

Board Minutes

Sonoma County
Junior College District

NOVEMBER 12, 2003

The regular meeting of the Board of Trustees of the Sonoma County Junior College District convened at 3:05 p.m., Wednesday, November 12, 2003, 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, Terry Lindley. Trustees absent: Carole Ellis, Mike Smith, Don Zumwalt.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Doyle/Call) the Closed Session Agenda was approved as listed on the November 12, 2003 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 3:06 p.m. Closed Session adjourned at 3:50 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. In attendance were Trustees B. Robert Burdo, Richard Call, Kathleen Doyle, Terry Lindley and Student Trustee Nick W. Caston. Trustees Carole Ellis, Mike Smith and Don Zumwalt were absent.

Board President Lindley called the meeting to order.

1. ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

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

2. APPROVAL OF OCTOBER 14, 2003 MINUTES

M/S/C (Call/Burdo) the Board of Trustees approved the Minutes of October 14, 2003 as presented.

3. SPECIAL PRESENTATION

A. PRESENTATION OF "EMPLOYEE OF THE MONTH" — GREG GRANDERSON, COUNSELOR, COUNSELING & SUPPORT SERVICES

Marty Lee, Dean of Counseling & Support Services presented Greg Granderson, Counselor, as the November 2003 "Employee of the Month" noting his contributions to the Counseling Department. Greg was presented with two season tickets to SRT, tickets to the SRJC's Culinary Café, a Recognition Plaque from the College and a gift from the department.

B. PRESENTATION OF ENERGY CONSERVATION REBATE BY PG&E FOR THE LOUNIBOS HALL PHOTOVOLTAIC PROJECT

PG&E representatives Craig Kennedy and Randy DeCaminada presented the college with a rebate check in the amount of \$316,000.00, for the Lounibos Hall Photovoltaic Project and acknowledged the college for its energy conservation efforts.

C. PRESENTATION BY THE SONOMA COUNTY WINERIES FOUNDATION FOR THE WARREN G. DUTTON AGRICULTURAL PAVILION

This item was delayed to the December agenda.

4. PUBLIC COMMENTS

Doug Garrison introduced Scott Ahrens, Director of the SRJC Petaluma Technology Academy. Mr. Ahrens began his position with the college one year ago but was called to serve on military duty soon after. He has recently returned from a six-month military leave.

5. MONTHLY UPDATE

Oral reports from members of the Board of Trustees

A. Board Facilities Committee (Trustee Burdo)

None; the Board Facilities Committee was not able to meet this month.

B. Legislation (Trustee Smith)

None.

C. Foundation (Trustee Call)

—A gift of \$20,000 was received by the SRJC Foundation from the Federated Indians of Graton Rancheria to establish a scholarship endowment to benefit Native American students attending SRJC.

--In 2002-03, the SRJC Foundation board of directors and the college president created the President's Circle Annual Giving Society to assist with financial support for the work of the Foundation. More than \$90,000 was raised.

—The SRJC Foundation has received from an anonymous donor a challenge match of \$50,000 to match gifts made to the President's Circle in 2003-04. To join, donors make a contribution of \$1,000 or more.

D. Board Member Comments

—Student Trustee Caston noted that March 15 is the March on March at the state capitol. SF City College has put out a suggestion that that people buy mannequins to display at the capital lawn that signifies the number of students that will be lost from each school.

--Regarding the donation from Graton Rancheria, he noted that Greg Sarris has done a several book signings in past in support of Theatre Arts and scholarships and it is nice to see continued donations to the college.

6. CONSENT AGENDA (ROLL CALL VOTE)

M/S/C (Burdo/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	Aye
Trustee Mike Smith, RN	Absent
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 September 24 – October 21, 2003.

B. RESOLUTION #25-03, TRANSFER OF FUNDS

Approved Resolution #25-03 increasing the Foster Parent program restricted revenue and expenditures by \$60,336; increasing the Extended Opportunity Programs and Services (EOPS) program restricted revenues and expenditures by \$45,546; increasing the Cooperative Agencies Resources for Education (CARE) program restricted revenues and expenditures by \$25,565; and increasing the Resource Program (Children's Center) restricted revenues and expenditures by \$2,448.

