

Board Minutes

Sonoma County
Junior College District

FEBRUARY 10, 2004

The regular meeting of the Board of Trustees of the Sonoma County Junior College District convened at 3:15 p.m., Tuesday, February 10, 2004 in the Pedroncelli Center of the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance included: B. Robert Burdo, Richard Call, Kathleen Doyle, Mike Smith. Trustees absent: Carole Ellis, Terry Lindley and Don Zumwalt.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Doyle/Call) the Closed Session Agenda was approved as listed on the February 10, 2004 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 3:16 p.m. Closed Session adjourned at 3:45 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 at the Santa Rosa campus of Santa Rosa Junior College. Trustees in attendance included: B. Robert Burdo, Richard Call, Kathleen Doyle, Mike Smith and Student Trustee Nick W. Caston. Trustees absent: Carole Ellis, Terry Lindley and Don Zumwalt.

Board Vice President Burdo called the meeting to order.

1. ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

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

Vice President Burdo then read a letter from Trustee Carole Ellis in which she submitted her resignation from the Board due to medical necessity. Her resignation is effectively immediately. Vice President Burdo accepted her resignation with regret, noting her many years of service (since December 1992) on the Board and her dedication and commitment to Santa Rosa Junior College.

2. APPROVAL OF JANUARY 13, 2004 MINUTES

M/S/C (Doyle/Call) the Board of Trustees approved the Minutes of January 13, 2004 as presented.

3. PRESENTATION OF "EMPLOYEE OF THE MONTH" — JERALD MILLER, INSTRUCTOR, APPLIED TECHNOLOGY DEPARTMENT

Carmen Sheldon, Chair, Applied Technology Department presented Jerald Miller, instructor in Applied Technology Department as the February 2004 "Employee of the Month." Carmen noted Jerry's contributions to the department and his commitment to students and presented him with two season tickets to SRT, tickets to the SRJC's Culinary Café, a Recognition Plaque from the College, and a gifts from department colleagues.

4. **PUBLIC COMMENTS**

Jenny Bard, spoke as a private citizen and on behalf of the local chapter of the American Lung Association, noting the organization's support for an alternative parking proposal by the Sonoma County Bicycle Coalition. She indicated that the Association supports activities that promote health and exercise, and felt that the Coalition's proposal promoted a healthy alternative. The Association encourages the college to look at what it is doing to contribute in creating healthy, safe alternatives for pedestrians.

5. **MONTHLY UPDATE**

A. Board Facilities Committee

Trustee Burdo reported on:

–The Sonoma County Bicycle Coalition presentation on SRJC parking alternatives: The Board Facilities Committee felt that the proposal has some merit for future phased consideration to the proposed construction of a 1100 space parking structure that will commence in 2004. Consideration of the proposal would be in addition to the planned structure.

–Status Update on the Analy Temps Demolition Project and Elliott Avenue Improvements: These projects are complete and the bid opening for the new library is February 11.

–Petaluma Modular Project: This project was reduced by 3800 sf to reflect smaller projected enrollment growth related to projected state budget reductions.

–Emeritus Phase III Planning Update: This is a \$430,000.00 upgrade project that will include replacement of the seating in Newman Auditorium, upgrades in faculty offices and conference space and provide necessary moveable equipment upgrades.

–Multi-Level Parking Project Update: The EIR scoping process (led by LSA and Brelje and Race) took place on February 5. Construction is scheduled to commence in August, 2004.

–Design Proposals For Multiple Boilers & Mechanical Upgrades: Jay reviewed the need to upgrade boiler and mechanical system, to be carried out during the next two years.

–Roy G. Mikalson Memorial Bench: Curt will work with Ron Myers and Diane Campagna in developing a recommended location and style for the Roy G. Mikalson Memorial Bench.

Trustee Burdo also recognized that a memorial service was held on January 31, for Dr. Roy Mikalson, third president of Santa Rosa Junior College, who passed away on January 21.

