

# Board Minutes

## Sonoma County Junior College District

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### **FEBRUARY 13, 2007**

The regular meeting of the Board of Trustees of the Sonoma County Junior College District convened at 3:01 p.m., Tuesday, February 13, 2007, 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, Onita Pellegrini and Marsha Vas Dupre. Trustees Lindley and Zumwalt were not present.

#### **APPROVAL OF CLOSED SESSION AGENDA**

M/S/C (Call/Pellegrini), the Closed Session Agenda was approved as listed on the February 13, 2007 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 3:58 p.m.

#### **OPEN SESSION**

The Board of Trustees of the Sonoma County Junior College District reconvened at 4:05 p.m. Tuesday, February 13, 2007, 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, Onita Pellegrini, Marsha Vas Dupre, and Student Trustee Richard Fiorentino. Trustees Lindley and Zumwalt were not present.

Board President Burdo called the meeting to order.

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

There were no reportable actions taken in closed session.

#### **2. APPROVAL OF JANUARY 9, 2007 AND JANUARY 29, 2007 MINUTES**

The minutes were approved in two separate motions:

M/S/C (Call/Kunde) on a 5-0-1 vote the Board of Trustees approved the Minutes of the January 29, 2007 regular meeting.

M/S/C (Vas Dupre/Pellegrini), the Board of Trustees approved the Minutes of the January 9, 2007 special meeting with a correction to Action Item 10, page 16 (second motion was made by Trustee Kunde, not Trustee Call).

#### **3. PRESENTATION OF A CONTRIBUTION TO THE AG TRUST FROM THE ESTATE OF G K HARDT**

Gladys Bates, executor of the late G K Hardt estate and Linda Burrill, trust officer with the Exchange Bank presented the college with a check for \$250,000 from the G K Hardt Estate to

the SRJC Foundation Ag Trust for construction of a horse barn at Shone Farm. In accepting this generous donation on behalf of the college, Steve Olson, Interim Vice President/Executive Dean of the Petaluma Campus announced that the horse barn will be named in honor of Mr. Hardt in acknowledgement of his interest in horses and support of agricultural education. Steve Olson also introduced George Dutton, representing the Ag Trust; Casey Cole Gattrell, instructor of the equine science program; and Bob Fraser, Agriculture and Natural Resources Department Chair.

**PRESENTATION OF "EMPLOYEE OF THE MONTH" - ALICIA JOURDAIN, ADMINISTRATIVE ASSISTANT III, BUSINESS, CIS, OFF-CAMPUS & WEEKEND PROGRAMS**

Steve Cohen, Dean, Business, CIS and Off-Campus & Weekend Programs introduced Alicia Jourdain as the February Employee of the Month. He noted Alicia's contributions to the various departments in the cluster and with several districtwide committees. Alicia was presented with a Recognition Plaque from the College, two season tickets to SRT, and a gift certificate to the SRJC Culinary Café.

**4. PUBLIC COMMENTS**

Board President Burdo announced the Board's revised policy: three minutes may be allotted to each speaker and a maximum of 20 minutes per subject. Persons attending the meeting shall be allowed to address the Board on agenda items as those matters are discussed by the Board or during this Public Comments agenda item, but not both. Comments on an agenda item will be received after staff presentations and prior to Board deliberations. Items not on the agenda may be addressed only under this Public Comments agenda item.

–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 following:

Bertolini Student Services Center Mechanical System Impact on Vista Area – The project architect, Bob Allen discussed planning for the underground mechanical piping system which may involve boring 300' deep shafts throughout the College's frontage vista area. This will entail considerable excavation work on the greenbelt, which will then need to be returned to existing conditions. The Board Facilities Committee advised that great care be taken in preserving heritage oak trees and to use options which may reduce impacts on the frontage area.

Bertolini Student Services Center Construction Management Planning – Tim Bosma and Curt Groninga discussed Construction Management-Multi-Prime and Construction Management At Risk options for the new Student Center. Staff received direction to pursue a hybrid construction manager at Risk system and to issue a Request for Proposal to a selected list of qualified professionals.

Culinary Planning Status – Curt presented various siting options on SRJC property for the proposed Culinary Arts Center. Staff will continue to review various siting options.

