

# Board Agenda

Sonoma County  
Junior College District

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**TUESDAY  
AUGUST 11, 2009**

**PEDRONCELLI CENTER  
SANTA ROSA CAMPUS**

2032 Armory Drive  
Santa Rosa, California

3:00 P.M.

A. APPROVAL OF CLOSED SESSION AGENDA

B. PUBLIC COMMENTS ON CLOSED SESSION AGENDA

C. RECESS TO CLOSED SESSION TO CONSIDER AND/OR TAKE ACTION  
UPON ANY OF THE FOLLOWING ITEMS (Indicated by [ x ])

1. *With respect to every item of business to be discussed in Closed Session pursuant to Section 54956.8*

[ ] CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Property:

Names of Negotiating Parties:

Under Negotiation: ( ) Price ( ) Terms of Payment ( ) Both

2. *With respect to every item of business to be discussed in Closed Session pursuant to Section 54956.9*

[ ] CONFERENCE WITH LEGAL COUNSEL — EXISTING LITIGATION

Name of Case:

Claimant's Name:

Names of parties

Case Name Unspecified (check one): Disclosure would jeopardize:

( ) Service of Process Or ( ) Existing Settlement Negotiations

CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

*Significant exposure to litigation pursuant to subdivision (b) (3) (C) of Section 54956.9*

Specify Number of Cases:

*Initiation of litigation pursuant to subdivision © of Section 54956.9(b)*

Specify number of potential cases:

3. *With respect to every item of business to be discussed in Closed Session pursuant to Section 54956.9*

LIABILITY CLAIMS

Name of Claimant (unless unspecified pursuant to Section 54961)

4. *With respect to every item of business to be discussed in Closed Session pursuant to Section 54957*

THREAT TO PUBLIC SERVICES OR FACILITIES

Name/Title/of Law Enforcement Officer consulted with:

EMPLOYMENT OF LEGAL COUNSEL

PUBLIC EMPLOYEE APPOINTMENT

See Agenda Item #7, A-F

Action, if any, will be taken in Open Session

PUBLIC EMPLOYMENT

See Agenda Item #7, A-F

Action, if any will be taken in Open Session

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE  
(No additional information required)

5. *With respect to every item of business to be discussed in Closed Session pursuant to Section 54957.6*

Name of Agency Negotiator: Furukawa, District

Name of Organization Representing Employee: SEIU, Local 1021

Name of Agency Negotiator: Abrahamson, District

Name of Organization Representing Employee: AFA

**4:00 P.M.**

**RECONVENE INTO OPEN SESSION**

1.	<b><u>ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION</u></b>	1
	The Board of Trustees President will announce any reportable action taken in Closed Session.	
2.	<b><u>APPROVAL OF MINUTES</u></b>	3-17
	A recommendation that the Board of Trustees approve the minutes of the July 14, 2009 regular meeting.	
3.	<b><u>PRESENTATION OF EMPLOYEE OF THE MONTH – JILL MOYER, INSTRUCTIONAL ASSISTANT, SENIOR, COLLEGE SKILLS</u></b>	19-20
	Presenter will be Wanda Burzycki, Chair, College Skills/Tutorial Department.	
4.	<b><u>PUBLIC COMMENTS</u></b>	21
	An opportunity for members of the public to address the Board.	
	(Per Board 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 agendaized matters 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.)	
5.	<b><u>MONTHLY UPDATE</u></b>	23
	Oral reports from members of the Board of Trustees and President	
	A. Board Facilities Committee (Trustee Burdo)	
	B. Foundation (Trustee Edgar)	
	C. Legislative Information (President Agrella)	
	D. Board Member Comments	
6.	<b><u>CONSENT AGENDA</u></b>	
	A. <b><u>NEW POLICY 5.8.8, PROCUREMENT CREDIT CARDS–SECOND READING</u></b>	25-26
	A recommendation that the Board of Trustees approve the new Policy 5.8.8, Procurement Credit Cards.	
	B. <b><u>NEW POLICY 6.10, PUBLIC SCULPTURES/INSTALLATIONS–SECOND READING</u></b>	27-28
	A recommendation that the Board of Trustees approve the new Policy 6.10, Public Sculptures/Installations.	
	C. <b><u>INSTRUCTOR LOAD REPORTS FOR SPRING, SUMMER AND FALL 2009</u></b>	29
	A recommendation that the Board of Trustees approve changes to the Spring and Summer 2009 Instructor Load reports since the July Board meeting and an initial Fall 2009 Instructor Load Report.	