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 September 30, 2003.

D. LONG TERM DISABILITY INSURANCE

Approved the two-year contract with the Principal Financial Group for employee long term disability insurance coverage at a rate of 25 cents per \$100.00 of eligible salary.

E. PROFESSIONAL GROWTH INCREMENTS FOR 2003-04

Approved Professional Growth Increments for the faculty listed, commencing 2003-04.

STEP 20

Foster, Craig
Fraser, Robert
Hinkle, Beverly
Millar, Jane
Mullany, Steve
Muzzatti, Gino
Navarrette, Luz
O'Brien, Brian
Purcell, Bruce
Sikes, Ed
Ward, Rosemary

STEP 24

Benson, Benjamin
Saragina, Peg

STEP 28

Amalia, Susan
Baldi, Susan
Cheek, Richard
Martin, John
Panizzera, Bonnie
Shell, Terry

F. APPROVAL OF TWO PROPOSALS FOR THE MAJOR IN BIOLOGY AND LATIN AMERICAN STUDIES

Approved proposals for majors in Biology and Latin American Studies.

G. INSTRUCTOR LOAD REPORTS FOR SUMMER AND FALL 2003

Approved the final Summer 2003 Instructor Load Report and changes to Fall 2003 Instructor Load Report since the October Board Meeting.

H. ENERGY POLICY AND PROCEDURE 6.8.7 – FINAL READING AND ADOPTION

Approved the new Energy Conservation Policy and Procedure 6.8.7 and directed staff to implement it in conjunction with facilities project development.

I. PIONEER HALL HVAC PROJECT, CHANGE ORDER #1

Approved Change Order #1, in the amount of \$10,935.00, for the Pioneer Hall HVAC Project, for a revised contract price of \$439,518.00.

J. ANALY HALL REMODEL PROJECT, CHANGE ORDER #1

Approved Change Order #1, in the amount of \$6,069.00, for the Analy Hall Remodel Project, for a revised contract price of \$340,869.00.

K. ANALY HALL RE-ROOFING PROJECT, CHANGE ORDER #2

Approved Change Order #2, in the amount of \$3,056.39, for the Analy Hall Re-Roofing Project, for a revised contract price of \$109,088.39.

L. ANALY HALL RE-ROOFING PROJECT, NOTICE OF COMPLETION

Accepted the Notice of Completion for the Analy Hall Re-Roofing Project and authorized staff to file said Notice with the County of Sonoma.

M. ANALY VILLAGE SITE WORK AND UTILITIES PROJECT, CHANGE ORDER #2

Approved Change Order #2, in the amount of \$8,233.00, for the Analy Village Site Work and Utilities Project, for a revised contract price of \$1,318,469.06.

N. BARNETT HALL AND QUINN SWIM CENTER LOWER ROOFS RE-ROOFING PROJECTS, RATIFICATION AND AWARD OF BIDS

Ratified and awarded the contract for Barnett Hall and Quinn Swim Center Lower Roofs Re-Roofing projects to Western Roofing, of San Francisco, in the amount of \$207,546.00.

O. TAUZER MEN'S TEAM ROOM RESTROOM UPGRADE, PERMISSION TO GO TO BID

Authorized the administration to go to bid for the Tauzer Men's Team Room Restroom Upgrade Project and award the low bid contingent upon the amount being within budget.

P. MAGGINI HALL NETWORKING EQUIPMENT PROJECT, PERMISSION TO GO TO BID

Authorized the administration to go to bid for the Maggini Hall Networking Equipment Project and award the low bid contingent upon the amount being within budget.

Q. MAGGINI HALL INTERIOR CABLE PLANT RETROFIT PROJECT, PERMISSION TO GO TO BID

Authorized the administration to go to bid for the Maggini Hall Interior Cable Plant Retrofit Project and award the low bid contingent upon the amount being within budget.