B. Legislation

Trustee Smith reported that:

–There is much attention on the ballot initiatives. The CCCT Board and CEOs have asked people to support passage of Propositions 57 and 58 and are encouraging the public to keep up the lobbying. Everyone is waiting to see what happens with the bond initiatives.

–The Governor's proposed budget now includes a 1.84% COLA for community colleges.

–CEOs for the community colleges (CEOCCC) and Board of Trustees Association (CCCT) are endorsing favorably Propositions 55 and 56. These and 57 and 58 have the support of trade unions as well.

–There is a legislative focus on the rising cost of textbooks. There is assembly language and a senate bill that wants companies to disclose the costs of producing textbooks, noting when the last edition was released, explaining why revisions are necessary, and how long the edition is planned to be in circulation.

–The concurrent enrollment bill by Senator Chesbro has been amended to be less restrictive for high school students to take community college courses.

C. Foundation

Trustee Call reported on:

–2004 Hall of Fame Dinner: The SRJC Foundation Bear Cub Athletic Trust will be sponsoring this event on Saturday, March 27 at Los Robles Lodge in Santa Rosa. Reservations can be made through the SRJC Foundation Office.

This year's inductees include:

1930s	1939 Hockey Team
1940s	Dave Devoto
1950s	Bill Turner
1960s	Bob Borowicz
1970s	Trish Rooney
1980s	Chris Elze
1980s	Todd Trask
Special Recognition	Dr. Roy G. Mikalson

D. Board Member Comments

Student Trustee Caston noted that

–He attended a CCCT meeting at the legislative conference where Paul Fong, President of Foothill-DeAnza College was appointed to fill the vacant trustee position on the board.

–CCCT voted to support Propositions 57 and 58; the vote was not unanimous. There was unanimous support for Propositions 55 and 56.

–CCCT unanimously endorsed the Campaign for College Opportunity, a new non profit organization headed by David Wolf.

–CCCT Board and CCLC are requesting holding off on budget lobbying--wait and see if the proposition bonds pass, with one exception, student fees. There is no attempt to prevent from lobbying against differential fees affecting students.

–Locally, Student Trustee Caston will be focusing on the Campaign for College Opportunity that is devoted to ensuring future access for the next generation college student exists and that the promise of education exists in the master plan.

–Student Trustee Caston will also pursue policy changes re student confidentiality clauses for student conduct procedures and other policies of the college.

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

M/S/C (Doyle/Call) 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	Aye
Trustee Carole Ellis	Absent
Trustee W. Terry Lindley	Absent
Trustee Mike Smith, RN	Aye
Trustee Don Zumwalt	Absent
Trustee Nick W. Caston	Aye

Ayes: 5* Noes: 0 Absent/Abstaining: 3

*includes Student Trustee advisory vote

A. RATIFICATION OF CONTRACTS

Ratified contracts for the period December 23, 2003 – January 20, 2004.

B. RESOLUTION #4-04, TRANSFER OF FUNDS

Approved Resolution #4-04 increasing the Disabled Student Programs and Services (DSPS) restricted revenues and expenditures by \$62,574 and increasing the Weekend/Evening Associate Degree Nursing/Surgical Technician Program restricted revenues and expenditures by \$60,000.

C. QUARTERLY FINANCIAL REPORT

Approved the submission to the Chancellor's Office of the Quarterly Financial Status Report of the District for the period ending December 31, 2003.

D. DECLARATION OF SURPLUS PROPERTY

Approved the declaration of surplus property as itemized on page 32 of the agenda.

E. GRANTS

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

a. Resolution #5-04, Child Development Instructional Materials, California Department of Education, submitted by Joel Gordon, in the amount of \$1,709.00, with no District match required.

b. 2004-2006 Enrollment Growth Funds for Associate Degree Nursing Program, submitted by Stephanie Thompson, in the amount of \$49,822.000 for 2004-05 and \$58,824.00 for 2005-2006, with no District match required.

