

Board Minutes

Sonoma County
Junior College District

DECEMBER 9, 2003

The regular meeting of the Board of Trustees of the Sonoma County Junior College District convened at 3:11 p.m., Tuesday, December 9, 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 and Don Zumwalt. Trustees absent: Carole Ellis, Mike Smith.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Call/Doyle) the Closed Session Agenda was approved as listed on the December 9, 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 3:12 p.m. Closed Session adjourned at 4:00 p.m.

OPEN SESSION

The Board of Trustees of the Sonoma County Junior College District reconvened at 4:05 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, Don Zumwalt and Student Trustee Nick W. Caston. Trustees absent: Carole Ellis, Mike Smith.

Board President Lindley called the meeting to order.

A moment of silence was observed in memory of Ken Fiori's son, Dustin, who recently passed away as a result of a tragic industrial accident. Ken conveyed his appreciation on behalf of the Fiori family.

1. ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

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

2. ANNUAL ORGANIZATIONAL MEETING

M/S/C (Doyle/Call) the Board of Trustees took the following actions:

–Installation of Board Officers

The following Trustees were installed as officers for the upcoming year:

Board President	Don Zumwalt
Board Vice President	B. Robert Burdo
Board Clerk	Mike Smith

–Board Meetings for FY2004

The Closed Sessions for all Board meetings will begin at 3:00 p.m. and open Session will begin at 4:00 unless posted differently prior to each meeting. Special Study sessions will also be posted.

Tuesday	January 13, 2004	Petaluma Campus
Tuesday	February 10, 2004	Santa Rosa Campus
Tuesday	March 9, 2004	Santa Rosa Campus
Tuesday	April 13, 2004	Santa Rosa Campus
Tuesday	May 11, 2004	Santa Rosa Campus
Tuesday	June 8, 2004	Petaluma Campus
Tuesday	July 13, 2004	Santa Rosa Campus
Tuesday	August 10, 2004	Santa Rosa Campus
Tuesday	September 14, 2004	Santa Rosa Campus
Tuesday	October 12, 2004	Santa Rosa Campus
Tuesday	November 9, 2004	Santa Rosa Campus
Tuesday	December 14, 2004	Santa Rosa Campus

–Board Committee Appointments

The following Trustees were appointed to standing committees for FY 2004:

Facilities Committee Alternates:	B. Robert Burdo, Rick Call, Don Zumwalt W. Terry Lindley, Kathleen Doyle
Finance Committee	Kathleen Doyle, Carole Ellis, W. Terry Lindley
Foundation Liaison	Rick Call
Legislative Representative	Mike Smith
Scholarship Committee	Carole Ellis

–Appointment of Representative to Sonoma County Committee on School District Organization

Board President Don Zumwalt will fill this position.

–Appointment of Superintendent/President Robert F. Agrella as Secretary to the Board of Trustees, per District Policy 0.7.

Incoming President Don Zumwalt took over the meeting at this point and acknowledged President Lindley's outstanding service as President of the Board, presenting him with a commemorative plaque. Mr. Lindley thanked members of the Board for their support during his term as president, Dr. Robert Agrella for his guidance, and acknowledged assistant Maria Gaitan, the Management Team and classified staff for their input and hard work.

3. APPROVAL OF NOVEMBER 12, 2003 MINUTES

M/S/C (Call/Doyle) the Board of Trustees approved the Minutes of November 12, 2003 as presented.

4. A. PRESENTATION OF “EMPLOYEE OF THE MONTH” — LARA BRANEN, INSTRUCTOR IN PE, DANCE & ATHLETICS

Diane Campagna, PE, Dance & Athletics Department Chair introduced Lara Branen as the December 2003 “Employee of the Month” noting her contributions to the department and particularly the Dance program. Lara 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 BY THE SONOMA COUNTY WINERIES FOUNDATION FOR THE WARREN G. DUTTON AGRICULTURAL PAVILION

Terry Lindley introduced Julie St. John of J. Pedroncelli Winery representing the Sonoma County Wineries Foundation, Foundation Board of Directors Chair, Carol Libarle, and Foundation Board member and AgTrust President, John Balletto. Ms. St. John presented the Foundation with a \$50,000 check, the first of 4 installments over the next several years for the Warren G. Dutton Agricultural Pavilion building fund. Ms. St. John noted that this contribution is from the Showcase of Wine and Food auction which dedicates funds in support of education.