Physical Education Athletic Fields – Staff received direction to provide cost analysis for an option that would improve drainage and natural turf on the Sypher Field area including the outfield and to develop cost projections for the provision of artificial turf on the "practice fields" area including softball field, golf and practice areas. Lighting options, concessions, entry improvements along with dugout systems are to be included in the total cost breakout.

Food Service Options during Student Service Center Construction – Curt indicated that staff is reviewing various food distribution systems (including kiosks, central dining with off-campus food preparation, etc). It is anticipated the interim food service arrangement will be in operation for two years.

Elliott Avenue Improvements – Curt indicated that scoping and planning studies are commencing for the initial complement of support service facilities on Elliott Avenue.

Multi-Level Parking Structure Update – It is anticipated the new structure will open on or about March 1<sup>st</sup>. Delays have been related to the shortage of bricks supplied to the project, and more recently the rain.

Trustee Burdo also noted that according CCLC's newsletter "The News" a total of \$16.4 billion in general obligation bonds have been passed by the voters since 2000 for 62 districts (out of 72).

## **B. Board Finance Committee**

There was no report.

## **C. Board Policy Review Committee**

Onita Pellegrini reported that the Board Policy Review Committee met on Tuesday, February 13. The following policies were reviewed: 0.1 through 0.5, 0.7, 0.8, and 0.11 through 0.14. Language modifications were developed for policies 0.2, 0.4, 0.7, and 0.11. The suggested wording changes will be presented to the full Board for review in March prior to the policies being formally submitted to the college's internal policy review process.

## **D. Foundation**

Trustee Pellegrini reported that the SRJC Foundation has received the following charitable bequests benefiting various programs at SRJC:

The Estate of John Sindall – \$50,000 for unrestricted use. Mr. Sindall, SRJC Class of 1941, was a member of the 1939-1940 Polar Bear Ice Hockey Team.

The Estate of Sanford Lowe – \$33,000 to establish the Sanford Lowe Scholarship for Excellence in Critical Religious Studies. Mr. Lowe was a religious studies instructor at SRJC from 1971 until 2001.

The Estate of Bettie Underwood Goodman-Malamuth – \$80,000 to enhance the Bettie Underwood Goodman-Malamuth Dental Assisting Scholarship Endowment. Bettie Underwood was both an Instructor and Program Director of Dental Assisting at SRJC from 1982 until 1993.

It was noted that since 2005, of the more than \$1 million in planned gifts received by the SRJC Foundation, 83 percent has been in the form of charitable bequests.

## **E. Legislative Information**

–President Agrella reported that the legislature is back in session and working on a number of bills that may eventually impact community colleges. As the language develops further on specific bills, this information will be reported to the Board.

–He noted that the Vice President of Business Services would provide a status on the proposed budget later in the agenda, It appears that the Governor's proposed budget for next year is generating much discussion and scrutiny by the Legislative Analyst and the Department of Finance regarding the assumptions that were used in several critical areas of the proposed budget.

–Community College Initiative – the Board approved a Resolution in support of this initiative in December and it has been submitted to the election offices across the State for the Spring 2008 election. 598,105 valid signatures are needed and nearly 900,000 were submitted. Results from the Secretary of State are expected to be announced by March 15. This initiative would stabilize funding, reduce student fees to \$15, and guarantee local control, in addition to other provisions.

–AB152, California Prepaid Tuition Program is a noteworthy bill. It would give individuals an avenue to purchase tuition units at a set value for redemption at a future date at an equal number of tuition units for eligible beneficiaries. As the language develops further on this specific bill, information will be brought forward to the Board.

#### **F. Board Member Comments**

–Trustee Vas Dupre noted that she had attended a meeting of the Scholarship Committee.

–Student Trustee Fiorentino contacted the Exchange Bank when he noticed that the campus ATM machine had begun charging a fee for cash withdrawals. The bank will be adjusting the machine so that no fees are charged to users.

–Trustee Kunde announced that he and President Agrella had recently attended the trustee workshop in Sacramento sponsored by the Community College League of California. He received a lot of information from the Effective Trustee Workshop, which included a session for new trustees.