<b>D.</b>	<b><u>OUT-OF-COUNTRY TRAVEL TO SWEDEN</u></b>	<b>31-32</b>
	A recommendation that the Board of Trustees approve the out-of-country travel to Boras, Sweden for Lisa Beach, adjunct instructor in the Computer Studies Department, from September 12-26, 2009 to meet with the instructors and students from the Swedish Student Project, at no cost to the District.	
<b>E.</b>	<b><u>RATIFICATION OF CONTRACTS</u></b>	<b>33-36</b>
	A recommendation that the Board of Trustees ratify contracts for the period June 24, 2009– July 21, 2009.	
<b>F.</b>	<b><u>QUARTERLY FINANCIAL REPORT</u></b>	<b>37-40</b>
	A recommendation that the Board of Trustees approve the submission of the Quarterly Financial Status Report to the Chancellor's Office for the period ending June 30, 2009.	
<b>G.</b>	<b><u>GRANTS</u></b>	<b>41-45</b>
	A recommendation that the Board of Trustees approve the following grant applications and authorize expenditure of funds upon their award and receipt:	
	<ol style="list-style-type: none"> <li>1. <u>Resolution #18-09, Facilities Renovation and Repair Grant for 2990/2010</u>, submitted by Joel Gordon, in the amount of \$20,000.00 from the State of California Department of Education, with no District match required.</li> <li>2. <u>Resolution #19-09, General Child Care Development Programs Grant Contract #CSPP-9642</u>, submitted by Joel Gordon, in the amount of \$256,466.00, from the State of California Department of Education, with no District match required.</li> <li>3. <u>Resolution #20-09, American Recovery and Reinvestment Act</u>, submitted by Patie Wegman, in the amount of \$24,140.00, State of California Department of Rehabilitation, with no District match required.</li> </ol>	
<b>H.</b>	<b><u>LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2B, BUILDING CONSTRUCTION &amp; SITE WORK, CHANGE ORDER #19</u></b>	<b>47-48</b>
	A recommendation that the Board of Trustees approve Change Order #19, in the amount of \$75,259.00, for the Lawrence A. Bertolini Student Services Center, Construction Project, Increment II, Multi-Prime Division #2B, Building Construction & Site Work, for a revised contract price of \$29,820,440.00.	

- I. **LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2C, HVAC, FIRE PROTECTION, PLUMBING, CHANGE ORDER #8** 49
- A recommendation that the Board of Trustees approve Change Order #8, in the amount of \$1,109.00, for the Lawrence A. Bertolini Student Services Center, Construction Project, Increment II, Multi-Prime Division #2D, Electrical, for a revised contract price of \$6,031,708.00.
- J. **LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2D, ELECTRICAL, CHANGE ORDER #13** 51
- A recommendation that the Board of Trustees approve Change Order #13, in the credit amount of \$12,346.00, for the Lawrence A. Bertolini Student Services Center, Construction Project, Increment II, Multi-Prime Division #2D, Electrical, for a revised contract price of \$3,500,710.00.
- K. **LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENTS I AND II: COST ANALYSIS** 53-54
- A recommendation that the Board of Trustees review and approve the August 2009 Cost Analysis for the Lawrence A. Bertolini Student Services Center Construction Project, Increments I and II.
- L. **PE/ATHLETICS GREENFIELDS RENOVATION PROJECT INCREMENT I, CHANGE ORDER #12** 55-57
- A recommendation that the Board of Trustees approve Change Order #12, in the amount of \$1,144.23, for the PE/Athletics Greenfields Renovation Project, Increment I, for a revised contract price of \$3,691,965.40.
- M. **WILLIAM B. RACE HEALTH SCIENCE BUILDING RECONSTRUCTION PROJECT, CHANGE ORDER #11** 59
- A recommendation that the Board of Trustees approve Change Order #11, in the amount of \$11,398.77, for the William B. Race Health Science Building Reconstruction Project, for a revised contract price of \$3,512,087.02.
- N. **B-LOT AND C-LOT ATTENDANT BOOTH REPLACEMENT PROJECT, CHANGE ORDER #1** 61
- A recommendation that the Board of Trustees approve Change Order #1, in the amount of \$700.00, for the B-Lot and C-Lot Attendant Booth Replacement Project, for a revised contract price of \$48,046.00.
- O. **B-LOT AND C-LOT ATTENDANT BOOTH REPLACEMENT PROJECT, NOTICE OF COMPLETION** 63
- A recommendation that the Board of Trustees accept the Notice of Completion for the B-Lot and C-Lot Attendant Booth Replacement Project, and authorize staff to file said Notice with the County of Sonoma.

