

Board Minutes

Sonoma County Junior College District

FEBRUARY 12, 2008

The regular meeting of the Board of Trustees of the Sonoma County Junior College District convened at 3:00 p.m., Tuesday February 12, 2008, in Pedroncelli Center of the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Jeff Kunde, W. Terry Lindley and Marsha Vas Dupre. Trustees Pellegrini and Zumwalt were absent.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Burdo/Kunde) the Closed Session Agenda was approved as listed on the February 12, 2008 agenda.

PUBLIC COMMENTS ON CLOSED SESSION AGENDA

There were no public comments.

The Board recessed into Closed Session at 3:03 p.m. Closed Session adjourned at 3:43 p.m.

OPEN SESSION

The Board of Trustees of the Sonoma County Junior College District reconvened at 4:03 p.m. Tuesday, January 8, 2008, in Pedroncelli Center of the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Jeff Kunde, W. Terry Lindley, Marsha Vas Dupre, Don Zumwalt and student trustee Kera Eubank. Trustee Pellegrini was absent.

Board President Richard W. Call called the meeting to order. He also announced that Trustee Pellegrini would not be attending this meeting and the April Board meeting due to a lengthy recuperation from knee surgery.

1. ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

Trustee Call announced that In Closed Session today the Board of Trustees discussed possible real property negotiations as well as personnel matters regarding two college employees. No reportable action was taken by the Board

2. APPROVAL OF MINUTES

M/S/C (Burdo/Lindley), the Board of Trustees approved the Minutes of the January 8, 2008 regular meeting.

3. A. PRESENTATION OF "EMPLOYEE OF THE MONTH" - GREG DAVIS, SCIENCE LAB TECHNICIAN, ENGINEERING/PHYSICS

Younes Ataiyan, Chair, Engineering/Physics Department presented Greg Davis, Science Lab Technician in Engineering/Physics Department as the February Employee of the Month. He, as well as other faculty in the department, acknowledged Greg's contributions to the students

and instructors in the department's science labs. Greg was presented with a Recognition Plaque from the College, two season tickets to SRT, a gift certificate to the SRJC Culinary Café and gifts from department colleagues.

B. PRESENTATION OF THE PG&E REBATE CHECKS FOR THREE ENERGY CONSERVATION PROJECTS

Jay Carpenter, retired Facilities Operations Director, gave examples of energy conservation approaches the college has undertaken in various facilities projects. He introduced Matt McGuire from SPG Solar Company, who approached the college about submitting the Public Safety Training Center Project for consideration. Mr. McGuire thanked the Board and college community for its vision and commitment towards energy conservation.

Jay then introduced PG&E District Manager, Randy DeCaminada (New Accounts Manager, Tom McAffery was also present) who presented Santa Rosa Junior College with a rebate check from PG&E in the amount of \$711,584.00 in acknowledgement of the college's energy conservation measures at the Public Safety Training Center Photovoltaic Project. PG&E also awarded the college two additional rebates: \$28,761.75 for the Santa Rosa Campus Motion Detectors and \$11,500.00 for the Boiler Upgrade Project. Mr. DeCarminada praised the college for its energy efficiency and self generation projects and said that it uses these kinds of conservation measures to offset the need to build power plants. Thus far the college's self generation has accounted for a megawatt of power, enough to offset the annual powering of 1,000 homes.

4. PUBLIC HEARING

A. DISTRICT'S INITIAL CONTRACT PROPOSALS FOR REOPENERS FOR 2008-2009 WITH SEIU, LOCAL 1021

An opportunity for the public to comment on the District's initial contract proposals for reopeners for 2008-2009 contract per Article 8 – "Public Notice", Educational Employment Relations Act, (Government Code Section 3547).

There where no comments.

B. SEIU, LOCAL 1021'S INITIAL CONTRACT PROPOSALS FOR REOPENERS FOR 2008-2009 WITH THE DISTRICT

An opportunity for the public to comment on SEIU's initial contract proposals for reopeners for 2008-2009 contract per Article 8 – "Public Notice", Educational Employment Relations Act, (Government Code Section 3547).

There where no comments.

5. PUBLIC COMMENTS

–Warren Ruud introduced himself as the incoming AFA President; recognized Janet McCulloch's service as AFA President noting she had served the faculty and college well in her role. He also acknowledged the work of faculty and staff in support of Proposition 92.