#### **6. CONSENT AGENDA**

M/S/C (Call/Vas Dupre) on a unanimous 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 Lindley	<u>absent</u>
Trustee Pellegrini	<u>aye</u>
Trustee Vas Dupre	<u>aye</u>
Trustee Zumwalt	<u>absent</u>
Student Trustee Fiorentino*	<u>aye</u>

\*Advisory vote

#### **A. RESOLUTION #2-07, CLASSIFIED EMPLOYEES RECOGNITION WEEK, APRIL 2-6, 2007**

Approved Resolution #2-07, recognizing the week of April 2-7, 2007 as “Classified Employees Recognition Week.”

#### **B. RESOLUTION #3-07, DECLARING APRIL AS CAREER AWARENESS MONTH**

Approved Resolution #3-07 declaring April as "Career Awareness Month" at Santa Rosa Junior College.

#### **C. OUT-OF-COUNTRY TRAVEL TO ITALY**

Approved the out-of-country travel to Florence, Italy, for Chuck Robbins from approximately April 7-15, 2007, at no cost to the District for the purpose of reviewing the services and inspecting the facilities provided by AIFS in support of the SRJC Spring 2007 program in Florence.

**D. STUDY ABROAD PROGRAM, 2008-09**

Approved the 2008-09 Study Abroad program (Summer 2008–China; Fall 2008–England and Spain; and Spring 2009–Italy) in conjunction with the Northern California Study Abroad Consortium and approved contract services provided contingent upon adequate enrollment, available funds, and the development of satisfactory contracts.

**E. SPEECH LANGUAGE PATHOLOGY ASSISTANT PROGRAM**

Approved the Speech Language Pathology Assistant Program, a partnership with San Joaquin Delta College, beginning with the spring 2007 semester.

**F. INSTRUCTOR LOAD REPORTS FOR FALL 2006 AND SPRING 2007**

Approved the final Fall 2006 Instructor Load Report and changes to the Spring 2007 Instructor Load Report since the January Board meeting.

**G. SRJC DISTRICT PROPOSAL FOR SUNSHINING 2006-2007 REOPENERS FOR UNIT B, SENIORS PROGRAM**

Received the District's initial proposal for the 2006-2007 reopeners for Unit B, Seniors Program and set a public hearing for the proposal at the March 13, 2007 Board meeting.

**H. SRJC COLLEGE FEDERATION OF TEACHERS (SRJC/CFT), AFT LOCAL 1946 PROPOSAL FOR SUNSHINING 2006-2007 REOPENERS FOR UNIT B, SENIORS PROGRAM**

Received the SRJC College Federation of Teachers (SRJC/CFT), AFT Local 1946 initial proposal for 2006-2007 reopeners for Unit B, Seniors Program and set a public hearing for the proposal at the March 13, 2007 Board meeting.

**I. POLICY 4.7.1, PROCEDURE 4.7.1P, REPORTING FACULTY ABSENCE AND LEAVE TIME—SECOND READING**

Approved the proposed changes in Policy 4.7.1 to accompany Procedure 4.7.1P — Reporting Faculty Absence and Leave Time.

**J. RATIFICATION OF CONTRACTS**

Ratified contracts for the period December 13, 2006 – January 16, 2007.

**K. RESOLUTION #4-07—TRANSFER OF FUNDS**

Approved Resolution #4-07 increasing the El Civics restricted revenue and expenditures in the amount of \$1,892.00; increasing the English as a Second Language (ESL) restricted revenue and expenditures in the amount of \$8,991.00; increasing the Family Literacy restricted revenue and expenditures in the amount of \$3,834.00; increasing the Extended Opportunity Programs & Services (EOPS) restricted revenue and expenditures in the amount of \$7,156.00; and establishing the Puente Petaluma Program restricted revenue and expenditures in the amount of \$15,000.00.

**L. ACCEPTANCE OF DONATION—3-D PRINTER**

Accepted the donation of a Spectrum 510 full color HD 3-D printer from Mr. Al Coello of Horizon Scientific, and authorized that a letter of acknowledgement be sent to the donor.

*Trustee Burdo noted that this is a substantial donation to the college with a value of \$53,000 placed on the item by Mr. Coello.*

**M. QUARTERLY FINANCIAL REPORT**

Approved the submission of the Quarterly Financial Status Report to the Chancellor's Office for the period ending December 31, 2006.

**N. DECLARATION OF SURPLUS PROPERTY**

Approved the declaration of surplus property as listed on the agenda.

**O. GRANTS**

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

1. California Endowment Grant, submitted by Jeannie Dulberg, in the amount of \$373,313.00, from California Endowment, with no District match required.
2. Child Development Division Grant, submitted by Joel Gordon, in the amount of \$46,691.00, from the California Department of Education, with no District match required.