**P. 2008-2009 SANTA ROSA CLASSROOM MEDIA UPGRADES PROJECT, CHANGE ORDER #1 65**

A recommendation that the Board of Trustees approve Change Order #1 in the amount of \$43,595.59, for the 2008-2009 Santa Rosa Classroom Media Upgrades Project, for a revised contract price of \$511,586.59.

**ACTION AGENDA**

**7. HUMAN RESOURCES ACTIONS**

**A. MANAGEMENT TEAM PERSONNEL ACTIONS 67-72**

A recommendation that the Board of Trustees approve the Management Team personnel actions.

**B. FACULTY PERSONNEL ACTIONS 73-74**

A recommendation that the Board of Trustees approve the Faculty personnel actions.

**C. CLASSIFIED PERSONNEL ACTIONS 75-83**

A recommendation that the Board of Trustees approve the Classified personnel actions.

**D. NON-STUDENT HOURLY EMPLOYMENT ACTIONS 85-101**

A recommendation that the Board of Trustees approve the Non- Student Hourly Employment personnel actions.

**E. REGULAR INSTRUCTIONAL ASSISTANTS 103-104**

A recommendation that the Board of Trustees approve the Regular Instructional Assistants personnel actions.

**F. APPROVAL TO HIRE PRIOR TO THE NEXT BOARD MEETING 105**

A recommendation that the Board of Trustees approve hiring of positions prior to the next Board meeting.

**8. JUNE 12, 2009 – JULY 16, 2009 WARRANTS 107-108**

A recommendation that the Board of Trustees approve warrants expended during the period June 12, 2009 – July 16, 2009.

**9. SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 1021, RATIFICATION OF TENTATIVE CONTRACT AGREEMENT 2009-2010 109-111**

A recommendation that the Board of Trustees ratify the Tentative Contract Agreement with Service Employees International Union (SEIU), Local 1021, for 2009-10.

**10. RESOLUTION #21-09 AGREEMENT FOR DISTRICT ENFORCEMENT OF CITY OF SANTA ROSA NON-SMOKING ORDINANCE 113-115**

A recommendation that the Board of Trustees approve Resolution #21-09 establishing an agreement with the City of Santa Rosa for District enforcement of the City's non-smoking ordinance.

**11. APPROVAL TO ACCESS FORMER SRJC STUDENT RECORDS 117-118**

A recommendation that the Board of Trustees approve access of directory information of students and former student records by the SRJC Foundation as outlined in the revised Family Educational Rights and Privacy Act (FERPA) guidelines.

**INFORMATION**

**12. OUT-OF-STATE TRAVEL REPORT 119**

A listing by name, name of conference attended, and actual cost to the District for employees attending out-of-state conferences and meetings.

**13. PETALUMA CAMPUS FALL CINEMA SERIES 121**

Michael Traina, Film/Media instructor at the Petaluma Campus, will provide a report on the Petaluma Campus Fall Cinema Series and related events to be produced over the next year by the newly formed Petaluma Film Alliance.

**14. BUDGET UPDATE 123**

Doug Roberts, Vice President of Business Services, will provide an update on the status of the budget for 2009-10.

**15. REPORTS 125**

- A. Academic Senate (Barbara Croteau)
- B. Classified Senate (Anna Felciano)
- C. Associated Students (Jude Rowe)

**16. ADJOURNMENT**

### **ADA COMPLIANCE**

*In compliance with Government Code section 54954.2. (a) Santa Rosa Junior College will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Maria Gaitan, Executive Assistant to the President, Santa Rosa Junior College, 1501 Mendocino Avenue, Santa Rosa, California, (707) 527-4431.*



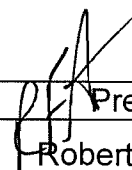


# Santa Rosa Junior College

TO:	BOARD OF TRUSTEES	ITEM NO.
FROM:	PRESIDENT	1
SUBJECT:	Announcement of Reportable Action Taken in Closed Session	DATE 8-11-09
REASON FOR BOARD CONSIDERATION	<b>ACTION</b>	ENCLOSURES 1 of 1

## BACKGROUND

The Board President will announce any reportable action(s) taken in Closed Session.