R. OUT OF COUNTRY TRAVEL TO LONDON, ENGLAND

Approved the out-of-country travel to London, England for Benjamin Benson, Behavioral Sciences instructor, from November 22-29, 2003 at a cost of \$250 from department funds.

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

Leave of Absence

1. Ahrens, Scott

Return From Military Leave of Absence Without Pay

Director/SRJC Technology Academy/Petaluma Campus
1.0 FTE, 12 Months/Year, Range 12.0, Step D,
\$6,302.00/Month
Effective 11-01-03

B. FACULTY

Employment

1. Churchill, Jabez

Temporary Contract/Emergency Hire

Instructor/Modern & Classical Languages (Spanish)
Temporary Contract Per Ed Code 87482
.89333 FTE, Class A, Step 6, \$25,056.17/Semester
Replacement/C. Foster's slot, English
Effective 08-13-03 to 12-19-03

2. Osorio, Araceli

Temporary Contract/Emergency Hire

Instructor/Modern & Classical Languages (Spanish)
Temporary Contract Per Ed Code 87482
.908571 FTE, Class A, Step 2, \$20,511.00/Semester
Replacement/B. Berlin Grous' slot, Disability Resources
Effective 08-18-03 to 12-19-03

Leaves of Absence

1. Montoya, Carol

Request for Medical Leave of Absence With Pay

Instructor/Modern & Classical Languages (Spanish), Contract
1.0 FTE, Class B, Step 16, \$75,423.00/Year
Effective 8-13-03 to 12-19-03

2. **Speakes, Richard** **Request for Partial Medical Leave of Absence With Pay**
 Instructor/English, Contract
 Class C, Step 16, \$79,949.00/Year
From: 1.0 FTE
To: .80 FTE
 .20 Medical Leave
 Effective 01-12-04 to 05-22-04

Resignation/Request for Early Retirement

1. **Broderick, Patrick** Instructor/English, Contract
 1.0 FTE, Class C, Step PG24, \$83,179.00/Year
 Has met the requirements of AFA Contract, Article 24.01
BUDGET IMPACT: From Base Revenue Funds, until
 normal retirement age at current rates: \$10,133.70
 Date of Hire 09-13-71
 Resignation Effective 12-19-03
 Retirement Effective 12-20-03
2. **de la Ossa, Jesus** Instructor/English, Contract
 1.0 FTE, Class C, Step PG20, \$81,548.00/Year
 Has met the requirements of AFA Contract, Article 24.01
BUDGET IMPACT: From Base Revenue Funds, until
 normal retirement age at current rates: \$16,213.92
 Date of Hire 09-08-69
 Resignation Effective 05-22-04
 Retirement Effective 05-23-04
3. **Gronroos, Joyce** Instructor/Petaluma Campus (Business Office Technology),
 Contract
 .50 FTE, Class C, Step PG28, \$42,421.00/Year
 Has met the requirements of AFA Contract, Article 24.01
BUDGET IMPACT: From Base Revenue Funds, until
 normal retirement age at current rates: \$20,472.12
 Date of Hire 09-10-70
 Resignation Effective 05-22-04
 Retirement Effective 05-23-04
4. **Sullivan, Patrick** Instructor/Industrial & Trade Technology, Contract
 1.0 FTE, Class C, Step 16, \$79,949.00/Year
 Has met the requirements of AFA Contract, Article 24.01
BUDGET IMPACT: From Base Revenue Funds, until
 normal retirement age at current rates: \$40,534.80
 Date of Hire 09-07-82
 Resignation Effective 05-22-04
 Retirement Effective 06-01-04

Recision of Resignation/Request for Early Retirement

1. **Zwolinski, Frank** **Recision of Resignation/Request for Retirement**
 Instructor/Theatre Arts, Contract

Ref: 10/14/03 Board of Trustees meeting

C. **CLASSIFIED**

Employment

1. **Dukes, Leslie** **Temporary Decrease in Days**
Accompanist/Coach/Music
1.0 FTE, Grade N, Step 4, \$22.93/hour
From: 217 days/year
To: 203 days/year
Reason/Cancellation of Summer Classes
Effective 07-01-03 to 06-30-04