**P. 2007 MEDIA PROJECTORS PROJECT, PERMISSION TO GO TO BID**

Authorized the administration to go to bid for the 2007 Media Projectors Project, and award bid contingent upon the amount being within budget.

**Q. WEST BAILEY FIELD BLEACHER ACCESSIBILITY UPGRADE PROJECT, AWARD OF BID**

Awarded the low bid in the amount of \$66,669.00 to Fieldstone construction, of Santa Rosa, for the West Bailey Field Bleacher Accessibility Upgrade project.

**R. BAILEY FIELD FOOD KIOSK PROJECT, RATIFICATION AND AWARD OF BID**

Ratified and awarded the low bid in the amount of \$96,820.00, to Sonoma County Builders of Santa Rosa, for the Bailey Field Food Kiosk Project.

**S. SHONE FARM AGRICULTURAL PAVILION CONSTRUCTION PROJECT, CHANGE ORDER #13**

Approved Change Order #13, in the amount of \$10,000.00, for the Shone Farm Agricultural Pavilion Construction Project, for a revised contract price of \$4,970,819.00.

**T. FRANK P. DOYLE LIBRARY CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #02, SITE AND BUILDING CONCRETE, CHANGE ORDER #14**

Approved Change Order #14, in the amount of \$6,189.00, for the Frank P. Doyle Library Construction Project, Multi-Prime Division #02: Site and Building Concrete, for a revised contract price of \$3,045,471.91.

**U. FRANK P. DOYLE LIBRARY CONSTRUCTION PROJECT, COST ANALYSIS**

Approved the February 2007 Project Cost Analysis for the Frank P. Doyle Library Construction Project.

- V. **WILLIAM B. RACE HEALTH SCIENCE BUILDING, NURSING AREA, REMODEL PROJECT, CHANGE ORDER #1**
- Approved Change Order #1, in the credit amount of \$5,636.00, for the William B. Race Health Science Building, Nursing Area Remodel, for a revised contract price of \$80,000.00.
- W. **PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #01: SITEWORK CONSTRUCTION, CHANGE ORDER #5**
- Approved Change Order #5 in the amount of \$5,714.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #01, Sitework Construction, for a revised contract price of \$7,140,309.00.
- X. **PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #02: MECHANICAL, CHANGE ORDER #1**
- Approved Change Order #1, in the amount of \$1,295.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #02: Mechanical, for a revised contract price of \$8,320,755.00.
- Y. **PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #03: ELECTRICAL, CHANGE ORDER #6**
- Approved Change Order #6 in the amount of \$309.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #03: Electrical, for a revised contract price of \$7,832,604.00.
- Z. **PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #04: BUILDING H (MAINTENANCE) CONSTRUCTION, CHANGE ORDER #6**
- Approved Change Order #6, in the amount of \$640.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #04: Building H (Maintenance) Construction, for a revised contract price of \$1,566,004.48.
- AA. **PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #07: SIGNAGE, CHANGE ORDER #2**
- Approved Change Order #2, in the amount of \$6,300.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #07: Signage, for a revised contract price of \$227,854.00.
- BB. **PETALUMA PHASE II CONSTRUCTION PROJECT, COST ANALYSIS TO DATE**
- Reviewed and approved the February, 2007 Cost Analysis for the Petaluma Phase II Construction Project.
- CC. **LOUNIBOS HALL PHOTOVOLTAIC EXPANSION PROJECT, NOTICE OF COMPLETION**
- Accepted the Notice of Completion for the Lounibos Hall Photovoltaic Expansion Project, and authorized staff to file said Notice with the County of Sonoma.
- DD. **SANTA ROSA CAMPUS MULTI-LEVEL PARKING STRUCTURE PROJECT, CHANGE ORDER #13**
- Approved Change Order #13, in the amount of \$22,163.00, for the Santa Rosa Multi-Level Parking Structure, for a revised contract price of \$31,757,649.50.

**EE. SANTA ROSA CAMPUS MULTI-LEVEL PARKING STRUCTURE AND RELATED PROJECTS COST ANALYSIS**

Approved the February, 2007 Project Cost Analysis for the Santa Rosa Campus Parking Structure and Related Projects (Bailey Field Bleachers Project, Entry Beautification, Mendocino Street Improvements).