Initiator	Supervising Adm/Mgr	Vice President	 President
			Robert F. Agrella



# Santa Rosa Junior College



TO:	BOARD OF TRUSTEES	ITEM NO.
FROM:	PRESIDENT	2
SUBJECT:	Approval of Minutes of July 14, 2009 Regular Meeting	DATE 8-11-09
REASON FOR BOARD CONSIDERATION	<b>ACTION</b>	ENCLOSURES 1 of 14

## BACKGROUND

Attached are the Minutes of the July 14, 2009 regular meeting for approval by the Board of Trustees.

Initiator	Supervising Adm/Mgr	Vice President	President <i>Robert F. Agrella</i>
			Robert F. Agrella



# Board Minutes

## Sonoma County Junior College District

### July 14, 2009

The regular meeting of the Board of Trustees of the Sonoma County Junior College District convened at 3:07 p.m., Tuesday, July 14, 2009 in Pedroncelli Center at the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Don Edgar, Jeff Kunde, Onita Pellegrini. Trustees W. Terry Lindley and Don Zumwalt were absent.

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

M/S/C (Kunde/Burdo) the Closed Session Agenda was approved as listed on the July 14, 2009 agenda.

#### **PUBLIC COMMENTS ON CLOSED SESSION AGENDA**

There were no public comments.

The Board recessed into Closed Session at 3:08 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., Tuesday, July 14, 2009 in Pedroncelli Center at the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance included: B. Robert Burdo, Richard W. Call, Don Edgar, Jeff Kunde, Onita Pellegrini, and student trustee Ian Maurer. Trustees W. Terry Lindley and Don Zumwalt were absent.

Board President Richard W. Call called the meeting to order.

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

Board President Call reported that the Board of Trustees met in Closed Session and discussed the status negotiations with AFA and SEIU. No reportable action was taken.

#### **2. APPROVAL OF MINUTES**

A. M/S/C (Burdo/Kunde) the Board of Trustees approved the minutes of the June 9, 2009 regular meeting.

B. M/S/C (Kunde/Edgar) the Board of Trustees approved the minutes of the June 23, 2009 Special meeting.

#### **3. PRESENTATION OF THE JULY EMPLOYEE OF THE MONTH – DANIEL PUERTAS, POLICE DISPATCHER, DISTRICT POLICE**

William Stinson, District Police Sergeant, introduced Daniel Puertas as the July Employee of the Month. He especially acknowledged Dan's active role in the Dispatch program gaining full recognition by the state as well as being a 24/7 operation. Dan 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 certificate from department colleagues.

At this time, Action item 11 was moved to this part of the agenda.

### **3A SHONE FARM MARKETING/BRANDING**

M/S/C (Burdo/Pellegrini) the Board of Trustees approved the marketing and branding efforts of the Shone Farm Foundation as presented.

*President Agrella introduced Teejay Lowe, Chair, and Mack Schwing, Vice Chair, of the Shone Farm Foundation Board, who in addition to volunteering to serve on the Foundation Board, took on the additional task of developing a marketing and branding strategy to give Shone Farm wine as well as all products of the farm an identity in the marketplace. Teejay Lowe and Mack Schwing then provided an overview of the steps taken to date which included developing an identification paper of desired characteristics the logo and branding need to have that is representative of all products of Shone Farm, sought input from industry leaders, advisory committees, Agriculture and Natural Resources faculty, and later brought it forward as a class project to an advanced SRJC Graphic Design class for development of the logo. With over 100 logos created, the Foundation's marketing committee, with assistance from advisor Paul Novak, selected three semi-finalists, and the finalist was approved by the Shone Farm Foundation Board at their June meeting. Mack then described the desired characteristics and presented the selected logo to the Board of Trustees for approval.*

### **4. PUBLIC COMMENTS**

–Amanda Swan, Vice President for Advocacy for the Associated Student Senate and chair of the student task force addressing smoking issues on campus, spoke about the smoking issue and noted that SRJC will make history today, becoming the first public institution in the State of California to pass an enforceable smoking policy upon approval of the revised procedure 6.8.6P on today's agenda.

