMA PHASE II, CONSTRUCTION PROJECT, MULTI-PRIME DIVISION 05: BUILDING CONSTRUCTION, CHANGE ORDER #2

Approved Change Order #2, in the amount of \$1,075.00 for the Petaluma Phase II, Construction Project Multi-Prime Division 05, Building Construction, for a revised contract price of \$27,103,763.00.

AA. PETALUMA PHASE II CONSTRUCTION PROJECT, COST ANALYSIS

Reviewed and approved the December Cost Analysis for the Petaluma Phase II Construction Project.

BB. SANTA ROSA MULTI-LEVEL PARKING STRUCTURE PROJECT, CHANGE ORDER #11

Approved Change Order #11, in the amount of \$145,807.00 for the Santa Rosa Multi-Level Parking Structure Project, for a revised contract amount of \$31,711,606.50.

CC. SANTA ROSA CAMPUS PARKING STRUCTURE RELATED PROJECTS: ENTRY BEAUTIFICATION PROJECT, CHANGE ORDER #2

Approved Change Order #2, in the amount of \$49,022, for the Santa Rosa Multi-Level Parking Structure Related projects: Entry Beautification, for a revised contract price of \$1,013,010.50.

DD. SANTA ROSA MULTI-LEVEL PARKING STRUCTURE AND RELATED PROJECTS COST ANALYSIS

Reviewed and approved the December Cost Analysis for the Santa Rosa Multi-Level Parking Structure and Related Projects.

EE. BAILEY FIELD BLEACHERS UPGRADE PROJECT, NOTICE OF COMPLETION

Accepted the Notice of Completion for the Bailey Field Bleachers Upgrade Project and authorized staff to file said Notice with the County of Sonoma.

FF. WILLIAM B. RACE HEALTH SCIENCES BUILDING RECONSTRUCTIVE ARCHITECTURAL AGREEMENT

A recommendation that the Board of Trustees approve the reconstructive architectural agreement with Richard Avelar & Associates of San Francisco, in the amount of \$338,500.00 for design services and up to \$40,000.00 in reimbursable expenses for the William B. Race Health Sciences Building subject to the review and approval of Sonoma County Office of Education Legal Counsel as to form and substance.

ACTION AGENDA

10. HUMAN RESOURCES

M/S/C (Zumwalt/Vas Dupre) the Board of Trustees approved the following Human Resources actions included in the agenda.

A. MANAGEMENT Employment

1. **Dulberg, Jeannie** Manager, Healthcare Workforce Development
Project/Workforce & Economic Development
Categorically Funded
.75 FTE, 12 Months/Year, Range 10.0, Step E,
\$4,368.00/Month
Effective 11-01-06 to 03-31-07

Leave of Absence

1. **Meyer, Sabrina** **Request for Maternity Leave of Absence with Accrued Sick Leave Pay**
Assistant Director, Human Resources/Human Resources
1.0 FTE, 12 Months/Year, Range 12.0, Step E, \$7,244.00/Month
Effective 09-26-06 to 11-17-06

B. FACULTY

Leaves of Absence

1. **Crevelli-Sallee, Monica** **Request for Maternity Leave of Absence With Accrued Sick Leave Pay**
Adjunct Faculty/Music
Class A, Step 7, \$82.26/Hour
Effective 11-13-06 to 05-24-06
2. **Delcarlo, Debra** **Request for Maternity Leave of Absence With Accrued Sick Leave Pay**
Adjunct Faculty/Health Sciences
Class A, Step 4, \$56.95/Hour
Effective 09-19-06 to 10-31-06
3. **Hamilton, Laurel** **Request for Maternity Leave and Partial Family Leave of Absence**
Instructor/Behavioral Sciences
Class D, Step 2
Maternity Leave of Absence, With Accrued Sick Leave Pay
Effective 10-16-06 to 11-09-06 and Partial Family Medical Leave of Absence, unpaid, with benefits
From: 1.0 FTE, \$5,733.60/Month
To: .66 FTE, \$3,784.18/Month, unpaid, with benefits Effective 11-13-06 to 12-22-06, and Partial Family Medical Leave of Absence, unpaid, with benefits
From: 1.0 FTE, \$5,733.60/Month
To: .60 FTE, \$3,440.16/Month, unpaid, with benefits Effective 01-16-07 to 05-26-07