**FF. CITIZEN'S BOND OVERSIGHT COMMITTEE APPOINTMENT**

Approved the appointment of Ms. Donna Beels to the Citizen's Bond Oversight Committee to replace Ms. Judy Shubin for a two-year term ending February, 2009.

**ACTION AGENDA**

**7. HUMAN RESOURCES**

M/S/C (Call/Pellegrini) the Board of Trustees approved the following Human Resources actions included in the agenda with revised item F.

**A. MANAGEMENT**

**Employment**

- 1. Martinez, Anthony** Assistant Director, Bookstore/Bookstore  
1.0 FTE, 12 Months/Year, Range 11.5, Step C,  
\$6,296.00/Month  
Replacement/E. Dibble  
Effective 01-02-07

**Promotions**

- 1. Abrahamson, Kristeen** **Promotion**  
**From:** Dean I, Arts, Culture and Communication  
1.0 FTE, 12 Months/Year, Range 14.0, Step E, \$9,001.00/Month  
**To:** Dean III, Liberal Arts and Sciences  
1.0 FTE, 12 Months/Year, Range 15.0, Step D, \$9,617.00/Month  
New Position: Board Approved 06-13-06  
Effective 02-01-07
- 2. Cleaver, Norman** **Promotion**  
**From:** Dean II, Public Safety/Public Safety Training Center  
1.0 FTE, 12 Months/Year, Range 14.5, Step E, \$9,719.00/Month Plus (\$9,519.00 Plus \$200.00/Month Administrative Allowance)  
**To:** Dean III, Public Safety/Public Safety Training Center  
1.0 FTE, 12 Months/Year, Range 15.0, Step E, \$10,235.00/Month (\$10,035.00 Plus \$200.00/Month Administrative Allowance)  
Effective 02-14-07

**Request to Retreat to Faculty Position**

- 1. Omrcen, Tatjana** **From:** Dean I, Science and Applied Technology  
1.0 FTE, 12 Months/Year, Range 14.0, Step E, \$9,001.00/Month  
**To:** Instructor/Chemistry, Contract  
1.0 FTE, Class D, Step 14, \$8,694.60/Month  
Effective 08-16-07

**B. FACULTY**

**Employment**

1. **Brumbaugh, Michael**      **Temporary Contract**  
Instructor/Life Sciences  
Temporary Contract Per Ed Code 87482  
1.0 FTE, Class D, Step 2, \$28,668.00/Semester  
Replacement/L. Hemenway's slot  
Effective 01-16-07 to 05-26-07
  
2. **Kane, Jay**                      **Temporary Contract**  
Instructor/Engineering/Physics  
Temporary Contract Per Ed Code 87482  
1.0 FTE, Class D, Step 5, \$32,980.50/Semester  
Replacement/Y. Ataiyan's slot  
Effective 01-16-07 to 05-26-07
  
3. **Wheeler, Barbara**              **Temporary Contract**  
Instructor/Behavioral Sciences/Anthropology  
Temporary Contract Per Ed Code 87482  
1.0 FTE, Class A, Step 3, \$26,268.50/Semester  
Replacement/J. McGhee's slot  
Effective 01-16-07 to 05-26-07

**Leaves of Absence**

1. **Elrod, Jim**                      **Request for Medical Leave of Absence with Accrued Sick Leave Pay**  
Counselor/Counseling, Contract  
1.0 FTE, Class B, Step 16, \$81,212.00/Year  
Effective 11-01-06 to 01-15-07
  
2. **Horton, Jean**                      **Request for Partial Family Leave of Absence Without Pay, With Benefits**  
Instructor/Art, Contract  
Class B, Step 11  
**From:**                      1.0 FTE, \$76,961.00/Year  
**To:**                              .66 FTE, \$50,794.30/Year  
Effective 01-16-07 to 05-26-07
  
3. **LaForest, Lorena**              **Request for Medical Leave of Absence With Accrued Sick Leave Pay**  
Adjunct Faculty/Noncredit Programs & Services  
Unit B, Step 6, \$37.94/Hour  
Effective 12-26-06 to 04-11-07