F. INSTRUCTOR LOAD REPORTS FOR FALL 2003 AND SPRING 2004

Approved the final Fall 2003 Instructor Load Report and changes to the Spring 2004 Instructor Load Report since the January meeting.

G. ANALY HALL REMODEL PROJECT, CHANGE ORDER #4

Approved Change Order #4 in the amount of \$5,422.00 for the Analy Hall Remodel Project, for a revised contract price of \$349,863.00.

H. ANALY VILLAGE SITE WORK AND UTILITIES PROJECT, CHANGE ORDER #4

Approved Change Order #4 in the amount of \$41,898.21, for the Analy Village Site Work and Utilities Project, for a revised contract price of \$1,527,947.45.

I. PETALUMA MODULAR FACILITIES SITE AND UTILITIES PROJECT, RATIFICATION AND AWARD OF CONTRACT

Ratified and awarded the low bid in the amount of \$750,000.00, to BCC General, of Santa Rosa, for the Petaluma Modular Facilities Site and Utilities Project.

J. PETALUMA MODULAR FACILITIES AND SITE UTILITIES PROJECT, AWARD OF CONSTRUCTION MANAGEMENT CONTRACT AND PROJECT INSPECTION SERVICES CONTRACT

Awarded the professional services contract for construction management and inspection services, in the amount of \$62,400.00 to McGowan Construction Services, of Forestville, for the Petaluma Modular Facilities and Site and Utilities Project.

K. OUT-OF-COUNTRY TRAVEL TO ATHENS, GREECE

Approved the out-of-country travel to Athens, Greece for Byron Craighead, Athletic Trainer in Physical Education, Dance and Athletics Department, from March 1 through March 8, 2004, at no cost to the District.

7. HUMAN RESOURCES ACTIONS

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

A. MANAGEMENT

Intent to Participate in Early Retirement Option

- 1. Thompson, Marie** District Compliance Officer/District Compliance
1.0 FTE, 12 Months/Year, Range 11.0, Step E,
\$5,898.00/Mo
Has met the requirements of Early Retirement Option Prog
BUDGET IMPACT: From Base Revenue Funds, until
normal retirement age at current rates: \$18,084.06
Date of Hire 10-17-83
Resignation Effective 05-31-04
Retirement Effective 06-01-04

- 2. Williams, Carol** Payroll Supervisor/Payroll
1.0 FTE, 12 Months/Year, Range 10.0, Step E,
\$5,627.63/Month
(\$5,290.00 Plus \$337,63, Stipend)
Has met the requirements of Early Retirement Option
Program
BUDGET IMPACT: From Base Revenue Funds, until
normal retirement age at current rates: \$64,354.01
Date of Hire 02-01-69
Resignation Effective 05-04-04
Retirement Effective 05-05-04

B. FACULTY

Employment

NONE.

C. **CLASSIFIED**

Employment

1. **Eaton, Toni**
Temporary Increase in Hours
Administrative Assistant II/College Skills
12 Months/Year, Grade K, Step 5
From: 50 FTE, \$1,762.00/Month
To: 1.0 FTE, \$3,524.00/Month
Reason/Non-Credit Matriculation funded
Effective 01-01-04 to 06-30-04

2. **Garcia, Mariana**
Financial Aid Technician I/Financial Aid (Categorically Funded)
1.0 FTE, 12 Months/Year, Grade I, Step 1, \$2,608.00/ mon
Replacement/C. Morris Ruiz
Effective 01-14-04

3. **Granderson, Gregory W.**
Financial Aid Technician I/Financial Aid (Categorically Funded)
1.0 FTE, 12 Months/Year, Grade I, Step 1, \$2,608.00/ month
New Position/Board Approved 10-14-03
Effective 02-02-04