6. MONTHLY UPDATE

A. Board Facilities Committee

Trustee Burdo reported the following from the February 5, 2008 Board Facilities Committee meeting:

Haehl Pavilion Photo-Voltaic Proposals – Jay Carpenter and Paul Bielen presented information relevant to the Haehl Pavilion Photo-Voltaic Project Proposals. The Board Facilities Committee requested additional information relevant to increased savings capacity and life cycle payback periods. Staff will revisit the proposals at the next Board Facilities Committee meeting.

Haehl Pavilion Basketball Backboard Emergency Repair – Staff received direction to proceed with the emergency repair work on the basketball backstops.

Culinary Arts Project Update – Curt Groninga indicated that due to increasing cost factors, the architect and program personnel have been directed to scale the project back. Re-programming and re-design work has commenced.

B. Scholarship Committee

Trustee Vas Dupre said that information would be provided by Kris Shear later in the agenda.

C. Foundation

Trustee Call reported the following on behalf of Trustee Pellegrini:

–The SRJC Foundation has been named the Executor of a major estate, and the duties involved in managing and settling this estate are consuming a considerable amount of time on the part of the Foundation staff.

–The SRJC Foundation Bear Cub Athletic Trust is looking forward to its annual Hall of Fame dinner, to be held Saturday, March 1 at the Santa Rosa Golf & Country Club. This year's inductees are Bob Mastin, Art Liebscher, Harley Miller, Donna Buckendahl, Rob Garibaldi, and the 1988 Women' Basketball Team.

–The Bear Cub Athletic Trust will hold its annual Spring Fling fundraising event on Friday, March 28, at the Veteran's Building in Santa Rosa.

D. Legislative Information

President Agrella commented on the defeat of Prop 92, and commended the SRJC community for its support, including substantial financial support to this statewide effort. Though it did not pass it did place community college funding on the funding radar screen, with CSU, UC's, and the K-12 systems saying that community college really do deserve better funding.

In other legislative action, President Agrella noted that on January 10 the Governor had declared a fiscal emergency and the legislature is required to address the issues within 45 calendar days (approximately February 24). Failure to do so has a consequence that no legislation can be passed until the emergency issue is addressed. It's a wait and see game at this point.

E. Board Member Comments

–Trustee Vas Dupre commented that term limits will have an effect on passage of legislation. She acknowledged President Agrella for sending an article to the Press Democrat explaining Prop 92 and the importance to SRJC and community colleges.

7. **CONSENT AGENDA**

M/S/C (Kunde/Burdo) 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 Lindley	<u>aye</u>
Trustee Pellegrini	<u>absent</u>
Trustee Vas Dupre	<u>aye</u>
Trustee Zumwalt	<u>aye</u>
Student Trustee Eubank*	<u>aye</u>

*Advisory vote

A. **RECOMMENDATIONS FROM COLLEGE COUNCIL FOR THE REVIEW AND REVISION OF CATEGORY 1 & 2 DISTRICT POLICY AND PROCEDURES**

Approved the Category 1 and Category 2 policies and procedures as reviewed and recommended by College Council.

CHAPTER 3 – Academic Program

Category 2 Review – Clerical Changes Only

- 3.13 Occupational Program Advisory Committees
- 3.23.1 Campus Laboratory School Academic Progress
- 3.23.4 Campus Laboratory Non-Subsidized Fees
- 3.23.5 Campus Laboratory School Children's Advocacy
- 3.23.6 Non Custodial Parent Visiting and Temporary Restraining Orders

CHAPTER 8 – Student Services

Category 1 Review – No Changes

- 8.1 Admission and Enrollment
 - 8.1.1 Access for Students With Disabilities
 - 8.1.2 Resident Status for Non-Resident Police Academy and In- Service Law Enforcement Enrollees
 - 8.1.2P Resident Status for Non-Resident Police Academy and In-Service Law Enforcement Enrollees
 - 8.1.5 Attendance Requirements
 - 8.1.8 Change of Program
 - 8.1.9 Commencement
 - 8.1.10 Recognition of Achievement / Dean's Honor List
 - 8.1.10P Dean's Honor List
 - 8.1.13 Status of Transferring Students
 - 8.1.15 Auditing of Classes
 - 8.1.15P Auditing of Classes
- 8.3 Student Support Services
 - 8.3.1 Articulation/Transfer Center
 - 8.3.3 Career Development Service Center
- 8.4 Student Health Services
 - 8.4.3 Student Health Services Optional Service Charge
 - 8.4.3P Student Health Services Optional Service Charge
- 8.5.3 Student Production of Goods and Services
- 8.5.4 Student Publications
- 8.5.6 Solicitation of Funds and Distribution of Literature on Campus
- 8.5.7 Identification Cards
- 8.5.8 Travel/Extra Class Activities

B. REVISIONS TO POLICY 7.14 AND PROCEDURE 7.14P – WINE AND SPECIAL EVENTS – SECOND READING

Approved revisions to Policy 7.14 and Procedure 7.14P, Wine and Special Events.