**Resignation/Request for Early Retirement**

1. **Craighead, Byron**              Instructor/Physical Education, Dance & Athletics, Contract  
1.0 FTE, Class C, Step PG28, \$91,354.00/Year  
Has met the requirements of AFA Contract, Article 24.01  
**BUDGET IMPACT:** From Base Revenue Funds, until normal retirement age at current rates: \$50,323.33  
Date of Hire 09-13-71  
Resignation Effective 05-26-07  
Retirement Effective 07-10-07

**Resignations**

1. **Wamhoff, Meryl**              Instructor/Music, Contract  
1.0 FTE, Class C, Step 11, \$81,579.00/Year  
Effective 12-22-06

2. **Weaver, Cami** Adjunct Faculty/Noncredit Programs & Services  
Unit A, Class A, Step 2, \$48.76/Hour  
Effective 12-22-06

C. **CLASSIFIED**  
**Employment**

1. **Arnold, Peter**

**Temporary Increase in Hours**

Science Lab Instructional Assistant/Life Sciences  
217 Days/Year, Grade L, Step 1, \$19.48/Hour  
**From:** .8625 FTE  
**To:** 1.0 FTE  
Effective 01-17-07 to 05-24-07

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:** \$3,883.00/Month  
**To:** \$4,077.15/Month (\$3,883.00 Plus \$194.15,  
5% Working Out of Class)  
Coverage/50% Financial Aid Program Specialist vacancy  
Effective 01-01-07 to 06-30-07

3. **Dolce, Lynn**

Administrative Assistant I/Counseling  
1.0 FTE, 12 Months/Year, Grade I, Step 3, \$3,168.00/Month  
Replacement/J. Brennan  
Effective 01-22-07

4. **Eakins, Douglas**

**Temporary Increase in Hours**

Science Lab Instructional Assistant/Life Sciences  
217 Days/Year, Grade L, Step 5, \$24.87/Hour (\$23.69 Plus  
\$1.18, 11<sup>th</sup> Year Longevity)  
**From:** .825 FTE  
**To:** 1.0 FTE  
Effective 01-17-07 to 05-24-07

5. **Eiermann, Bess**

Coordinator, MESA Schools Program  
Outreach/MESA/Science & Applied Technology  
1.0 FTE, 217 Days/Year, Grade M, Step 3, \$3,934.00/Month  
New Position: Board Approved 09-12-06  
Effective 01-12-07

6. **Giambruno, Melinda**

Financial Aid Technician I/Financial Aid  
1.0 FTE, 12 Months/Year, Grade I, Step 3, \$3,168.00/Month  
Replacement/G. Granderson  
Effective 01-12-07

7. **Hill, Rebecca**

**Temporary Increase in Hours**

Web Support Specialist/Student Services  
12 Months/Year, Grade N, Step 5  
**From:** .50 FTE, \$2,299.50/Month  
**To:** .75 FTE, \$3,449.25/Month  
Effective 01-01-07 to 06-30-07

8. **Janulewicz, Kelly**

**Temporary Increase in Hours**

Clerical Assistant I/Petaluma Campus  
238 Days/Year, Grade E, Step 2, \$14.49/Hour  
**From:** .45 FTE  
**To:** 1.0 FTE  
Effective 01-01-07 to 01-12-07