4. **Hughes, Roland** **Request for Medical Leave of Absence With Accrued Sick Leave Pay**
 Adjunct Faculty/Communication Studies
 Class A, Step 6, \$85.68/Hour
 Effective 10-03-06 to 12-20-06
 and
 Effective 01-16-07 to 04-30-07
5. **Myers, Pattie** **Request for Medical Leave of Absence With Accrued Sick Leave Pay**
 Adjunct Faculty/College Skills
 Class C, Step 9, \$108.33/Hour
 Effective 11-07-06 to 12-11-06

Resignation/Intent to Retire

1. **O'Brien, Brian** Instructor/Life Sciences
 1.0 FTE, Class D, Step PG20, \$8,956.30/Month
 Date of Hire 09-04-74
 Date of Resignation 05-26-07
 Date of Retirement 05-27-07

Resignations

1. **Berry, Pamela** Adjunct Faculty/Noncredit Programs & Services
 Unit B, Step 2, \$32.42/Hour
 Effective 10-27-06
2. **Diaz, Diana** Adjunct Faculty/Health Sciences
 Class A, Step 8, \$92.84/Hour
 Effective 10-26-06
3. **Hamilton, Laurel** Instructor/Behavioral Sciences
 1.0 FTE, Class D, Step 2, \$5,733.60/Month
 Effective 05-26-07
4. **Marks, Shirley** Adjunct Faculty/English as a Second Language
 Class A, Step 3, \$37.10/Hour
 Effective 10-03-06
5. **Moir, Melinda** Adjunct Faculty/Health Sciences
 Class A, Step 5, \$82.10/Hour
 Effective 10-18-06

C. CLASSIFIED

Employment

1. **Barton, Mary** Custodian/Facilities Operations
 1.0 FTE, 12 Months/Year, Grade H, Step 1, \$2,871.75/
 Month (\$2,735.00 Plus \$136.75, 5% Shift Differential)
 New Position: Board Approved 05-09-06
 Effective 11-14-06
2. **Brownlee, Robert** Community Service Officer/Dispatcher/District Police
 1.0 FTE, 12 Months/Year, Grade J, Step 3, \$3,333.00/Month
 Replacement/C. Dolinsek
 Effective 11-13-06

- 3. Kuula, Douglas** **Reassigned Time**
 Coordinator, Science Lab/Chemistry
 1.0 FTE, 12 Months/Year, Grade N, Step 5, \$5,323.92/Month
 (\$4,599.00 Plus \$724.92, 21st Year Longevity)
From: 1.0 FTE, Coordinator, Science
 Lab/Chemistry
To: .50 FTE, Coordinator, Science
 Lab/Chemistry
 .50 FTE, SEIU President
 Effective 07-01-06 to 06-30-07
- 4. Sebhatu, Mekonen** Custodian/Facilities Operations
 .50 FTE, 12 Months/Year, Grade H, Step 3, \$1,583.40/Month
 (\$1,508.00 Plus \$75.40, 5% Shift Differential)
 New Position: Board Approved 05-09-06
 Effective 11-14-06
- 5. Stone, Stephen** HVAC and Controls Technician/Facilities Operations
 1.0 FTE, 12 Months/Year, Grade O, Step 2, \$4,272.30/Month
 (\$4,230.00 Plus \$42.30, 5% Shift Differential for One
 Day/Week)
 New Position: Board Approved 05-09-06
 Effective 11-14-06