C. RESOLUTION #2-08, CLASSIFIED EMPLOYEES RECOGNITION WEEK, MARCH 31-APRIL 4, 2008

Approved Resolution #2-08, recognizing the week of March 31-April 4, 2008 as “Classified Employees Recognition Week.”

D. OUT OF COUNTRY TRAVEL TO PORTUGAL

Approved the out-of-country travel to Portugal for Nancy Chinn from April 6-13, 2008 at no cost to the District.

E. OUT-OF-DISTRICT CLASSES FOR PUBLIC SAFETY

Approved the public safety courses offered outside the District by the Public Safety Training Center, as provided for in Title 5 §55231.

F. CURRICULUM COMMITTEE RECOMMENDATIONS FOR DECEMBER 2007 AND JANUARY 2008

Approved the recommendations of the Curriculum Review Committee that were made during its meetings of December, 2007 and January, 2008.

G. INSTRUCTIONALLY RELATED FEES FOR SUMMER 2008

Approved new and revised course fees effective with the Summer 2008 session.

H. INSTRUCTOR LOAD REPORTS FOR FALL 2007 AND SPRING 2008

Approved the final Fall 2007 Instructor Load Report and changes to the Spring 2008 Instructor Load Report since the January Board meeting.

I. RATIFICATION OF CONTRACTS

Ratified contracts for the period December 12, 2007– January 22, 2008.

J. RESOLUTION #3-08- TRANSFER OF FUNDS

Approved Resolution #3-08 increasing the Extended Opportunity Programs & Services (EOPS) restricted revenue and expenditures in the amount of \$8,343.00; and increasing the Student Financial Aid Administration restricted revenue and expenditures in the amount of \$9,619.00.

K. QUARTERLY FINANCIAL REPORT

Approved the submission of the Quarterly Financial Status Report to the Chancellor's Office for the period ending December 31, 2007.

L. GRANTS

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

1. Faculty Initiative Project Grant, submitted by Joel Gordon, in the amount of \$3,500.00 from WestEd, with no District match required.
2. Resolution #4-08, Instructional Materials and Supplies Contract, submitted by Joel Gordon, in the amount of \$1,954.00, from the California Department of Education, with no District match required.
3. Child Development Grant, Contract Amendment, submitted by Joel Gordon, in the amount of \$24,454.00, with no District match required.

M. JESSE PETER MUSEUM EXPANSION PROJECT, CHANGE ORDER #6

Approved Change Order #6, in the amount of \$2,132.00, for the Jesse Peter Museum Expansion Project, for a revised contract price of \$1,415,031.32.

N. PLOVER HALL CONVERSION CONSTRUCTION PROJECT, CHANGE ORDER #10

Approved Change Order #10 in the amount of \$26,162.00 for the Plover Hall Conversion Construction Project, for a revised contract price of \$9,954,541.78.

O. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #01: SITEWORK CONSTRUCTION, CHANGE ORDER #15

Approved Change Order #15 in the amount of \$6,899.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #01: Sitework Construction, for a revised contract price of \$7,484,376.00.

P. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #02: MECHANICAL, CHANGE ORDER #6

Approved Change Order #6, in the amount of \$10,210.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #02: Mechanical, for a revised contract price of \$8,343,654.00.

Q. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #03: ELECTRICAL, CHANGE ORDER #18

Approved Change Order #18, in the amount of \$43,363.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #03: Electrical, for a revised contract price of \$8,168,105.00.

R. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #05: BUILDING CONSTRUCTION, CHANGE ORDER #14

Approved Change Order #14, in the amount of \$28,213.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #05: Building Construction, for a revised contract price of \$27,538,295.00.

S. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #06: SECURITY, CHANGE ORDER #4

Approved Change Order #4, in the amount of \$16,059.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #06: Security, for a revised contract price of \$483,004.00.

T. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #07, SIGNAGE, CHANGE ORDER #6

Approved Change Order #6, in the amount of \$17,474.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #07: Signage, for a revised contract price of \$257,554.00.