In accepting this contribution, Mr. Balletto thanked the Sonoma County Wineries Foundation for this generous contribution which brings the building fund to almost \$550,000 towards the one million dollar goal.

5. PUBLIC COMMENTS

Public Relations Manager Susan Bagby Matthews presented the Board with the EdFund 2004 Calendar which includes a watercolor of Burbank Auditorium. The photograph of Burbank Auditorium was taken by James Blue of Media Services and entered into a national competition by Kris Shear and Susan Bagby Matthews. The JC photo was selected from thousands of universities and colleges entries and upon being selected was converted into a watercolor rendering.

6. MONTHLY UPDATE

A. Board Facilities Committee

Trustee Burdo reported on the following projects:

- Ag Pavilion project review. Staff needs to review schematic plans.
- Cogeneration Engine replacement. An update will be given under Action item 12.
- Shone Farm Reservoir. Steve Olson and Curt Groninga reviewed the status of Town of Windsor negotiations for the development of the 32 million gallon reservoir.
- Culinary Arts at Railroad Square. Curt provided an update on the status of planning for future development of Railroad Square as a food and wine center and the relationship of the College’s Culinary Arts program to this project.
- Library related Elliott Avenue improvements and construction layout plan. Update will be given later in the agenda.
- Analy Village project and move in schedule. The project completion is on schedule and some programs will begin moving this week and completed over the winter break.
- Petaluma Modular project. Site plans are at DSA for review and approval. This will be covered later in the agenda.

B. Board Finance Committee

Trustee Doyle indicated that the Board Finance Committee met on December 3 to review the auditors’ report on the District and Foundation Audit which included a special report on the bond performance audit for the year ending June 30, 2003. This will be covered later in the agenda.

C. Legislation

No report.

D. Foundation

Trustee Call reported that the committee reviewed applications for the Randolph Newman Cultural Enrichment Endowment and selected three recipients for the 2004-05 funding cycle. They are:

–*Multicultural Events – Petaluma Campus*, a collaborative effort of the ESL program, the Modern & Classical Language department and the Mahoney Library. The award of \$1,200 will fund a Day of the Dead celebration in Fall 2004 and Asian New Year in Spring 2005.

–*Toward Peace in the Streets: the Culture of Gangs and Gangstas*, submitted by the Arts & Lectures and Multicultural Events Committees. The award of \$3,050 will fund one Arts & Lectures presentation and related enrichment activities in Fall 2004.

–*Samantha Power: Speaking of Genocide*, a collaborative effort of Joel Neuberg, adjunct instructor, Alliance for the Study for the Holocaust at Sonoma State University, Sonoma County Hillel and Jewish Community Agency. The award of \$3,000 will fund a lecture in Spring 2005 by Samantha Power, Pulitzer Prize winning author of *A Problem From Hell: America and the Age of Genocide*.

E. Board Member Comments

Student Trustee Nick Caston reported that the Student Cabinet held its WinterFest and presented the Board with souvenir water bottles. The Bookstore donated Blue Books and Scantrons sheets to help students get through finals. Trustee Caston conveyed the Student Cabinet's gratitude to the Board for their support and best wishes for a happy holiday season.

7. CONSENT AGENDA (ROLL CALL VOTE)

M/S/C (Call/Burdo) 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	Aye
Trustee Nick W. Caston	Aye

Ayes: 6* Noes: 0 Absent/Abstaining: 2

*includes Student Trustee advisory vote

A. RESOLUTION #26-03, CLASSIFIED EMPLOYEES RECOGNITION WEEK, APRIL 5-9, 2004

Approved Resolution #26-03, recognizing the week of April 5-9, 2004 as "Classified Employees Recognition Week."

B. 2004-2005 ACADEMIC YEAR CALENDAR

Approved the 2004-2005 Academic Calendar as proposed and approved by the Calendar/Registration Committee and the College Council.

C. INSTRUCTIONALLY RELATED FEES FOR SPRING 2004

Approved new and revised course fees effective with the Spring 2004 semester.