2. **Garcia, Rosa** **Temporary Working Out of Class**
Community Services Officer/District Police
1.0 FTE, 12 Months/Year, Grade H, Step 3
From: \$2,874.90/Month (\$2,738.00, Plus \$136.90,
5% Shift Differential)
To: \$3,018.65/Month (\$2,738.00 Plus \$136.90,
5% Shift Differential, Plus \$143.75, 5%
Working Out of Class)
Coverage/Assuming duties of Records Technician
Effective 10-13-03 to 06-30-04

Resignations

1. **Amin, Sachin** Help Desk Technician/Computing Services
.50 FTE, 12 Months/Year, Grade K, Step 2, \$1,521.50/Month
Effective 10-17-03

2. **Bellefeuille, Juliette** Childcare Assistant/Child Development
84.38 FTE, 199 Days/Year, Grade E, Step 2, \$13.15/Hour
Effective 10-17-03

3. **Cantrell, Joan** Community Services Officer/Records Technician
1.0 FTE, 12 Months/Year, Grade J, Step 5, \$3,337.00/Month
Effective 01-20-04

4. **Eisenhart, Eric** Internet Services Specialist/Computing Services
1.0 FTE, 12 Months/Year, Grade O, Pay Grade R, Step 5,
\$5,389.00/Month
Effective 10-03-03

CLASSIFIED STAFFING

1. **Student Financial Aid**
Approved the new position of Coordinator, Financial Aid and Outreach, 1.0 FTE, 12 Months/Year, Grade N, (categorically funded) and authorized the recruitment for this position.

2. **Scholarship Office**
Approved the proposed increase in Time Base for two administrative assistant positions in the Scholarship Office as follows:

<u>From</u> Administrative Assistant I .50 FTE, 12 Months/Year, Grade I Incumbent: Corey Mason	<u>To</u> Administrative Assistant I .75 FTE, 12 Months/Year, Grade I
Administrative Assistant II .50 FTE, 12 Months/Year, Grade K Incumbent: Kristie LaFranci	Administrative Assistant II .75 FTE, 12 Months/Year, Grade K

D. NON-STUDENT HOURLY EMPLOYMENT ACTIONS

As listed on pages 81-92 of the agenda.

E. REGULAR INSTRUCTIONAL ASSISTANTS

As listed on page 93- of the agenda.

F. APPROVAL TO HIRE PRIOR TO THE NEXT BOARD MEETING

<u>Position</u>	<u>Department</u>	<u>Category</u>
<u>CLASSIFIED</u>		
1. EOPS Specialist (categorically funded)	Extended Opportunity Programs & Services	Replacement: L. Larque
2. Coordinator, Financial Aid & Outreach (categorically funded)	Student Financial Aid	New Position

8. SEPTEMBER 25 – OCTOBER 22, 2003 WARRANTS

M/S/C (Doyle/Burdo) the Board of Trustees approved warrants expended during the period September 25 – October 22, 2003.

Operating Expenditures:

General Fund	\$1,646,200
Capital Projects Fund	27,570
General Obligation Bond Projects Fund	1,177,061
Dormitory Interest/Redemption Fund	0
Child Development Fund	4,224
College Farm Fund	34,449
Auxiliary Enterprise Fund	14,952
Vending Fund	0
Parking Fund	31,378
Repair & Replacement Fund	9,000
Self Insurance Fund	100,821
Retiree Benefits Trust Fund	0
Student Representation Fee Fund	2,540
Development Fund	3,048,466

Payroll Expenditures:

Regular - September	\$4,518,768
Supplemental – 10/10/03	1,534,049
Student - September	112,823
Total Payroll Expenditures	\$6,165,640
TOTAL WARRANTS FOR PERIOD	\$9,214,106

Student Trustee Caston noted that the Dorm Revenue Fund should be renamed.

9. **APPROVAL OF FOURTH AMENDMENT TO CAFETERIA SECTION 125 PLAN**

M/S/C (Call/Burdo) the Board of Trustees approved the fourth amendment to the Santa Rosa Junior College Section 125 Cafeteria Plan and authorized the college president to sign the amendment.