U. PETALUMA PHASE II/R CONSTRUCTION/RECONSTRUCTION PROJECT, COST ANALYSIS

Reviewed and approved the February, 2008 Cost Analysis for the Petaluma Phase II Construction Project.

V. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, DIVISION #2B, CHANGE ORDER #1

Approved Change Order #1, in the credit amount of \$1,133.00, for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II Division #2B, for a revised contract price of \$28,997,867.00.

W. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, DIVISION #2C, CHANGE ORDER #1

Approved Change Order #1, in the credit amount of \$394.00, for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Division #2C, for a revised contract price of \$5,988,853.00.

X. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, COST ANALYSIS

Reviewed and approved the February 2008 Cost Analysis for the Lawrence A. Bertolini Student Services Center Construction Project.

Y. FRANK P. DOYLE LIBRARY, SERVER ROOM AC PROJECT, AWARD OF BID

Awarded the low bid in the amount of \$130,527.00, to RE Corporation, of Santa Rosa, for the Frank P. Doyle Library, Server Room AC Project.

Z. BOILER SYSTEM REPLACEMENT, PHASE II, INSTALLATION PROJECT, NOTICE OF COMPLETION

Accepted the Notice of Completion for the Boiler System Replacement, Phase II, Installation Project, and authorized staff to file said Notice with the County of Sonoma.

AA. JESSE PETER MUSEUM EXPANSION PROJECT, NOTICE OF COMPLETION

Accepted the Notice of Completion for the Jesse Peter Museum Expansion Project and authorized staff to file said Notice with the County of Sonoma.

BB. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, BID DIVISION 2E, GEOTHERMAL: MUTUAL RESCISSION OF CONTRACT AND CONDITIONAL AWARD OF NEW CONTRACT

Approved the agreement for Mutual Rescission of Contract and Conditional Award of New Contract for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Division 2E, Geothermal, subject to final legal counsel review.

Vice President of Administrative Services, Curt Groninga, summarized the advice of legal counsel to award a new contract that specifies all appropriate licensing requirements that must be met by the contractor and the college.

CC. OUT-OF-COUNTRY TRAVEL TO SPAIN

Approved the out-of-country travel to Valencia, Spain for Ron Whitney, Coach in Physical Education, Dance and Athletics, from March 2-10, 2008 at no cost to the District.

DD. RESOLUTION #5-08, AUTHORIZING INVESTMENT OF PROCEEDS FROM SERIES D BONDS IN SECURITIES WITH A MATURITY GREATER THAN FIVE YEARS

Approved Resolution #5-08 authorizing proceeds from the General Obligation Series D Bonds to be invested in securities with a maturity greater than five years.

President Agrella explained that this resolution would allow the governing board to alter Sonoma County's requirement that limits investing of bond funds within a five-year period. Sonoma County has an investment policy where they will not invest proceeds greater than five years. Series D is a 16.9 million that was segregated to pay for technology in future years. In current bond rules, once you sell bonds you must consume them within three years and the college needs to be able to use the funds beyond three years.

ACTION AGENDA

8. HUMAN RESOURCES

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

**A. MANAGEMENT
Employment**

1. Carpenter, Jay

Temporary Assignment

Special Project/Administrative Services

Maximum Hours: 500

\$30.00/Hour

Effective 01-14-08 to 06-30-08

2. Close, Linda

Temporary Working Out of Class

Budget Coordinator/Business Services

1.0 FTE, 12 Months/Year, Range 9.5, Step E

From: \$7,129.82/Month (\$6,159.00 Plus \$970.82, 21st Year Longevity)

To: \$7,842.80/Month (\$6159.00 Plus \$970.82, 21st Year Longevity, Plus \$712.98 10% Working Out of Class)

Coverage/Partial duties of Director, Fiscal Services

Effective 12-12-07 to 06-30-08

B. FACULTY

Employment

1. Clark, Karen

Temporary Contract

Instructor/Nursing/Health Sciences
Temporary Contract Per Ed Code 87482
1.0 FTE, Class A, Step 1, \$27,496.55/Semester
Replacement/J. Murphy
Effective 01-14-08 to 05-24-08

2. Filkins, Jean

Temporary Contract

Librarian/Doyle Library
Temporary Contract Per Ed Code 87482
1.0 FTE, Class A, Step 5, \$31,439.25/Semester
Replacement/M. Gray
Effective 01-14-08 to 05-24-08