9. **Lupa, Lisa** Administrative Assistant I/Life Sciences  
.475 FTE, 12 Months/Year, Grade I, Step 2, \$1,433.08/Month  
New Position: Board Approved 08-16-05  
Effective 01-08-07
10. **McPherson, Elizabeth** Administrative Assistant I/Staff Development  
12 Months/Year, Grade I, Step 5  
**From:** .80 FTE, \$2,795.20/Month  
**To:** 1.0 FTE, \$3,494.00/Month  
Reason/Support for PDA and new coordinator  
Effective 12-15-06 to 01-26-07
11. **Morohashi, Susan "Jo"** Administrative Assistant II/Petaluma Campus  
.50 FTE, 12 Months/Year, Grade K, Step 3, \$1,760.50/Month  
Replacement/P. Darling  
Effective 01-18-07
12. **Miller, Lorinda** Administrative Assistant I/Student Health Services  
1.0 FTE, 12 Months/Year, Grade I, Step 2, \$3,017.00/Month  
Replacement/B. King  
Effective 01-11-07
13. **Morris Ruiz, Crystal** **Temporary Working Out of Class**  
Financial Aid Technician II/Financial Aid  
1.0 FTE, 12 Months/Year, Grade K, Step 5  
**From:** \$4,077.15/Month (\$3,883.00 Plus \$194.15,  
5% Bilingual Stipend)  
**To:** \$4,281.01/Month (\$3,883.00 Plus \$194.15,  
5% Bilingual Stipend Plus \$203.86, 5%  
Working Out of Class)  
Coverage/50% Financial Aid Program Specialist vacancy  
Effective 01-01-07 to 06-30-07
14. **Totten, Kathy** Parking Lot Attendant/District Police  
.55 FTE, 217 Days/Year, Grade A, Step 3, \$13.63/Hour  
(\$12.98 Plus \$.65, 5% Shift Differential)  
Replacement/T. Pozzi  
Effective 01-17-07
15. **Wagy, William** **Temporary Increase in Hours**  
Help Desk Technician/Computing Services  
12 Months/Year, Grade L, Step 5  
**From:** .50 FTE, \$2,053.00/Month  
**To:** 1.0 FTE, \$4,106.00/Month  
Effective 01-01-07 to 06-30-07
16. **Weatherly, Debbie** **Temporary Working Out of Class**  
Account Technician II/Bookstore  
1.0 FTE, 12 Months/Year, Grade K, Step 5  
**From:** \$3,883.00/Month  
**To:** \$4,271.30/Month (\$3,883.00 Plus \$388.30,  
10% Working Out of Class)  
Reason/Transfer of duties to Assistant Director, Bookstore  
Effective 01-01-07 to 03-31-07

**Promotions**

**1. Janulewicz, Kelly**

**Promotion**

**From:** Clerical Assistant I/Petaluma Campus  
.45 FTE, 238 Days/Year, Grade E, Step 2,  
\$14.49/Hour  
**To:** Copy Center Operator/Graphics/Copy Center  
.75 FTE, 12 Months/Year, Grade I, Step 1,  
\$2,262.49/Month (\$2,154.75 Plus \$107.74,  
5% Shift Differential)  
Replacement/M. Leahy  
Effective 01-16-07

**2. Perkins, Lisa**

**Transfer**

**From:** Administrative Assistant III/Assessment  
Services  
1.0 FTE, 12 Months/Year, Grade M, Step 4,  
\$4,131.00/Month  
**To:** Administrative Assistant III/Disability  
Resources  
1.0 FTE, 12 Months/Year, Grade M, Step 4,  
\$4,131.00/Month  
New Position: Board Approved 10-10-06  
Effective 01-10-07

**Leaves of Absence**

**1. Heisler, Melanie**

**Request for Family Leave of Absence Without Pay, With Benefits**

Bookstore Specialist/Bookstore  
1.0 FTE, 12 Months/Year, Grade L, Step 5, \$4,311.30/Month  
\$4,106.00 Plus \$205.30, 11<sup>th</sup> Year Longevity)  
Effective 01-08-07 to 03-30-07

**2. Lowry, Megan**

**Request for Maternity and Family Leave of Absence**

Bookstore Assistant/Bookstore  
1.0 FTE, 12 Months/Year, Grade K, Step 4, \$3,698.00/Month  
Maternity Leave 11-20-06 to 01-16-07  
Family Leave Without Pay, With Benefits  
and  
**From:** 1.0 FTE, \$3,698.00/Month  
**To:** .50 FTE, \$1,849.00/Month  
Effective 02-20-07 to 05-25-07

**3. Mackura, Kelly**

**Request for Partial Family Leave of Absence Without Pay, With Benefits**

Administrative Assistant III/Science & Applied Technology  
12 Months/Year, Grade M, Step 2  
**From:** 1.0 FTE, \$3,746.00/Month  
**To:** .75 FTE, \$2,809.50/Month  
Effective 01-02-07 to 04-30-07

**Leaves of Absence - Continued**

**4. Sigala, Sandra**

**Cancellation of Partial Personal Leave of Absence without Pay**

Administrative Assistant II/Student Affairs  
12 Months/Year, Grade K, Step 4  
**From:** .80 FTE, \$2,958.40/Month  
**To:** 1.0 FTE, \$3,698.00/Month  
Effective 01-01-07

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

As listed on pages 107 – 118 of the agenda.

**E. REGULAR INSTRUCTIONAL ASSISTANTS**

As listed on pages 119 – 120 of the agenda.

