

Board Minutes

Sonoma County Junior College District

JULY 10, 2007

The regular meeting of the Board of Trustees of the Sonoma County Junior College District convened at 3:00 p.m., Tuesday, July 10, 2007, in Pedroncelli Center of the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance included: B. Robert Burdo, Jeff Kunde, W. Terry Lindley, Onita Pellegrini and Don Zumwalt. Trustees Richard W. Call and Marsha Vas Dupre were absent.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Lindley/Kunde), the Closed Session Agenda was approved as listed on the July 10, 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 3:55 p.m.

OPEN SESSION

The Board of Trustees of the Sonoma County Junior College District reconvened at 4:00 p.m. Tuesday, July 10, 2007, in Pedroncelli Center of the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance included: B. Robert Burdo, Jeff Kunde, W. Terry Lindley, Onita Pellegrini, Don Zumwalt and Student Trustee Kera Eubank. Trustees Richard W. Call and Marsha Vas Dupre were absent.

Board President Burdo called the meeting to order.

1. ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

Trustee Burdo noted the Board of Trustees had met in three Closed Sessions and reported the following from each:

June 26, 2007

The Board of Trustees held its Annual Retreat and performance evaluation of the President. While no reportable action was taken in Closed Session, the Board has requested of the President, in addition to a contract extension through 2011, for information regarding salary and other compensation information of college Superintendent/Presidents and Chancellors on a statewide basis.

June 29, 2007

In Closed Session the Board of Trustees discussed and modified language to the Superintendent/President's Employment Contract allowing the Board to make a decision after July 1, 2007 on the Superintendent/President's salary for the 2006-07 year.

[This was reported out in open session on 6/29/07]

July 10, 2007

In Closed Session today the Board of Trustees (1) discussed the status of AFA negotiations; (2) unanimously approved the ratification of the SEIU agreement; (3) acted to discipline a classified employee by imposing a 10-day suspension.

2. APPROVAL OF JUNE 12, 2007 MINUTES

M/S/C (Lindley/Kunde) the Board of Trustees approved the Minutes of the June 12, 2007 regular meeting.

3. PRESENTATION OF "EMPLOYEE OF THE MONTH" – LINDA CORNELL, ADMISSIONS & RECORDS SPECIALIST, ADMISSIONS & RECORDS

Ricardo Navarrette, Vice President of Student Services and Freyja Pereira, Director, Academic Records & International Admissions presented Linda Cornell, Admissions and Records Specialist as the July Employee of the Month. Freyja acknowledged Linda's contributions to the department and the college. Linda was presented with a Recognition Plaque from the College, two season tickets to SRT, a gift certificate to the SRJC Culinary Café and a gift from colleagues.

4. PUBLIC COMMENTS

Board President Burdo announced the Board's policy of allowing three minutes per speaker and a maximum of 20 minutes per subject.

The following comments were made:

–President Robert Agrella introduced Jane Saldana Talley, new Vice President/Executive Dean, Petaluma Campus.

–Mary Kay Rudolph introduced Tyra Benoit, Dean of Humanities, Behavioral and Social Sciences.

5. MONTHLY UPDATE

Oral reports from members of the Board of Trustees

A. Board Facilities Committee

There was no report

B. Board Finance Committee

There was no report.

C. Foundation

Trustee Pellegrini reported the following:

The President's Circle Annual Campaign has exceeded its "stretch goal" of \$125,000 by raising over \$127,000. These donations are used to support the SRJC Foundations development program, which enhances education, services and facilities.

There are five new SRJC Foundation Board Members:

Don Chigazola – Director of Operations for Medtronic in Santa Rosa

Elizabeth Jovel – Owner of America's Travel in Santa Rosa

Michael Moore – former President and Owner of Discovery Office Systems in Santa Rosa

Andy Ramos – Assistant Vice President of Sales & Service at Redwood Credit Union

Paul Yeomans – Senior Vice President for Sonoma National Bank and a member of the Foundation's President's Circle committee

D. Legislative Information

President Agrella said that the State has not passed the budget yet. He also announced that Dr. Diane Woodruff, has been named as the Interim Chancellor for the California Community Colleges to replace Mark Drummond. A former president of Napa College, Dr. Woodruff is the first female to assume the Chancellor.