3. Gauthier, Richard

Temporary Contract

Instructor/Engineering/Physics
Temporary Contract Per Ed Code 87482
1.0 FTE, Class D, Step 3, \$33,771.94/Semester
Replacement/Y. Ataiyan
Effective 08-14-08 to 12-19-08

4. Kraemer, Helen

Temporary Contract

Instructor/Nursing/Health Sciences
Temporary Contract Per Ed Code 87482
1.0 FTE, Class A, Step 1, \$27,496.55/Semester
Replacement/J. Weser
Effective 01-14-08 to 05-24-08

Leave of Absence

1. Isenberg, Jean

Request for Medical Leave of Absence With Accrued Sick

Leave Pay

Adjunct Faculty/Noncredit Programs & Services
Unit B, Step 6, \$39.49/Hour
Effective 12-22-07 to 05-24-08

Reduced Workload

1. Reisman, Catherine

Instructor/Disability Resources, Contract
Class C, Step 16

From: 1.0 FTE, \$94,478.00/Year

To: .50 FTE, \$47,239.00/Year

(.0 FTE Fall Semester; 1.0 FTE Spring Semester)

Per Ed Code Sections 22713 & 87483; and

AFA Contract (1996-99), Article 24.02

Effective 08-14-08 to end of Spring Semester 2013

2. Vigeland, Kari

Instructor/Disability Resources, Contract
Class B, Step 16

From: 1.0 FTE, \$89,131.00/Year

To: .50 FTE, \$44,565.50/Year

(1.0 FTE Fall Semester; .0 FTE Spring Semester)

Per Ed Code Sections 22713 & 87483; and

AFA Contract (1996-99), Article 24.02

Effective 08-14-08 to end of Spring Semester 2009

Resignations

1. **Barnes, Joyce** Adjunct Faculty/Mathematics/Petaluma Campus
Class C, Step 9, \$112.79/Hour
Effective 12-31-07
2. **Fusco, Joanne** Adjunct Faculty/Culinary Arts/Consumer & Family Studies
Class A, Step 4, \$86.40/Hour
Effective 01-17-08
3. **Glover, Daniel** Adjunct Faculty/Earth & Space Sciences
Class A, Step 2, \$80.81/Hour
Effective 11-29-07
4. **Hand, William** Adjunct Faculty/Life Sciences
Class D, Step 1, \$89.41/Hour
Effective 01-09-08
5. **Murphy, Kathleen** Instructor/Health Sciences, Contract
1.0 FTE, Class A, Step 5, \$62,525.00/Year
Effective 12-21-07

**C. CLASSIFIED
Employment**

1. **Askim, Scott** **Temporary Working Out of Class**
Coordinator, Facility Operations/Public Safety
1.0 FTE, 12 Months/Year, Grade N, Step 5
From: \$5,920.73/Month (\$4,871.00 Plus \$1,049.73, 26th
Year Longevity)
To: \$6,216.77/Month (\$4,871.00 Plus \$1,049.73, 26th
Year Longevity Plus \$296.04, 5% Working Out of
Class)
Pending Classification Review
Effective 01-02-08 to 06-30-08
2. **August, Tina** **Temporary Working Out of Class**
Financial Aid Tech II/Financial Aid
1.0 FTE, 12 Months/Year, Grade K, Step 5
From: \$4,279.00/Month
To: \$4,492.95/Month (\$4,279.00 Plus \$213.95, 5%
Working Out of Class)
Coverage/50% duties of Financial Aid Program Specialist
Effective 01-01-08 to 06-30-08
3. **Bowen, Deborah** Administrative Assistant I/School Relations, New Student
Programs & Adult Reentry
.50 FTE, 12 Months/Year, Grade I, Step 3, \$1,678.00/Month
Replacement/R. Hagan
Effective 12-17-07
4. **Donica, Danielle** **Temporary Increase in Hours**
Human Resources Technician II/Human Resources
12 Months/Year, Grade M, Step 5
From: .50 FTE, \$2,635.53/Month (\$2,390.50 Plus
\$245.03, 16th Year Longevity)
To: .7125 FTE, \$3,755.62/Month (\$3,406.46 Plus

\$349.16, 16th Year Longevity)
Coverage/Special Projects
Effective 01-01-08 to 01-31-08