### **5. MONTHLY UPDATE**

#### **A. Board Facilities Committee**

Trustee Burdo reported the following from the special meeting of Board Facilities Committee meeting of June 29, 2009 with the JC Neighborhood Association:

The Board Facilities Committee discussed in detail the following design topics regarding the Culinary Arts site and facility design:

Revised Seating Plan on Mendocino–The architect has been asked to investigate revisions to the frontage landscape and hardscape plans for possible inclusion of seating facing Mendocino Avenue.

Sound Wall–The College will contact property owners along the easterly project line to discuss the inclusion of a permanent sound wall.

Metal Fence Height–The architect will supply the correct height of the fence to assure its usefulness, safety and accessibility.

Composting–College staff will investigate the possibility of shared use siting with the property owners along the northerly property line.

Additional Solar Power–The architect and staff will investigate the feasibility of supplying solar power for the electrical lighting functions.

Permeable Paving Surface–the architect will revise site plans to include a permeable surface for the parking lot.

Realignment & Lighting Revisions of West Campus Walkway/Pathway–to connect with a city crosswalk at Mendocino and Carr Avenues.

Landmark SRJC Architectural Design and Project Site Plan–The College plans to retain its original architectural

## B. Foundation

Trustee Edgar provided the following report:

–Local businesses and individuals have contributed generously to the Bridging the Doyle Campaign; the college is close to meeting the \$50,000 match offered by Jennifer and John Webley.

–The SRJC Foundation and Student Services will conduct donor and friends tours of the Bertolini Student Services Center July 23 and August 13 at 2:30 pm.

–The Friends of Petaluma Campus Committee held a one day facilitated retreat on July 1 to restructure the committee and refine its fundraising goals for 2009-10.

–The SRJC Foundation will host the Presidents' Circle Dinner, August 23 at Shone Farm to honor donors who have made contributions to the 2008-09 campaign. This year's goal of \$135,000 was surpassed with contributions totaling \$137,500. Special thanks to SRJC Foundation board member and President's Circle Chair Jim Wieschendorff for his leadership and commitment to SRJC.

## C. Legislative Information

President Agrella reported the following:

–noted that the state has not yet passed a budget.

–acknowledged the full page ad in the Press Democrat on "Bridging the Doyle Campaign" donated by the PD in support of the college and this program.

announced that with regard to the \$50,000 match donation mentioned above, the campaign has just surpassed \$100,000 today. College staff continue to refine a data base of former Doyle scholarship recipients for possible donations from them. There is no way to match the amount of the Doyle Program; however it is possible, through the Bridging the Doyle Campaign" to provide an intermediary support for the recent high school graduates entering SRJC this fall.

## E. Board Member Comments

None.

## 6. CONSENT AGENDA

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

Trustee Burdo	<u>aye</u>
Trustee Call	<u>aye</u>
Trustee Edgar	<u>aye</u>
Trustee Kunde	<u>aye</u>
Trustee Lindley	<u>absent</u>
Trustee Pellegrini	<u>aye</u>
Trustee Zumwalt	<u>absent</u>
Student Trustee Maurer*	<u>aye</u>

\*Advisory vote

### A. NEW POLICY AND PROCEDURE 3.12.3 AND 3.12.3P – ACCESSIBILITY OF ONLINE AND WEB-BASED INSTRUCTIONAL MATERIALS – SECOND READING

Approved the new policy and procedure 3.12.3 and 3.12.3P, Accessibility of Online and Web-Based Instructional Materials.

**B. OUT-OF-COUNTRY TRAVEL TO ARGENTINA**

Approved the out-of-country travel to Buenos Aires, Argentina for Dan Munton, Mathematics instructor, from August 30 to September 6, 2009 to attend the Geodesy for Planet Earth Conference, at a maximum cost of \$1,024.00 for a faculty substitute for two classes.

**C. RATIFICATION OF CONTRACTS**

Ratified contracts for the period May 20, 2009– June 23, 2009.