E. Board Member Comments

None

6. CONSENT AGENDA

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

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

*Advisory vote

A. REVISION TO POLICY 2.14, INTELLECTUAL PROPERTY RIGHTS – SECOND READING

Approved the revisions to Policy 2.14, Intellectual Property Rights.

B. NEW POLICY AND PROCEDURES 3.12.2, ONLINE INSTRUCTION AND DISTANCE EDUCATION – SECOND READING

Approved the new Policy and Procedures 3.12.2 – Online Instruction and Distance Education.

C. REVISION TO POLICY 7.17, SERVICE ANIMALS – SECOND READING

Approved the revisions to Policy 7.17, Service Animals.

D. REVISION TO POLICY 8.1.5, ATTENDANCE REQUIREMENTS – SECOND READING

Approved the revisions to Policy 8.1.5, Attendance Requirements that incorporates new language on mandated census roster procedures.

E. AGENCY INSTRUCTIONAL SERVICE AGREEMENTS

Approved eight (8) annual Agency Instructional Service Agreements for 2007-08 and authorize the Superintendent/President or his designee to sign all necessary documents on behalf of the District.

F. NEW ACHIEVEMENT CERTIFICATE IN PILOT GROUND TRAINING

Approved the new Pilot Ground Training Achievement Certificate.

In response to questions from the Board, Stephanie Thompson noted that courses that have been offered by the college in the past have been modified to meet required standards to be certified by FAA.

G. CURRICULUM COMMITTEE ACTIONS TAKEN DURING ACADEMIC YEAR 2006-2007

Approved the Curriculum Review Committee actions taken during academic year 2006-2007.

H. INSTRUCTOR LOAD REPORTS FOR SPRING AND SUMMER 2007

Approved changes to the Spring and Summer 2007 Instructor Load Reports since the June Board meeting.

I. RATIFICATION OF CONTRACTS

Ratified contracts for the period May 23, 2007 – June 19, 2007.

J. GRANT

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

Resolution #19-07, General Child Care Development Programs Grant, submitted by Joel Gordon, in the amount of \$539,823 from the State of California Department of Education, with no District match required.

K. JESSE PETER MUSEUM EXPANSION PROJECT (EQUIPMENT), PERMISSION TO GO TO BID

Authorized the administration to go to bid for the Jesse Peter Museum Expansion Project (Equipment), and award the bid contingent upon the amount being within budget.

L. 2007 SANTA ROSA CAMPUS SUMMER PAVING REPAIRS PROJECT, RATIFICATION OF AWARD

Accepted, ratified and awarded the bid for the 2007 Santa Rosa Campus Summer Paving Repairs Project, in the amount of \$154,237.00, to Siri Grading and Paving of Santa Rosa.

M. 2007 SANTA ROSA CAMPUS SCHEDULED MAINTENANCE ROOFING PROJECTS, CHANGE ORDER #1

Approved Change Order #1, in the amount of \$22,985.00, for the 2007 Santa Rosa Campus Scheduled Maintenance Roofing Projects, for a revised contract price of \$260,985.00.

N. PUBLIC SAFETY TRAINING CENTER ENERGY EXPANSION PROJECT, CHANGE ORDER #1

Approved Change Order #1, in the amount of \$12,245.20, for the Public Safety Training Center Energy Expansion Project, for a revised contract price of \$2,491,584.20.

O. FRANK P. DOYLE LIBRARY MEDIA EQUIPMENT AND INSTALLATION PROJECT, CHANGE ORDER #2

Approved Change Order #2, in the amount of \$299,636.22, for the Frank P. Doyle Library Media Equipment And Installation Project, for a revised contract price of \$1,714,325.38.

P. FRANK P. DOYLE LIBRARY CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #03, BUILDING CONSTRUCTION, CHANGE ORDER #32

Approved Change Order #32, in the amount of \$52,500.00, for the Frank P. Doyle Library Construction project, Multi-Prime Division #03, Building Construction, for a revised contract price of \$18,026,549.04.