5. **Giusto, Teresa** Financial Aid Technician I/Financial Aid/Scholarship
1.0 FTE, 12 Months/Year, Grade I, Step 3, \$3,356.00/Month
Replacement/B. Flores
Effective 12-19-07
6. **Hunter, Jill** Research Technician/Institutional Research
.50 FTE, 12 Months/Year, Grade L, Step 3, \$2,052.00/Month
New Position: Board Approved 10-09-07
Effective 01-14-08
7. **Morris Ruiz, Crystal** **Temporary Working Out of Class**
Financial Aid Technician II/Financial Aid
.90 FTE, 12 Months/Year, Grade K, Step 5
From: \$4,043.66/Month (\$3,851.10 Plus \$192.56, 5%
Bilingual Stipend)
To: \$4,245.84/Month (\$3,851.10 Plus \$192.56, 5%
Bilingual Stipend Plus \$202.18, 5% Working Out
of Class)
Coverage/50% duties of Financial Aid Program Specialist
Effective 01-01-08 to 05-23-08
8. **Poppers, Ari** Theatre Arts Production Specialist/Theatre Arts
1.0 FTE, 12 Months/Year, Grade N, Step 3, \$4,597.00/Month
Replacement/T. Bridant
Effective 01-09-08
9. **Sigala, Sandra** **Bilingual Stipend**
Administrative Assistant II/Student Affairs
1.0 FTE, 12 Months/Year, Grade K, Step 5
From: \$4,279.00/Month
To: \$4,492.95/Month (\$4,279.00 Plus \$213.95, 5%
Effective 02-01-08
10. **Stanton, Elsa** Police Dispatcher/District Police
1.0 FTE, 12 Months/Year, Grade K, Step 1,
\$3,519.00/Month
Replacement/Z. Lovett
Effective 01-07-08
11. **Torrigno, Joyce** **Temporary Increase in Hours**
Farm Assistant/Agriculture/Natural Resources, Shone Farm
12 Months/Year, Grade E, Step 3
From: .60 FTE, \$1,744.20/Month
To: 1.0 FTE, \$2,907.00/Month
Reason/Set up of new equine facility
Effective 01-01-08 to 06-30-08

Promotions/Transfers

1. **Chelini, Ann** **Temporary Promotion**
From: Administrative Assistant I/Facilities Operations
1.0 FTE, 12 Months/Year, Grade I, Step 4,
\$3,668.00/Month

To: Administrative Assistant III/Facilities Operations
1.0 FTE, 12 Months/Year, Grade M, Step 1,
\$3,932.00/Month
Reason/Special project
Effective 02-01-08 to 06-30-08

2. Detweiler, Anna

Temporary Promotion

From: Childcare Teacher/Child Development
.9688 FTE, 199 Days/Year, Grade I, Step 3,
\$20.15/Hour

To: Childcare Teacher/Child Development
.4375 FTE, 199 Days/Year, Grade I, Step 3,
\$20.15/Hour
and
Childcare Master Teacher/Child Development
.5313 FTE, 199 Days/Year, Grade K, Step 2,
\$21.32/Hour

Effective 01-14-08 to 02-29-08

3. Leahy, Mitchell

Promotion

From: Admissions & Records Technician II/Admissions,
Records & Enrollment Development
1.0 FTE, 12 Months/Year, Grade I, Step 3,
\$3,356.00/Month

To: Administrative Assistant III/Admissions, Records
& Enrollment Development
1.0 FTE, 12 Months/Year, Grade M, Step 1,
\$3,778.00/Month

Replacement/C. Pansini-Evans
Effective 12-17-07

4. Legesse, Ahferom

Transfer

From: Custodian/Facilities Operations
1.0 FTE, 12 Months/Year, Grade H, Step 2,
\$3,324.30/Month (\$3,166.00 Plus \$158.30, 5%
Shift Differential)

To: Custodian/Facilities Operations
1.0 FTE, 12 Months/Year, Grade H, Step 2,
\$3,324.30/Month (\$3,166.00 Plus \$158.30, 5%
Shift Differential)

Replacement/T. Embaye
Effective 01-02-08

5. Sebhatu, Mekonnen

Transfer

From: Custodian/Facilities Operations
.50 FTE, 12 Months/Year, Grade H, Step 4,
\$1,833.30/Month (\$1,746.00 Plus \$87.30, 5%
Shift Differential)

To: Custodian/Facilities Operations
1.0 FTE, 12 Months/Year, Grade H, Step 4,
\$3,666.60/Month (\$3,492.00 Plus \$174.60, 5%
Shift Differential)