4. **Hinchman, Jane**
Temporary Increase in Hours
Scheduling Technician/Scheduling
12 Months/Year, Grade K, Step 5
From: .50 FTE, \$1,942.61/Month (\$1,762.00 Plus \$180.61, 11th Year Longevity)
To: .90 FTE, \$3,496.69/Month (\$3,171.60 Plus \$325.09, 11th Year Longevity)
Coverage/R. Robinson (temp. voluntary transfer to BOT/CIS)
Effective 02-01-04 to 06-30-04

5. **Obrador, Gilda**
Temporary Increase in Hours
A & R Technician II/Admissions, Records and Enrollment Development
12 Months/Year, Grade I, Step 3
From: .50 FTE, \$1,509.90/Month (\$1,438.00 Plus \$71.90, 5% Bilingual Stipend)
To: 1.0 FTE, \$3,019.80/Month (\$2,876.00 Plus \$143.80, 5% Bilingual Stipend)
Coverage/End of semester workload and vacancy due to hiring freeze
Effective 01-01-04 to 06-30-04

6. **Peterson, Robert**
Temporary Working Out of Class
Bookstore Assistant/Bookstore
1.0 FTE, 12 Months/Year, Grade K, Step 4
From: \$3,356.00/Month
To: \$3,523.80/Month (\$3,356.00 Plus \$167.80, 5% Working Out of Class)
Effective 01-01-04 to 03-31-04

7. Vasquez, Rafael

Change in Effective Date

EOPS Specialist, EOPS/CARE (Categorically Funded)
1.0 FTE, 12 Months/Year, Grade M, Step 2
\$3,570.00/Month (\$3,400.00 Plus \$170.00,
5% Bilingual Stipend)
Replacement/L. Larque
From: 01-14-04
To: 01-06-04

Resignation

1. Tuscany, Barbara

A & R Technician III/Admissions, Records and Enrollment
Development
1.0 FTE, 12 Months/Year, Grade K, Step 5,
\$3,885.21 (\$3,524.00/Month Plus \$361.21, 16th Year
Longevity)
Effective 01-30-04

D. NON-STUDENT HOURLY EMPLOYMENT ACTIONS

As listed on pages 53–62 of the agenda.

E. REGULAR INSTRUCTIONAL ASSISTANTS

As listed on pages 63–64 of the agenda.

F. APPROVAL TO HIRE PRIOR TO THE NEXT BOARD MEETING

<u>Position</u>	<u>Department</u>	<u>Category</u>
<u>MANAGEMENT</u>		
1. Payroll Supervisor	Payroll	Replacement: C. Williams
<u>CLASSIFIED</u>		
1. Child Care Assistant .50 FTE, Categorically Funded	Child Development	Replacement: K. O'Brien
2. Payroll Technician	Payroll	Replacement: G. Smith

8. RESOLUTION #6-04 DECLARING MARCH 22-26, 2004 HATE FREE COLLEGE AWARENESS WEEK (ROLL CALL VOTE)

M/S/C (Doyle/Call) Board of Trustees approved Resolution #6-04 declaring the March 22-26, 2004 Hate Free College Awareness Week.

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

Ayes: 5* Noes: 0 Absent/Abstaining: 3

*includes Student Trustee advisory vote

9. DECEMBER 18, 2003 – JANUARY 21, 2004 WARRANTS

M/S/C (Doyle/Call) Board of Trustees approved warrants expended during the period December 18, 2003 – January 21, 2004.

Operating Expenditures:

General Fund	\$1,406,755
Capital Projects Fund	177,675
General Obligation Bond Projects Fund	1,294,538
Dormitory Interest/Redemption Fund	0
Child Development Fund	1,844
College Farm Fund	16,334
Auxiliary Enterprise Fund	7,618
Vending Fund	0
Parking Fund	15,390
Repair & Replacement Fund	0
Self Insurance Fund	185,375
Retiree Benefits Trust Fund	0
Student Representation Fee Fund	292
Development Fund	81
Total Operating Expenditures	<hr/> \$3,105,902

Payroll Expenditures:

Regular - December	\$4,542,814
Supplemental – 1/10/04	1,495,093
Student - December	119,356
Total Payroll Expenditures	<hr/> \$6,157,263

TOTAL WARRANTS FOR PERIOD \$9,263,165

10. NON-RESIDENT TUITION 2004-05

M/S/C (Doyle/Call) the Board of Trustees adopted a non-resident tuition rate of \$177 per semester unit for 2004-05 and an additional \$29 per semester unit (for foreign students) for capital outlay.