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

	<u>Position</u>	<u>Department</u>	<u>Category</u>
	<b><u>CLASSIFIED</u></b>		
1.	Administrative Assistant III	Matriculation/Assessment	Replacement: L. Perkins
	<b><u>FACULTY</u></b>		
1.	Dean I, Arts, Culture & Communication	Academic Affairs	Replacement: K. Abrahamson
2.	Dean I, Science & Applied Technology	Academic Affairs	Replacement: T. Omrcen

**8. DECEMBER 8, 2006 – JANUARY 18, 2007 WARRANTS**

Deferred to next meeting.

**9. NON-RESIDENT TUITION FOR 2007-08**

M/S/C (Vas Dupre/Call) the Board of Trustees approved continuing the existing non-resident tuition rate of \$177 per semester unit and \$29 per semester unit (for foreign students) for capital outlay for fiscal year 2007-08.

**10. RESOLUTION #5-07, CALPERS 457 DEFERRED COMPENSATION PROGRAM**

M/S/C (Vas Dupre/Pellegrini) the Board of Trustees approved Resolution #5-07 to offer the CalPERS 457 deferred compensation program to its employees on the following roll call vote:

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

\*Advisory vote

**INFORMATION**

**11. SRJC ONLINE EDUCATION PROGRAM**

Will Baty, Dean of Learning Resources & Educational Technology, provided an overview of the current status of the online education program at SRJC. He noted that distance education courses at the college have been in existence for ten years with delivery method of real time such as with videoconference at a specific time and through the web which can be accessed at any time. Coordinated through C.A.T.E. (Center for Advanced Technology in Education) SRJC has funded 38 online courses to date in a wide variety of subjects.

## 12. ANNUAL SCHOLARSHIP REPORTS

Kris Shear, Director of Student Financial Services reviewed the annual reports for the Doyle Fund-Year End Report 2005-06, the Doyle Fund Final Award Report 2006-07, the Doyle Fund Historical Performance Report, and the All Scholarship Report, 2006-07. She included a brief look at what's ahead for the 2007-08 scholarship programs and the department.

*Trustee Pellegrini acknowledged the excellent work of the Scholarship Department and that Trustee Vas Dupre would be replacing her as the Board liaison on the committee.*

## 13. UPDATE ON THE GOVERNOR'S PROPOSED BUDGET FOR 2007-08

Michael Beebe, Vice President of Business Services, provided an update on the Governor's proposed budget for 2007-08. At this time there is no additional available information since the January release of the proposed budget, which includes 4.04 COLA and 2 % enrollment growth funding. While it appears to be a simple budget, it contains revenue assumptions that are now being challenged by the legislature and the Department of Finance, and this might potentially be a problem for the community college system. However, it is early in the state budget process, and we will hear further updates and potential issues.

## 14. REPORTS

### A. Academic Senate

Kimberlee Messina gave the following update:

–Academic Senate is looking at curriculum development “cluster tech review” where each cluster has faculty and administrators who work on proposals to revise curriculum so that the proposals can be reviewed more quickly by the Curriculum Review Committee.

–The Senate has been discussing staff professional development and funding and looking at ways to maximize funds by prioritizing how these funds are spent.

–The faculty hiring procedures have been revised.

–The Senate is getting ready for the Spring Plenary Session and will be reviewing the Statewide Academic Senate's recommendations on revising disciplines and minimum qualifications.

### B. Classified Senate

Anna Felciano thanked the Board for passing the Resolution on Classified Recognition Week. This is an important tradition for the classified staff. She announced the morning reception scheduled for April 3 and the Raoul Yriberry Classified Recognition Dinner on April 5. The annual Tognozzi Scholarship will be awarded at that time, along with other classified staff acknowledgements and awards.

Anna also announced that she and Violet Wilder will be representing the Classified Senate on the Accreditation self study.

### C. Associated Students

Cameron Zamora gave the following update:

–Interviews are in progress for new student senators for spring semester.

–The general Student Assembly will meet April 27-29.

- They are looking for student participation in the accreditation process.
- This year's Alternative Spring Break will be in San Diego through Habitat for Humanity.
- Club Day has been held
- There are currently 24 Student Ambassadors at SRJC.

**15. ADJOURNMENT**

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

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Onita Pellegrini, Clerk  
Board of Trustees