Replacement/J. Farmer
Effective 01-02-08

- 6. Stewart, Michelle** **Promotion/Transfer**
From: Administrative Assistant II/Chemistry
 .475 FTE, 12 Months/Year, Grade K, Step 2,
 \$1,843.00/Month
To: Coordinator, Science Labs/Petaluma Science Labs
 1.0 FTE, 12 Months/Year, Grade N, Step 1,
 \$4,169.00/Month
Replacement/K. Shanks
Effective 01-08-08
- 7. Warchol, Brenda** **Temporary Promotion**
From: Childcare Teacher/Child Development
 .75 FTE, 199 Days/Year, Grade I, Step 5,
 \$22.22/Hour
To: Childcare Teacher/Child Development
 .34375 FTE, 199 Days/Year, Grade I, Step 5,
 \$22.22 Hour AND
 Childcare Master Teacher/Child Development
 .40625 FTE, 199 Days/Year, Grade K, Step 4,
 \$23.51/Hour
Effective 01-14-08 to 02-29-08
- 8. Warren, Jennifer** **Promotion**
From: Childcare Assistant/Child Development
 .50 FTE, 199 Days/Year, Grade E, Step 4,
 \$16.93/Hour
To: Childcare Teacher/Child Development
 .625 FTE, 199 Days/Year, Grade I, Step 3,
 \$19.36/Hour
Replacement/P. Dalton
Effective 01-09-08

Shift Differential/Application

- 1. Fitzgerald, John** Community Service Officer/District Police
1.0 FTE, 12 Months/Year, Grade I, Step 5
From: \$4,044.60/Month (\$3,852.00 Plus \$192.60, 11th
 Year Longevity)
To: \$4,246.83/Month (\$3,852.00 Plus \$192.60, 11th
 Year Longevity Plus \$202.23, 5% Shift
 Differential)
Effective 01-01-08
- 2. Richards, Joseph** Police Dispatcher/District Police
1.0 FTE, 12 Months/Year, Grade K, Step 3
From: \$3,880.00/Month
To: \$4,074.00/Month (\$3,880.00 Plus \$194.00, 5%
 Shift Differential)
Effective 01-01-08
- 3. Stinson, William** Police Officer/District Police
1.0 FTE, 12 Months/Year, Grade P, Step 5
From: \$5,917.00/Month (\$5,742.00 Plus \$175.00 FTO
 Stipend)
To: \$6,204.10/Month (\$5,742.00 Plus \$287.10, 5%
 Shift Differential Plus \$175.00, FTO Stipend)
Effective 01-01-08

Shift Differential/Removal

1. **Bell, Timothy** HVAC & Controls Technician/Facilities Operations
1.0 FTE, 12 Months/Year, Grade O, Step 3
From: \$4,943.95/Month (\$4,895.00 Plus \$48.95, 1% Shift Differential for one Day/Week)
To: \$4,895.00/Month
Effective 01-01-08

2. **Chavez, Monica** Police Dispatcher/District Police
1.0 FTE, 12 Months/Year, Grade K, Step 3
From: \$4,277.70/Month (\$3,880.00 Plus \$194.00, 5% Bilingual Stipend Plus \$203.70, 5% Shift Differential)
To: \$4,074.00/Month (\$3,880.00 Plus \$194.00, 5% Bilingual Stipend)
Effective 01-01-08

3. **Gregori, Anthony** Police Officer/District Police
1.0 FTE, 12 Months/Year, Grade P, Step 5
From: \$6,330.56/Month (\$5,742.00 Plus \$287.10, 11th Year Longevity Plus \$301.46, 5% Shift Differential)
To: \$6,029.10/Month (\$5,742.00 Plus \$287.10, 11th Year Longevity)
Effective 01-01-08

4. **Wasik, Wendy** Community Service Officer/District Police
1.0 FTE, 12 Months/Year, Grade I, Step 5
From: \$4,044.60/Month (\$3,852.00 Plus \$192.60, 5% Shift Differential)
To: \$3,852.00/Month
Effective 01-01-08

Administrative Leave

1. **5426** Administrative Leave with Pay and Benefits
Effective 01-09-08 to 02-12-08

2. **8750** Administrative Leave with Pay and Benefits
Effective 01-29-08 to 03-12-08

CLASSIFIED STAFFING

1. **New Job Description**
Department: CalWORKs
To: **New Job Description**
Employment Services Advisor/CalWORKs
1.0 FTE, 12 Months/Year, Grade O
Incumbent: **None**

D. NON-STUDENT HOURLY EMPLOYMENT ACTIONS

As listed on pages 121–129 of the agenda.