11. SEIU, LOCAL 707 CONTRACT AGREEMENT FOR 2002/03 THROUGH 2003/04

M/S/C (Doyle/Call) the Board of Trustees approved the Mediator's Proposal for an Agreement dated January 9, 2004, with SEIU, Local 707.

Trustee Smith thanked the members of the negotiating team for working to reach an agreement in these difficult times. Both parties are to be commended as well as the unit members who voted for it.

12. SANTA ROSA MULTI-LEVEL PARKING STRUCTURE AND CAMPUS IMPROVEMENTS PROJECT, AWARD OF ADDITIONAL SERVICES CONTRACT

M/S/C (Doyle/Call) the Board of Trustees approved the additional services contract in the amount of \$143,050.00 for the Santa Rosa Multi-Level Parking Structure and Campus Improvement Project.

13. **SANTA ROSA MULTI-LEVEL PARKING STRUCTURE AND CAMPUS IMPROVEMENTS PROJECT, ENVIRONMENTAL IMPACT REPORT (EIR) CONSULTANT, RATIFICATION AND AWARD OF CONTRACT**

M/S/C (Call/Doyle) the Board of Trustees ratified and awarded the professional services contract, in the amount of \$133,712.00, to LSA Associates, of Berkeley, for the Santa Rosa Multi-Level Parking Structure and Campus Improvements Project, Environmental Impact Report (EIR).

14. **APPROVAL OF RESOLUTION #7-04 AND RESOLUTION #8-04, AUTHORIZING OF SUPPORT FOR PROPOSITION 57 AND PROPOSITION 58**

M/S/C (Doyle/Smith) the Board of Trustees approved Resolution #7-04 and Resolution #8-04, authorizing the president to send a letter to Governor Schwarzenegger conveying the support of the Sonoma County Junior College District Board of Trustees for Proposition 57 and Proposition 58.

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

Ayes: 5* Noes: 0 Absent/Abstaining: 3
*includes Student Trustee advisory vote

Student Trustee Caston and Trustee Smith both commented that they generally do not like these propositions that essentially allow using deficit bond funds to pay the state deficit in a specific time frame; however, the reality is that funding is needed now for education and there does not appear to be any other better solution at this time.

INFORMATION

15. **ANNUAL SCHOLARSHIP REPORTS**

Kris Shear, Director of Student Financial Services, gave a PowerPoint presentation on the annual scholarship reports: the Doyle Fund year end report for 2002-03, the Doyle Fund final award report for 2003-04, the Doyle Fund historical performance report and the All Scholarship Report for 2003-04. Her oral presentation highlighted number of awards, summer awards, dividends and interest received, the new Study Abroad stipends, continuing student and transferring student awards from the Foundation Scholarship Program and the Business/community Scholarship Program.

16. **REPORTS**

A. Academic Senate

None.

B. Classified Senate

None.

C. Associated Students

Ty Ronquillo reported that the Student Senate is now full and includes a representative from Petaluma; the Student Senate approved support of Proposition 55 and action is pending on Propositions 56, 57, 58; the Senate is currently considering funding up to \$10,000 for Campaign for College Opportunity; March in March will take place March 15 and the students hope to get good participation from the college community to travel in busses to Sacramento; the Senate voted in favor to support the non-resident tuition fee; and the Associated Student Cabinet encourages the Board of Trustees to attend more student events so that students have more opportunities to interact with the Board.

17. ADJOURNMENT

There being no further business, the Regular Meeting was adjourned at 5:20 p.m.

Mike Smith
Clerk, Board of Trustees