Promotions/Transfers

- 1. Joinville, Joan** **Promotion/Transfer**
From: Administrative Assistant I/Student Health
 Services
 1.0 FTE, 12 Months/Year, Grade I, Step 5,
 \$3,852.14/Month (\$3,494.00 Plus \$358.14,
 16th Year Longevity)
To: Administrative Assistant II/CalWORKs
 1.0 FTE, 12 Months/Year, Grade K, Step 4,
 \$4,077.05/Month (\$3,698.00 Plus \$379.05,
 16th Year Longevity)
 Replacement/C. Rettig
 Effective 11-15-06
- 2. Leahy, Mitchell** **Promotion/Transfer**
From: Copy Center Operator/Copy Center/Graphics
 .75 FTE, 12 Months/Year, Grade I, Step 2,
 \$2,262.75/Month
To: Admissions & Records Technician
 II/Admissions, Records & Enrollment
 Development
 1.0 FTE, 12 Months/Year, Grade I, Step 2,
 \$3,017.00/Month
 Replacement/G. Garcia
 Effective 11-27-06

3. Megos, Beyene

Interdepartmental Transfer

From: Custodian/Custodial Services PM/Facilities Operations
1.0 FTE, Grade H, Step 2, \$3,015.60/Month (\$2,872.00 Plus \$143.60, 5% Shift Differential)
To: Custodian/Custodial Services AM/Facilities Operations
1.0 FTE, Grade H, Step 2, \$3,015.60/Month (\$2,872.00 Plus \$143.60, 5% Shift Differential)
Replacement/Z. Ghebremariam
Effective 11-13-06

Leaves of Absence

1. Lake, Lorene

Request for Family Leave of Absence Without Pay

Bookstore Specialist/Bookstore
1.0 FTE, 12 Months/Year, Grade L, Step 5, \$4,311.30/Month (\$4,106.00 Plus \$205.30, 11th Year Longevity)
District paid benefits to continue
Effective 10-26-06 to 12-04-06

2. Morris Ruiz, Crystal

Request for Maternity, Family and Child Rearing Leaves of Absence

Financial Aid Technician II/Financial Aid
1.0 FTE, 12 Months/Year, Grade K, Step 5, \$4,077.15/Month (\$3,883.00 Plus \$194.15, 5% Bilingual Stipend)
Maternity Leave utilizing accrued sick leave:
Effective 08-21-06 to 10-31-06

Family Leave, unpaid, with benefits;
Effective 11-01-06 to 01-16-07

and

From: 1.0 FTE, \$4,077.15/Month (\$3,883.00 Plus \$194.15, 5% Bilingual Stipend)

To: .94 FTE, \$3,832.52/Month (\$3,650.02 Plus \$182.50, 5% Bilingual Stipend)

.06 FTE, Child Rearing Leave, unpaid with no benefits

Effective 01-29-06 to 05-25-07

Resignation/Request for Early Retirement

1. Larson, Elizabeth

Administrative Assistant III/Bussman Service Center
1.0 FTE, 12 Months/Year, Grade M, Step 5, \$4,554.90/Month (\$4,338.00 Plus \$216.90, 11th Year Longevity)

Has met the requirements of Early Retirement Option Program, SEIU Agreement, Article 9.4

BUDGET IMPACT: From Base Revenue Funds, until normal retirement age at current rates: \$1,666.00

Date of Hire 01-15-92

Resignation Effective 01-19-07

Retirement Effective 01-22-07

CLASSIFIED STAFFING

1. Increase in Time Base

Department: Petaluma Campus

From: Admissions & Records Technician II/Petaluma Campus
.45 FTE, 12 Months/Year, Grade I

To: Admissions & Records Technician II/Petaluma Campus
.90 FTE, 12 Months/Year, Grade I

Incumbent: Roz Melanson

2. New Position

Department: Computing Services

Network Technician/Computing Services
1.0 FTE, 12 Months/Year, Grade Q, Pay Grade R

D. NON-STUDENT HOURLY EMPLOYMENT ACTIONS

As listed on pages 137–142 of the agenda.