E. REGULAR INSTRUCTIONAL ASSISTANTS

As listed on pages 131–133 of the agenda.

F. APPROVAL TO HIRE PRIOR TO THE NEXT BOARD MEETING

<u>Position</u>	<u>Department</u>	<u>Category</u>
CLASSIFIED		
1. Media Production Technician, .75 FTE	Media Services/Doyle Library	Replacement: D. Garcia
2. Admissions & Records Technician II	Admissions, Records & Enrollment Development	Replacement: M. Leahy

9. DECEMBER 7, 2007 – JANUARY 10, 2008 WARRANTS

M/S/C (Lindley/Burdo) on a 4-0-2 the Board of Trustees approved warrants expended during the period December 7, 2007 – January 10, 2008.

Operating Expenditures

General Fund	1,264,559
Capital Projects Fund	216,339
General Obligation Bond Projects Fund	5,015,316
Dormitory Interest/Redemption Fund	0
Child Development Fund	3,073
College Farm Fund	11,493
Auxiliary Enterprise Fund	2,247
Vending Fund	0
Parking Fund	17,598
Repair & Replacement Fund	0
Self Insurance Fund	207,404
Retiree Benefits Trust Fund	0
Student Representation Fee Fund	313
Development Fund	55
Total Operating Expenditures	<u>\$6,738,397</u>

Payroll Expenditures

Regular - December	\$5,503,553
Supplemental – December	2,647,171
Supplemental – January	2,343,358
Student - December	130,452
Total Payroll Expenditures	<u>\$10,624,533</u>

TOTAL WARRANTS FOR PERIOD \$17,362,930

10. PETALUMA CAMPUS PHASE II CONSTRUCTION PROJECT, RATIFICATION OF MAHONEY LIBRARY CARREL PURCHASE

M/S/C (Vas Dupre/Zumwalt) the Board of Trustees ratified the sole source GSA contract piggyback purchase in the amount of \$156,060.79 to Agati Inc., of Chicago, for the Petaluma Campus Phase II Construction Project, Mahoney Library Carrel Purchase.

INFORMATION

11. REVISIONS TO POLICY 3.15 – FINAL EXAMINATIONS – FIRST READING

A first reading of the proposed changes to Policy 3.15 – Final Examinations.

12. DISTRICT POLICE DEPARTMENT USE OF TECHNOLOGY

Terry Stewart, District Chief of Police, gave a presentation on the use of technology by District Police to provide for integrated safety of the college community. He reviewed the various technology being incorporated in the District that brings the SRJC Police Department in line with the City of Santa Rosa and County of Sonoma police departments that are using the same type of security technology. This enables the transfer of calls and collaboration from one agency to another. Such technology includes surveillance equipment, emergency call boxes, enhanced monitoring through the dispatch station, key access cards in secure areas, and the potential for broadcast notification throughout the campus in the event of a major emergency.

13. WORK EXPERIENCE PROGRAM

Work Experience Coordinators Bev Henningsen and Renee LoPilato gave a presentation on activities and courses offered through the work experience department that develop and enhance students' work skills will highlight department activities and department courses that develop students' 21st Century.

14. ANNUAL SCHOLARSHIP REPORTS

Kris Shear, Student Financial Services Director, reviewed the annual reports for the Doyle Fund year end report 2006-07, the Doyle Fund final award report 2007-08, the Doyle Fund historical performance report and the All Scholarship Report 2007-08.

15. BUDGET UPDATE

There was no update at this time.

16. REPORTS

A. Academic Senate

None.

B. Classified Senate

Anna Felciano noted the Board's passage of the resolution declaring March 31-April 4 as Classified Recognition Week and indicated that the Pat Tognozzi Scholarship of \$250 would be awarded during that time. Other activities include the morning reception on April 1 hosted by the President and the Raoul Yriberri Recognition Dinner sponsored by the Classified Senate on April 3. She also announced that elections for officers and senators would be held in the spring.

C. Associated Students

Jude Rowe, Student Senate Vice President reported that various flyers are being distributed throughout the campuses that provide information to students about what is going on at the college in an effort to promote more student involvement in activities of the Associated Students, Student Senate and Student Cabinet. He also announced Student Savings Week, with good participation thus far; and the Associated Students proposal and funding now in place to enhance the interim food service facilities.

17. ADJOURNMENT

There being no further business, the Regular Meeting was adjourned at 5:40 p.m.

Jeff Kunde, Clerk
Board of Trustees