10. **ALL FACULTY ASSOCIATION TENTATIVE CONTRACT AGREEMENT FOR 2003-04**

This item was pulled from the agenda.

11. **COGENERATION ENERGY CONSERVATION PROJECT, PERMISSION TO AWARD ENERGY SERVICE PROVIDER CONTRACT**

This item was pulled from the agenda.

12. **PETALUMA MODULAR FACILITIES SITE AND UTILITIES PROJECT, PERMISSION TO GO TO BID**

M/S/C (Doyle/Burdo) the Board of Trustees authorized the administration to go to bid for the Petaluma Modular Facilities Site and Utilities Project, and award the low bid contingent upon the amount being within budget.

INFORMATION

13. **REPORT OF BOARD NOMINATING COMMITTEE**

President Lindley reported that the nominating committee (Trustees Ellis, Call and Lindley), met and made the following appointments for FY2004: **Board President - Don Zumwalt, Board Vice President - B. Robert Burdo, Board Clerk - Mike Smith.**

14. **FACILITIES MASTER PLANNING UPDATE**

Curt Groninga reported that the Component Administrators have been meeting on focused issues regarding planning for the Santa Rosa and Petaluma campuses and future educational centers within the District. President Agrella indicated that information to the college community was subsequently being sent and would include the document contained in this board item. The purpose is to engage the college community and the Board in facilities discussions of the district.

15. **REVISION TO PROCEDURE 8.1.1 – ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Ed Buckley indicated that revisions to Procedures 8.1.1 have come about as a result of a complaint to the Office of Civil Rights by a student. The revised procedures allow for appeal process when the student's opinion about accommodations differs from the opinion of an instructor. These procedures and revisions have had extensive review, including the Office of Civil Rights.

16. **NORTH AND WEST COUNTY ADVISORY COMMITTEES**

Steve Cohen gave overview of proposed new advisory committees whose primary charge will be to assess the educational needs and assist in the planning of educational programs in the north and west county areas. Both committees will have 16 members each: four representatives each from education, business, public officials and residents at large from the respective area.

17. STUDENT SERVICES HIGH SCHOOL OUTREACH TEAM

Ricardo Navarrette introduced Counselor Steve Morris and Schools Relations Specialist Sharon Martinelli. Steve and Sharon gave a brief overview of the outreach efforts through a PowerPoint presentation that is made to seniors at over 24 high schools and continuation high schools. The PowerPoint presentation is a coordinated effort by staff in Counseling, EOPS, Financial Aid, and Scholarship departments and highlights some of the outreach activities of SRJC. Steve acknowledged some of the staff present who have been involved in this outreach effort.

18. REPORTS

A. Academic Senate

Greg Granderson indicated that the Academic Senate is looking for involvement of faculty in student learning outcomes to address issues cited in the Accreditation Report. Also, the Senate is focusing on faculty relations between Santa Rosa and Petaluma and issues and differences between the two.

B. Classified Senate

On behalf of the Classified Senate, Raoul congratulated Greg Granderson on being selected as the Employee of the Month. Raoul indicated that the Classified Senate will hold its November meeting at Petaluma. Also the Classified Senate has reviewed the Institutional Goals as presented by IPC and recommends that focus be given to Goal 9 (college governance) and Goal 11 (fiscal responsibility).

C. Associated Students

Ty Ronquillo thanked Dr. Buckley, Maryanne Michaels and Nick Caston for their contribution to the advocacy forum that focused on the budget. Ty noted that the Associated Students Cabinet has filled all positions; the Senate and Cabinet will be attending a student leadership conference in San Diego; the Student Senate will be sending a delegation to a reception hosted by CalSac for the inauguration of Governor Schwarzenegger; Student Senate has held their first meeting at the Petaluma Campus and hopes to recruit a Senator from Petaluma; Ty also extended an invitation to those present to attend a student senate meeting in the future.

19. ADJOURNMENT

There being no further business, the Regular Meeting was adjourned at 5:00 p.m.

W. Terry Lindley
President, Board of Trustees