D. INSTRUCTOR LOAD REPORTS FOR FALL 2003 AND SPRING 2004

Approved changes to the Fall 2003 Instructor Load Report since the November meeting and the initial Spring 2004 Instructor Load Report.

E. CHANGES TO APPROVED SABBATICAL LEAVES

Approved changes in semesters for Luz Navarrette's and Donna Larsen's sabbatical leaves.

F. ADMINISTRATION OF JUSTICE MAJOR PROPOSAL

Approved the Major in Administration of Justice.

G. COMMUNITY EDUCATION INTERNATIONAL TRAVEL PROGRAM, SUMMER 2004

Approved the Community Education International Travel Program to Italy from July 2-24, 2004, contingent upon adequate enrollment to cover expenses.

H. OUT-OF-COUNTRY TRAVEL TO ENGLAND

Approved the out-of country travel to London, England for Charles Robbins from February 7-15, 2004, at no cost to the District.

I. RATIFICATION OF CONTRACTS

Ratified contracts for the period October 22 – November 13, 2003.

J. RESOLUTION #27-03, TRANSFER OF FUNDS

Approved Resolution #27-03 decreasing the Capital Outlay program restricted revenue and expenditures by \$96,662; establishing the Peace Officer Standards and Training (POST) Justice Training Institute program restricted revenues and expenditures in the amount of \$162,567; establishing the POST Command College program restricted revenues and expenditures in the amount of \$121,957; establishing the Community-Based English Tutoring (CBET) Roseland program restricted revenues and expenditures in the amount of \$8,480; establishing the Employment Training Panel (ETP) 04/05 program restricted revenues and expenditures in the amount of \$152,344; and establishing the Weekend and Evening ADN/Surg Tech program restricted revenues and expenditures in the amount of \$125,000.

K. GRANTS

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

a. **Vocational Education & Economic Development Mini-Grant** submitted by Betsy Roberts, in the amount of \$6,635.00, with no District match required.

b. **Evening/Weekend ADN Nursing Cohort**, submitted by Dr. Ezbon Jen, in the amount of \$ 75,000.00, with no District match required.

L. ANALY HALL REMODEL PROJECT, CHANGE ORDER #2

Approved Change Order #2 in the amount of \$10,338.00, for the Analy Hall Remodel Project, for a revised contract price of \$351,207.00.

M. SANTA ROSA LIBRARY CONSTRUCTION-RELATED TEMPORARY ELLIOTT AVENUE IMPROVEMENTS PROJECT, RATIFICATION AND AWARD OF BID

Moved to Action Item 13A

N. ANALY VILLAGE MODULAR FACILITIES PROJECT, CHANGE ORDER #1

Approved Change Order #1, in the amount of \$1,172.00 for the Analy Village Modular Facilities Project, for a revised contract price of \$1,265,572.00.

8. HUMAN RESOURCES ACTIONS

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

A. MANAGEMENT

Non-Renewal of Employment Contract

1. **4940** In accordance with California Education Code Section 72411(b), the Board of Trustees elected to not renew an Educational Administrator's contract.
Effective June 30, 2004

B. FACULTY

Employment

There were no faculty personnel actions.

C. CLASSIFIED

Employment

1. **Hinchman, Jane** **Temporary Increase in Hours**
Scheduling Technician/Scheduling Office
12 Months/Year, Grade K, Step 5
From: .50 FTE, \$1,942.61/Month (\$1,762.00 Plus \$180.61, 16th Year Longevity)
To: .80 FTE, \$3,108.17/Month (\$2,819.20 Plus \$288.97, 16th Year Longevity)
Reason/Coverage R. Robinson
Effective 11-12-03 to 01-30-04
2. **Krupnick, Wendy** **Temporary Increase in Hours**
Horticulture Technician I/Agriculture/Natural Resources/Shone Farm
12 Months/Year, Grade I, Step 5
From: .50 FTE, \$1,585.50/Month
To: .75 FTE, \$2,378.25/Month
Effective 10-01-03 to 11-30-03