E. REGULAR INSTRUCTIONAL ASSISTANTS

As listed on pages 143 of the agenda.

F. APPROVAL TO HIRE PRIOR TO THE NEXT BOARD MEETING

<u>Position</u>	<u>Department</u>	<u>Category</u>
1. <u>CLASSIFIED</u> Coordinator, Science Labs, Shone Farm	Agriculture/Natural Resources	New Position: Board Approved 11/14/06
2. Copy Center Operator, .75 FTE	Copy Center/Graphics	Replacement: M. Leahy
3. Custodian	Facilities Operations	Replacement: B. Megos
4. Custodian	Facilities Operations	Replacement: G. Mason
5. Farm Assistant, .60 FTE, Shone Farm	Agriculture/Natural Resources	New Position: Board Approved 11/14/06
6. Financial Aid Technician I (Categorically Funded)	Financial Aid/ Scholarship	Replacement: S. Merritt
7. Medical Assistant (Categorically Funded)	Student Health Services	New Position: Board Approved 11/14/06
8. Network Technician	Computing Services	New Position: Pending Board Approval 12/12/06

11. OCTOBER 20, 2006 – NOVEMBER 16, 2006 WARRANTS

M/S/C (Palla/Pellegrini) the Board of Trustees approved warrants expended during the period October 20, 2006 – November 16, 2006.

Operating Expenditures	
General Fund	\$2,206,721
Capital Projects Fund	1,510,523
General Obligation Bond Projects Fund	2,671,264
Dormitory Interest/Redemption Fund	0
Child Development Fund	4,896
College Farm Fund	41,131
Auxiliary Enterprise Fund	2,579
Vending Fund	0
Parking Fund	149,051
Repair & Replacement Fund	0
Self Insurance Fund	148,934
Retiree Benefits Trust Fund	0
Student Representation Fee Fund	5,713
Development Fund	321
Total Operating Expenditures	<u>\$6,741,131</u>
Payroll Expenditures	
Regular - September	\$4,785,201
Supplemental - October	2,115,753
Student - September	139,381
Total Payroll Expenditures	<u>\$7,040,335</u>
TOTAL WARRANTS FOR PERIOD	\$13,781,466

12. STUDENT EMPLOYEE WAGE ADJUSTMENT

M/S/C (Vas Dupre/Palla) the Board of Trustees approved adjusting the student hourly entry-level wage to \$7.50 per hour as of December 15, 2006 in accordance with the new minimum wage law effective January 1, 2007.

13. SABBATICAL LEAVE PROPOSALS FOR 2007-2008

M/S/C (Palla/Zumwalt) the Board of Trustees approved 15 sabbatical leave proposals for 2007-2008.

Micca Gray, chair of the Sabbatical Committee introduced the recipients who were present.

14. RESOLUTION #28-06, IN SUPPORT OF THE COMMUNITY COLLEGE GOVERNANCE, FUNDING STABILIZATION, AND STUDENT FEE REDUCTION ACT

M/S/C (Call/Palla) on a the Board of Trustees adopted Resolution #28-06, in support of the Community College Governance, Funding Stability, and Student Fee Reduction Act on the following roll all vote:

Trustee Burdo	<u>aye</u>
Trustee Call	<u>aye</u>
Trustee Kunde	<u>aye</u>
Trustee Palla	<u>aye</u>
Trustee Pellegrini	<u>aye</u>
Trustee Vas Dupre	<u>aye</u>
Trustee Zumwalt	<u>aye</u>
Student Trustee Fiorentino*	<u>aye</u>

*Advisory vote

15. DISTRICT AND FOUNDATION AUDIT REPORTS FOR YEAR ENDING JUNE 30, 2006

M/S/C (Zumwalt/Vas Dupre) the Board of Trustees accepted the District audit report for the year ending June 30, 2006 and the Foundation audit report for the year ending June 30, 2006.