**D. INSTRUCTOR LOAD REPORTS FOR SPRING AND SUMMER 2009**

Approved changes to the Spring and Summer 2009 Instructor Load reports since the June Board meeting.

**E. CURRICULUM REVIEW COMMITTEE RECOMMENDATIONS**

Approved the recommendations of the Curriculum Review Committee from its final meeting of the 2008-2009 Academic Year.

**F. SHORT-TERM, NON-CONTINUING (STNC) SALARY SCHEDULE**

Affirmed adjusting the hourly rates of all job classifications on the current Short-Term, Non-Continuing Salary Schedule to a minimum of \$9.00 per hour beginning fiscal year 2009/2010.

**G. GRANTS**

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

Resolution #15-09, General Child Care Development Programs Grant, submitted by Joel Gordon, in the amount of \$307,811.00 from the State of California Department of Education, with no District match required.

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

Reviewed and approved the July 2009 Cost Analysis for the Petaluma Phase II/R Construction/Reconstruction Project.

**I. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2B, BUILDING CONSTRUCTION & SITE WORK, CHANGE ORDER #18**

Approved Change Order #18, in the amount of \$50,039.00, for the Lawrence A. Bertolini Student Services Center, Construction Project, Increment II, Multi-Prime Division #2B, Building Construction & Site Work, for a revised contract price of \$29,745,181.00.

**J. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2C, HVAC, FIRE PROTECTION, PLUMBING, CHANGE ORDER #7**

Approved Change Order #7, in the amount of \$4,878.00, for the Lawrence A. Bertolini Student Services Center, Construction Project, Increment II, Multi-Prime Division #2C, HVAC, Fire Protection, Plumbing, for a revised contract price of \$6,030,599.00.



**K. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENT II, MULTI-PRIME DIVISION #2D, ELECTRICAL, CHANGE ORDER #12**

Approved Change Order #12, in the amount of \$789.00, for the Lawrence A. Bertolini Student Services Center, Construction Project, Increment II, Multi-Prime Division #2D, Electrical, for a revised contract price of \$3,513,056.00.

**L. LAWRENCE A. BERTOLINI STUDENT SERVICES CENTER CONSTRUCTION PROJECT, INCREMENTS I AND II: COST ANALYSIS**

Reviewed and approved the July 2009 Cost Analysis for the Lawrence A. Bertolini Student Services Center Construction Project, Increments I and II.

**M. PE/ATHLETICS GREENFIELDS RENOVATION PROJECT INCREMENT I, CHANGE ORDER #11**

Approved Change Order #11, in the amount of \$21,669.15, for the PE/Athletics Greenfields Renovation Project, Increment I, for a revised contract price of \$3,690,821.17.

**N. WILLIAM B. RACE HEALTH SCIENCE BUILDING RECONSTRUCTION PROJECT, CHANGE ORDER #10**

Approved Change Order #10, in the amount of \$16,513.76, for the William B. Race Health Science Building Reconstruction Project, for a revised contract price of \$3,500,688.25.

**O. WALTER HAEHL PAVILION WATERPROOFING PROJECT, NOTICE OF COMPLETION**

Accepted the Notice of Completion for the Walter Haehl Pavilion Waterproofing Project, and authorized staff to file said Notice with the County of Sonoma.

**P. CAROLE L. ELLIS AUDITORIUM LARGE LECTURE MEDIA SYSTEM PROJECT, RATIFICATION AND AWARD OF BID**

Ratified and awarded the low bid in the amount of \$172,029.00, and accept additives 2-8 in the amount of \$34,222.00 for a total contract price of \$205,251.00 to PCD of Santa Rosa, for the Carole L. Ellis Auditorium Large Lecture Media System Project.

**Q. OUT OF COUNTRY TRAVEL TO BRITISH COLUMBIA**

Approved the out-of-country travel to Vancouver, British Columbia for Tony Ichsan from July 6 to 10, 2009 to attend the Annual Board Meeting and Educational Symposium of the Association of Higher Education Facilities Officer at no cost to the district.

**ACTION AGENDA**

**7. HUMAN RESOURCES**

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

**A. MANAGEMENT**

None.