Promotions/Transfers

1. **Robinson-Peirce, Renee** **Temporary Reassignment of Position**
From: Scheduling Technician/Scheduling Office
1.0 FTE, 12 Months/Year, Grade K, Step 5
\$3,700.20/Month (\$3,524.00 Plus \$176.20, 11th Year Longevity)
To: Administrative Assistant II/Business Office
Technology/CIS Departments
1.0 FTE, 12 Months/Year, Grade K, Step 5
\$3,700.20/Month (\$3,524.00 Plus \$176.20, 11th Year Longevity)
Effective 11-12-03 to 06-30-04

2. Sweningsen, Yarrow

Temporary Reassignment of Position

From: Media Lab Specialist/Communication Studies
.375 FTE, 217 Days/Year, Grade K, Step 5, \$20.33/Hour
To: Media Production Technician/Media Services
.375 FTE, 217 Days/Year, Grade K, Step 5, \$20.33/Hour
Effective 09-01-03 to 06-30-04

Leave of Absence

1. Draga, Carol

Request for Personal Leave of Absence Without Pay
A & R Technician II/Admissions, Records & Enrollment Development
1.0 FTE, 12 Months/Year, Grade I, Step 5,
\$3,329.55/Month (\$3,171.00 Plus \$158.55, 11th Year Longevity)
Effective 12-01-03 to 12-19-03

Resignation/Intent to Retire

1. Gayner, Eugene

Media Production Technician/Media Services
1.0 FTE, 12 Months/Year, Grade K, Step 5,
\$3,885.21/Month (\$3,524.00 Plus \$361.21, 16th Year Longevity)
Resignation Effective 12-10-03
Retirement Effective 12-11-03

2. Murphy, Jacklyn

Reading Lab Coordinator/English
.875 FTE, 217 Days/Year, Grade L, Step 5, \$23.70/Hour
(\$21.50 Plus \$2.20, 11th Year Longevity)
Resignation Effective 12-30-03
Retirement Effective 12-31-03

3. Tobacco, Karen

Administrative Assistant II/Computer & Information Sciences
1.0 FTE, 12 Months/Year, Grade K, Step 4,
\$3,523.80/Month (\$3,356.00 Plus \$167.80, 11th Year Longevity)
Resignation Effective 12-04-03
Retirement Effective 12-05-03

Resignation

1. Bigelow, Martha

Medical Assistant/Student Health Services
1.0 FTE, 12 Months/Year, Grade L, Step 5,
\$3,726.00/Month
Effective 01-02-04

D. NON-STUDENT HOURLY EMPLOYMENT ACTIONS

As listed on pages 67-70 of the agenda.

E. REGULAR INSTRUCTIONAL ASSISTANTS

There were no regular instructional assistant personnel actions.

F. APPROVAL TO HIRE PRIOR TO THE NEXT BOARD MEETING

Position	Department	Category
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CLASSIFIED

- | | | | |
|----|--|-------------------|------------------------------|
| 1. | Child Care Assistant .84375 FTE (categorically funded) | Child Development | Replacement: J. Bellefeuille |
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9. OCTOBER 23 – NOVEMBER 19, 2003 WARRANTS

M/S/C (Burdo/Doyle) with one abstention (Call) the Board of Trustees approved warrants expended during the period October 23 – November 19, 2003.

Operating Expenditures:

General Fund	\$1,522,402
Capital Projects Fund	118,118
General Obligation Bond Projects Fund	983,268
Dormitory Interest/Redemption Fund	0
Child Development Fund	2,777
College Farm Fund	7,101
Auxiliary Enterprise Fund	10,648
Vending Fund	0
Parking Fund	55,284
Repair & Replacement Fund	0
Self Insurance Fund	108,104
Retiree Benefits Trust Fund	0
Student Representation Fee Fund	2,360
Development Fund	81
Total Operating Expenditures	\$2,810,143

Payroll Expenditures:

Regular - October	\$4,569,640
Supplemental - 11/10/03	1,588,105
Student - October	139,147
Total Payroll Expenditures	\$6,296,892

TOTAL WARRANTS FOR PERIOD	\$9,107,035
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10. DISTRICT AND FOUNDATION AUDIT REPORTS FOR THE YEAR ENDING JUNE 30, 2003

M/S/C (Doyle/Lindley) the Board of Trustees accepted the District audit report for the year ended June 30, 2003, and the Foundation audit report for the year ended June 30, 2003.