Vice President of Business Services, Michael Beebe, provided an overview of the 2005-06 auditors' report from Gilbert & Associates, including the financial statements, comments and reported findings. Overall, the audit opinion of the financial statements was unqualified, but there were four reportable conditions identified that require compliance. These are 1) the Bookstore month end accounting processes did not occur on a regular basis, 2) the overstatement of FTES due to an inaccurate count of actively enrolled students, 3) self assessments of particular non-credit courses that were not prepared, and 4) the certification of Federal time studies were not completed in the proper time frame.

16. RESOLUTION #29-06, CHANGES IN RE-INSURANCE COVERAGE

M/S/C (Palla/Vas Dupre) the Board of Trustees adopted Resolution #29-06 authorizing the resignation from Schools Excess Liability Fund (SELF) on the following roll call vote:

Trustee Burdo	<u>aye</u>
Trustee Call	<u>aye</u>
Trustee Kunde	<u>aye</u>
Trustee Palla	<u>aye</u>
Trustee Pellegrini	<u>aye</u>
Trustee Vas Dupre	<u>aye</u>
Trustee Zumwalt	<u>aye</u>
Student Trustee Fiorentino*	<u>aye</u>

*Advisory vote

INFORMATION

17. CIVIL AND SURVEYING TECHNOLOGY PROGRAM

Jerry Miller, program coordinator for Civil & Surveying Technology, gave a presentation on the Civil and Surveying Technology Program that the college has had since 1965. He described a program that has trained students from the greater Bay Area for careers in civil engineering, land surveying and mapping professions and noted that in the last three years, 100% of the graduates have been placed in the industry, all with multiple employment opportunities.

18. WASC ACCREDITATION UPDATE

Mary Kay Rudolph, Vice President of Academic Affairs provided an update on activities leading to the development of the self-study in preparation for the WASC team visit in the Spring 2009. She noted that the previous accreditation was divided into ten standards and they have now been incorporated into four standards: Institutional Mission & Effectiveness, Student Learning Programs and Services, Resources, and Leadership and Governance and six themes. A letter has been sent to the college community describing the process and the timeline, as well as soliciting a faculty member to serve as the Chair of the Self Study.

19. REPORTS

A. Academic Senate

–Kimberlee Messina reported that the Academic Senate met on December 6 and had two action items: they unanimously passed a resolution authorizing the Curriculum Review Committee to work with the Projects LEARN committee to develop a process for incorporating Student Learning Outcomes into the course outline of record. They also voted to amend an existing policy to include a time limit for students to challenge grades.

B. Classified Senate

–Debbie Weatherly reported that Raoul Yriberry had given the Classified Senate a walking tour on the history of the SRJC Santa Rosa Campus. The Classified Senate is continuing to work on criteria for the Bea Griffiths Professional Development Scholarship and it will begin planning the Classified Recognition Week.

C. Associated Students

Associated Student Senate Vice President, Ian Maurer gave the following report:

–The Student Senate has been working on three Goals: Smoking Policy—formed a committee to review smoking regulations and the college's enforcement policy; Student Center—forwarding their recommendations regarding the design to the architect; Textbooks—looking into ways to reduce book costs for students.

–Students are active in the CCCSAA, with 14 SRJC students attending the CCCSAA Conference; the Senate Legislative Committee is planning to invite the conference organizer, Bruce Bishop to visit SRJC; the General Assembly passed 20 Resolutions; elected two new Senators at large

–College Wide Committees—have recently appointed representatives to all hiring committees and plans to continue and improve on what the Student Senate feel is a high level of participation.

–The Student Senate will be looking to engage new students in the coming semester to serve as senators for Legislation Finance.

–Elections--the Associated Students Elections Committee has approved March 28-29 for the General Election in the spring semester. Also the Senate Constitution Committee is in the final stages of readying new drafts of the Associated Student Constitution which will be presented to the Student Body for adoption at that same time.

20. ADJOURNMENT

There being no further business, the Regular Meeting was adjourned at 5:50 p.m.

Onita Pellegrini, Clerk
Board of Trustees