**B. FACULTY****Leaves of Absence**

1. **Beery, Claire**      **Request for Medical Leave of Absence With Accrued Sick Leave Pay**  
Adjunct Faculty/Child Development  
Class A, Step 2, \$82.29/Hour  
Effective 06-16-09 to 08-06-09
  
2. **Gutshall, Shawn**      **Request for Medical Leave of Absence with Accrued Sick Leave Pay**  
Adjunct Faculty/English as a Second Language  
Class C, Step 8, \$55.01/Hour  
Effective 06-15-09 to 07-23-09
  
3. **Powell, Sharon**      **Request for Medical Leave of Absence with Accrued Sick Leave Pay**  
Adjunct Faculty/Noncredit Programs & Services  
Unit B, Step 7, \$42.71/Hour  
Effective 05-02-09 to 05-20-09
  
4. **Woolsey, Charles**      **Request for Medical Leave of Absence with Accrued Sick Leave Pay**  
Adjunct Faculty/Consumer & Family Studies  
Class A, Step 9, \$101.66/Hour  
Effective 03-19-09 to 04-23-09

**Resignations**

1. **Bailey, Sara**      Adjunct Faculty/Health Sciences/ADN  
Class A, Step 2, \$59.68/Hour  
Effective 06-12-09
  
2. **Mathers, Laurie**      Adjunct Faculty/Health Sciences  
Class A, Step 2, \$59.68/Hour  
Effective 06-15-09
  
3. **Raschbacher, Nikki**      Adjunct Faculty/Art  
Class A, Step 9, \$101.66/Hour  
Effective 06-01-09
  
4. **Wade, Carol**      Adjunct Faculty/English  
Class A, Step 9, \$101.66/Hour  
Effective 05-28-09

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

1. **August, Tina**      **Temporary Working Out of Class**  
Financial Aid Tech II/Financial Aid  
1.0 FTE, 12 Months/Year, Grade K, Step 5  
**From:**      \$4,293.00/Month  
**To:**      \$4,507.65/Month (\$4,293.00 Plus \$214.65, 5%  
Working Out of Class)  
Coverage/50% duties of Financial Aid Program Specialist  
Effective 07-01-09 to 06-30-10

2. **Hill, Rebecca** **Cancellation of Temporary Increase in Hours**  
 Web Support Specialist/Student Services  
 12 Months/Year, Grade N, Step 5  
**From:** .50 FTE, \$2,543.00/Month  
**To:** .75 FTE, \$3,814.50/Month  
 Effective 07-01-09 to 06-30-10
3. **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:** \$4,507.65/Month (\$4,293.00 Plus \$214.65, 5%  
 Bilingual Stipend)  
**To:** \$4,733.03/Month (\$4,293.00 Plus \$214.65, 5%  
 Bilingual Stipend Plus \$225.38, 5% Working Out of  
 Class)  
 Coverage/50% Financial Aid Program Specialist vacancy  
 Effective 07-01-09 to 06-30-10
4. **Sandberg, Mary** Bookstore Technician/Bookstore  
 1.0 FTE, 12 Months/Year, Grade K, Step 3, \$3,935.43/Month  
 (\$3,893.00 plus \$42.43, 5% Shift Differential)  
 Replacement/C. Perry  
 Effective 06-22-09

**Shift Differential – Application**

1. **Gallimore, Randy** Internet Services Specialist/Computing Services  
 1.0 FTE, 12 Months/Year, Grade Q, Pay Grade R, Step 5  
**From:** \$6,891.15/Month (\$6,563.00 Plus \$328.15, 11<sup>th</sup>  
 Year Longevity)  
**To:** \$7,235.71/Month (\$6,563.00 Plus \$328.15, 11<sup>th</sup>  
 Year Longevity Plus \$344.56, 5% Shift Differential)  
 Effective 07-01-09 to 06-30-10
2. **Hampton, Sheryll** Library Technician I/Doyle Library  
 .75 FTE, 12 Months/Year, Grade ZJ, Step 3  
**From:** \$2,919.75/Month  
**To:** \$3,007.34/Month (\$2,919.75 Plus \$87.59, 5% Shift  
 Differential for 18 Hours/Week)  
 Effective 08-17-09 to 05-21-10
3. **Johnson, Forrest** HVAC & Controls Technician/Facilities Operations  
 1.0 FTE, 12 Months/Year, Grade O, Step 1  
**From:** \$4,439.00/Month  
**To:** \$4,483.39/Month (\$4,439.00 Plus \$44.39, 5% Shift  
 Differential for 8 Hours/Week)  
 Effective 08-04-08 to 06-30-09  
 and  
 1.0 FTE, 12 Months/Year, Grade O, Step 2  
**From:** \$4,676.00/Month  
**To:** \$4,722.76/Month (\$4,676.00 Plus \$46.76, 5% Shift  
 Differential for 8 Hours/Week)  
 Effective 07-01-09 to 06-30-10