Kathy Bradbury, Accounting Manager, briefly reviewed the audit report as presented to the Board Finance Committee on December 3, 2003. The report notes that the district received a clean audit opinion this year, which in the past had been qualified due to the omission of the capital asset accounts. The audit does include one reportable condition related to the Bookstore's timeliness in having the year-end information ready for the audit. The District responded to the finding and is taking steps to correct the deficiencies of the prior year, which were mainly attributable to staffing shortages. The report also included an audit for the Measure A General Obligation Bonds. The California Constitution requires that an independent accounting firm conduct a performance audit each year that the district incurs bond expenditures. This is different from a financial audit, which is already done as part of the

district's annual audit that we just covered. These procedures require the auditor to verify that the bond expenditures, based on the sample selected, were only for capital assets as authorized by the voters under Measure A, and that no bond funds were expended for district salaries or general operating costs. The District received a clean report with no findings or irregularities cited. This report will be presented to the Bond Oversight Committee at their next meeting in January.

11. ALL FACULTY ASSOCIATION TENTATIVE CONTRACT AGREEMENT FOR 2003-04

M/S/C (Lindley/Burdo) the Board of Trustees approved the tentative agreement with the All Faculty Association, effective with the beginning of the academic year 2003-04.

Vice Presidents Ed Buckley and Ron Root gave an overview of the agreement reached with AFA which was done through a process of interest based bargaining. They noted that both the AFA and District were guided by two core interests: quality of instruction of faculty and a shared interest in preserving resources.

President Zumwalt thanked the All Faculty Association for working as a team and for their cooperative efforts.

12. COGENERATION ENGINE REPLACEMENT ENERGY CONSERVATION PROJECT, PERMISSION TO AWARD ENERGY SERVICE PROVIDER CONTRACT

M/S/C (Burdo/Call) the Board of Trustees awarded the contract in the amount of \$684,612.00, to Industrial Power Technology of Santa Rosa for the Cogeneration Engine Replacement Energy Conservation Project which contains a guaranteed rebate of \$40,000.00 to the college.

13. PETALUMA MODULAR FACILITIES ACQUISITION AND INSTALLATION PROJECT, RATIFICATION OF CONTRACT

M/S/C (Doyle/Call) the Board of Trustees ratified and awarded the contract in the amount of \$928,000.00 to Modular Services Incorporated, of Riverside, for the Petaluma Facilities Modular Facilities Acquisition and Installation Project.

13 A SANTA ROSA LIBRARY CONSTRUCTION-RELATED TEMPORARY ELLIOTT AVENUE IMPROVEMENTS PROJECT, RATIFICATION AND AWARD OF BID

M/S/C (Doyle/Lindley) the Board of Trustees found that the failure to acknowledge Addendum #1 is a non-substantive irregularity and that the Board waives the irregularity and awards the bid in the amount of \$124,829.00, to Bradley Electric Inc., of Novato for the Santa Rosa Library Construction-Related Temporary Elliott Avenue Improvements Project.

INFORMATION

14. EMPLOYEE PERSONAL COMPUTER PURCHASE PROGRAM

The annual report of the 2003-04 Employee Personal Computer Purchase Program was presented and Tim Bosma, Purchasing Director acknowledged Ken Fiori and programming staff for making the application available on line; the Payroll staff who processed the payroll deduction, Sarah Butters who assisted in the purchasing process and Richard Abrahams who provided technical support and information.

15. REPORTS

A. Academic Senate

Greg Granderson stated that there was no report this month.

B. Classified Senate

Raoul Yriberry conveyed best wishes from the Classified Senate and thanked outgoing Board President Terry Lindley for his leadership and support.

C. Associated Students

Ty Ronquillo reported that students attended the CalSac reception for the Governor; a leadership conference at San Diego State University and the CloBowl football tournament hosted at SRJC. He also noted that the Student Senate along with the Legislative committee has put together an advocacy plan regarding next year's budget; plans to visit legislative offices in Sacramento in January and February; attend the CCLC Legislative conference, participate in the March in March on March 15 in Sacramento by sending a delegation of 300+ students, and hopefully faculty and staff.

16. ADJOURNMENT

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

Don Zumwalt
President, Board of Trustees