- Q. FRANK P. DOYLE LIBRARY CONSTRUCTION PROJECT COST ANALYSIS**
- Approved the July, 2007 Project Cost Analysis for the Frank P. Doyle Library Construction Project.
- R. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #01: SITEWORK CONSTRUCTION, CHANGE ORDER #8**
- Approved Change Order #8 in the credit amount of \$10,521.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #01: Sitework Construction, for a revised contract price of \$7,224,499.00.
- S. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #03, ELECTRICAL, CHANGE ORDER #11**
- Approved Change Order #11, in the amount of \$2,242.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #03: Electrical, for a revised contract price of \$7,929,064.00.
- T. PETALUMA PHASE II CONSTRUCTION PROJECT, MULTI-PRIME DIVISION #05, BUILDING CONSTRUCTION, CHANGE ORDER #7**
- Approved Change Order #7, in the amount of \$10,834.00, for the Petaluma Phase II Construction Project, Multi-Prime Division #05: Building Construction, for a revised contract price of \$27,101,569.00.
- U. PETALUMA PHASE II CONSTRUCTION PROJECT, COST ANALYSIS**
- Reviewed and approved the July, 2007 Cost Analysis for the Petaluma Phase II Construction Project.
- V. SANTA ROSA CAMPUS PARKING STRUCTURE RELATED PROJECTS: ENTRY BEAUTIFICATION PROJECT, CONTRACT MODIFICATION**
- Approved the Contract Modification in the amount of \$61,910.00, for the Santa Rosa Campus Parking Structure Related Projects: Entry Beautification Project, for a revised contract price of \$1,317,377.50.
- W. SANTA ROSA CAMPUS MULTI-LEVEL PARKING STRUCTURE, CHANGE ORDER #18**
- Approved Change Order #18, in the amount of \$34,962.00, for the Santa Rosa Campus Multi-Level Parking Structure, for a revised contract price of \$32,070,889.00.
- X. SANTA ROSA CAMPUS PARKING STRUCTURE RELATED PROJECTS COST ANALYSIS**
- Approved the July, 2007 Project Cost Analysis for the Santa Rosa Campus Parking Structure and Related Projects (Bailey Field Bleachers Project, Entry Beautification, Mendocino Street Improvements).
- Y. 550 ELLIOTT AND BECH TEMPORARY LOT SALON DEMOLITION PROJECT, RATIFICATION OF AWARD**
- Subject to administrative and legal review, ratified and awarded the low bid in the amount of \$49,000.00, to Delta Oilfields Service of Woodland, for the 550 Elliott and Bech Temporary Lot Salon Demolition Project.

Z. PLOVER HALL CONVERSION RECONSTRUCTION PROJECT, CHANGE ORDER #3

Approved Change Order #3, in the amount of \$80,309.00, for the Plover Hall Conversion Reconstruction Project, for a revised contract price of \$9,596,719.98.

AA. BAILEY FIELD FOOD KIOSK PROJECT, NOTICE OF COMPLETION

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

BB. 2007 MEDIA CLASSROOMS UPGRADE PROJECT, AWARD OF BID

Accepted and awarded the bid for the 2007 Media Classroom Upgrade project, in the amount of \$398,276.00, to DeCarli/Francois Construction, of Rohnert Park.

ACTION AGENDA

7. HUMAN RESOURCES

M/S/C (Kunde/Lindley) the Board of Trustees approved the following Human Resources actions included in the agenda.

**A. MANAGEMENT
Employment**

- 1. Messina, Kimberlee** **Temporary Change in Status from Faculty to Management**
From: Instructor/Modern and Classical Languages/Petaluma Campus
1.0 FTE, Class C, Step 15, \$85,663/Year
To: Interim Dean I/Science, Technology, Engineering & Mathematics
1.0 FTE, 12 Months/Year
Range 14.0, Step C, \$8,782.00/Month
Temporary Replacement: T. Omrcen
Effective 07-02-07 to 06-30-08

Resignation/Intent to Retire

- 1. Negri, Tony** Off Campus Coordinator/Dean, Business and Computer and Information Sciences
Grade 8.0, Step E, \$30.13/Hour
Retirement Effective 06-29-07

**B. FACULTY
Employment**

- 1. Joy, Andrea** Disability Specialist/Petaluma Campus, Contract I
1.0 FTE, Class C, Step 3, \$59,031.00/Year
New Position
Effective 08-16-07

Leaves of Absence

- 1. Friscia, Judith** **Request for Medical Leave of Absence With Accrued Sick Leave Pay**
Adjunct Faculty/English
Class A, Step 1, \$67.79/Hour
Effective 05-01-07 to 05-25-07

2. **Hauser, Linda** **Request for Medical Leave of Absence With Accrued Sick Leave Pay**
 Adjunct Faculty/English as a Second Language
 Class C, Step 9, \$108.33/Hour
 Effective 05-11-07 to 05-18-07
3. **Swinstrom, Kirsten** **Revision to Request for Family Leave of Absence, Board Approved 05-08-07**
 Instructor/Life Science, Contract
 Class D, Step 8, \$7,458.60/Month
 Partial Family Medical Leave of Absence, unpaid, with benefits
 From: 1.0 FTE, \$7,458.60/Month
 To: .625 FTE, \$4,481.94/Month, unpaid, with benefits
 Revision:
From: 1.0 FTE, \$7,458.60/Month
To: .767123 FTE, \$5,721.66/Month, unpaid with benefits
 Effective 08-16-07 to 12-21-07

Resignation/Intent to Retire

1. **Benedict, Amelia** Instructor/Health Sciences, Contract
 1.0 FTE, Class C, Step PG20, \$87,807.00/Year
 Date of Hire 09-02-86
 Resignation Effective 05-26-07
 Retirement Effective 05-27-07

Resignations

1. **Hamilton, Conard** Adjunct Faculty/Behavioral Sciences
 Class B, Step 1, \$71.86/Hour
 Effective 12-23-06
2. **Parks-Stallmann, Carlyn** Adjunct Faculty/Noncredit Programs & Services/Becoming Independent
 Class A, Step 1, \$67.79/Hour
 Effective 05-27-07
3. **Sutherland, Glenna** Adjunct Faculty/Art
 Class A, Step 9, \$96.27/Hour
 Effective 05-03-07
4. **Waldron, Robert** Adjunct Faculty/Public Safety
 Class A, Step 7, \$89.26/Hour
 Effective 05-23-07

C. CLASSIFIED Employment

1. **Dukes, Leslie** **Temporary Decrease in Days**
 Accompanist/Coach/Music
 1.0 FTE, Grade N, Step 5, \$26.94/hour
From: 217 Days/Year
To: 204 Days/Year
 Reason/Cancellation of Summer Classes
 Effective 08-17-07 to 05-28-08

Leaves of Absence

1. Rich, Anita

Request for Personal Leave of Absence Without Pay

Administrative Assistant III/Arts, Culture & Communication
1.0 FTE, 12 Months/Year, Grade M, Step 4, \$4,624.99/Month
(\$4,195.00 Plus \$429.99, 16th Year Longevity)
Effective 07-17-07 to 07-31-07

Resignation/Request for Early Retirement

1. Yriberri, Raoul

Buyer/Purchasing & Graphics Services
1.0 FTE, 12 Months/Year, Grade N, Step 5, \$5,370.28/Month
(\$4,871.00 Plus \$499.28, 16th 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: \$27,451.42
Date of Hire 09-21-87
Resignation Effective 08-31-07
Retirement Effective 09-01-07

Resignation

1. Hoffman, Antoinette

Service Facilitator/Disability Resources
1.0 FTE, 12 Months/Year, Grade I, Step 3, \$3,217.00/Month
Effective 06-28-07

Following Trustee Burdo's acknowledgement of Raoul Yriberri's impending retirement, Raoul thanked the members of the Board, Dr. Agrella, the Classified Senate, classified staff and faculty.

D. NON-STUDENT HOURLY EMPLOYMENT ACTIONS

As listed on pages 109–125 of the agenda.

E. REGULAR INSTRUCTIONAL ASSISTANTS

None as noted on page 127–129 of the agenda.

F. APPROVAL TO HIRE PRIOR TO THE NEXT BOARD MEETING

| <u>Position</u> | <u>Department</u> | <u>Category</u> |
|--|--------------------------|---|
| 1. Account Specialist (Independently Funded) | Bookstore | Replacement: D. Weatherly |
| 2. Automotive/Equipment Mechanic | Facilities Operations | Replacement: R. Lemme |
| 3. Buyer | Purchasing | Replacement: R. Yriberri |
| 4. Human Resources Technician I | Human Resources | New Position: Board Approved 06-12-07 |
| 5. Learning Facilitator (171 Days/Year) | Disability Resources | Replacement: A. White |
| 6. Library Technician II | Doyle Library | Replacement: D. LaFollette |
| 7. Sign Language Interpreter – .625 FTE (2 Positions, Categorically Funded) | Disability Resources | Replacement: T. Davis AND New Position: Board Approved 09-14-04 |

MANAGEMENT

1. Dean, Occupational Academic Affairs Interim Assignment/
Education and Economic Replacement: S. Olson
Development (Interim)

2. Manager – .75 FTE, Career Occupational Education New Position
Technical Education Teacher & Services Board Approved 06-12-07
Prep Pipeline (Temporary
Assignment through July 2008,
Categorically Funded)

8. MAY 18, 2007 – JUNE 14, 2007 WARRANTS

M/S/C (Lindley/Zumwalt) the Board of Trustees approved warrants expended during the period May 18, 2007 – June 14, 2007.

Operating Expenditures

| | |
|---------------------------------------|---------------------|
| General Fund | \$2,474,977 |
| Capital Projects Fund | 2,166,923 |
| General Obligation Bond Projects Fund | 6,925,173 |
| Dormitory Interest/Redemption Fund | 0 |
| Child Development Fund | 972 |
| College Farm Fund | 4,911 |
| Auxiliary Enterprise Fund | 10,526 |
| Vending Fund | 0 |
| Parking Fund | 38,745 |
| Repair & Replacement Fund | 0 |
| Self Insurance Fund | 124,274 |
| Retiree Benefits Trust Fund | 0 |
| Student Representation Fee Fund | 3,125 |
| Development Fund | 162 |
| Total Operating Expenditures | <u>\$11,749,788</u> |

Payroll Expenditures

| | |
|----------------------------|--------------------|
| Regular - May | \$4,860,798 |
| Supplemental - June | 2,300,563 |
| Student - May | 152,019 |
| Total Payroll Expenditures | <u>\$7,313,380</u> |

TOTAL WARRANTS FOR PERIOD \$19,063,168

9. SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) TENTATIVE CONTRACT AGREEMENT 2006-07

M/S/C (Zumwalt/Pellegrini) the Board of Trustees approved the Tentative Contract Agreement with the Service Employees International Union (SEIU), Local 1021, for 2006-07, contingent upon ratification by members of SEIU.

It was noted that the Board of Trustees discussed this item in detail in Closed Session today.

INFORMATION

10. SANTA ROSA - LOS MOCHIS SISTER CITY STUDENT EXCHANGE

Vice President of Student Services, Ricardo Navarrette announced that 10 university students from Los Mochis, Mexico are attending SRJC for three weeks of non-credit instruction through the ESL and Health Sciences departments, Summer Session 2007. The students are from two major universities in Los Mochis and have completed their second or third year of study toward baccalaureate degree majors in nursing and nutrition. This student exchange program is part of the sister city accord that was initiated through the City of Santa Rosa and the City of Los Mochis, Mexico in May 2006.

11. REDWOOD EMPIRE SMALL BUSINESS DEVELOPMENT CENTER'S SAWYER CENTER

Steve Schneider, Coordinator of the Sawyer Center, made a brief presentation on the inventive process, local inventors and their unique products, and general business development opportunities available through the Sawyer Center. Mr. Schneider noted several products whose inventors have utilized the services and opportunities of the Sawyer Center. Chuck Robbins, Director of Economic Development invited individuals to visit the Sawyer Center and browse some of the products on display.

12. WEEKEND COLLEGE ACCELERATED DEGREE PROGRAM

Kerry Campbell-Price, Dean of Continuing Education and Strategic Program Development, gave an update on the Weekend College Accelerated Degree Program. She acknowledged that the success of this program is due to the dedication of numerous college staff involved with this program, the high tech personalized program, and the flexibility of the program that has been structured to meet the individual needs of the cohorts.

13. REPORTS

A. Academic Senate

There was no report.

B. Classified Senate

There was no report.

C. Associated Students

There was no report.

14. ADJOURNMENT

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

Onita Pellegrini, Clerk
Board of Trustees