- 4. Lipanovich, Scott** Library Technician I/Library  
.70 FTE, 12 Months/Year, Grade ZC, Step 5  
**From:** \$3,478.78/Month (\$3,005.10 Plus \$473.68, 21<sup>st</sup> Year Longevity)  
**To:** \$3,652.72/Month (\$3,005.10 Plus \$473.68, 21<sup>st</sup> Year Longevity Plus \$173.94, 5% Shift Differential)  
Effective 08-17-09 to 05-21-10
- 5. Logue, Rose** Administrative Assistant I/English  
.60 FTE, 12 Months/Year, Grade I, Step 5  
**From:** \$2,433.69/Month (\$2,317.80 Plus \$115.89, 11<sup>th</sup> Year Longevity)  
**To:** \$2,555.37/Month (\$2,317.80 Plus \$115.89, 11<sup>th</sup> Year Longevity Plus \$121.68, 5% Shift Differential)  
Effective 07-01-09 to 06-30-10
- 6. Rau, David** Library Technician I/Plover Library  
1.0 FTE, 12 Months/Year, Grade ZE, Step 5  
**From:** \$3,005.10/Month  
**To:** \$3,155.36/Month (\$3,005.10 Plus \$150.26, 5% Shift Differential)  
Effective 08-17-09 to 05-21-10
- 7. Walton, Kim** Building Maintenance Generalist/Facilities Operations  
1.0 FTE, 12 Months/Year, Grade M, Pay Grade N, Step 5  
**From:** \$5,887.68/Month (\$5,086.00 Plus \$801.68, 21<sup>st</sup> Year Longevity)  
**To:** \$6,182.06/Month (\$5,086.00 Plus \$801.68, 21<sup>st</sup> Year Longevity Plus \$294.38, 5% Shift Differential)  
Effective 07-01-09 to 06-30-10
- 8. Wasik, Wendy** Community Service Officer/District Police  
1.0 FTE, 12 Months/Year, Grade I, Step 5  
**From:** \$3,863.00/Month  
**To:** \$4,056.15/Month (\$3,863.00 Plus \$193.15, 5% Shift Differential)  
Effective 08-01-09 to 12-31-09

**Shift Differential - Correction**

- 1. Carrillo-Robles, Adrian** Custodian/Facilities Operations  
1.0 FTE, 12 Months/Year, Grade H, Step 3  
**From:** \$3,450.76/Month (\$3,336.00 Plus \$114.76, 5% Shift Differential for 27.5 Hours/Week)  
**To:** \$3,454.76/Month (\$3,336.00 Plus \$118.76, 5% Shift Differential for 28.5 Hours/Week)  
Effective 12-08-08 to 06-30-09
- 2. Habtom, Tedla** Custodian/Facilities Operations  
1.0 FTE, 12 Months/Year, Grade H, Step 3  
**From:** \$3,450.76/Month (\$3,336.00 Plus \$114.76, 5% Shift Differential for 27.5 Hours/Week)  
**To:** \$3,454.76/Month (\$3,336.00 Plus \$118.76, 5% Shift Differential for 28.5 Hours/Week)  
Effective 11-12-08 to 06-30-09

**Shift Differential/Removal****1. Fitzgerald, John**

Community Service Officer/District Police

1.0 FTE, 12 Months/Year, Grade I, Step 5

**From:** \$4,258.96/Month (\$3,863.00 Plus \$193.15, 11<sup>th</sup> Year Longevity Plus \$202.81, 5% Shift Differential)**To:** \$4,056.15/Month (\$3,863.00 Plus \$193.15, 11<sup>th</sup> Year Longevity)

Effective 08-01-09 to 12-31-09

**Leaves of Absence****1. Brady, Carrie****Request for Leave of Absence**

Administrative Assistant III/Agriculture/Natural Resources

1.0 FTE, 238 Days/Year, Grade M, Step 5, \$29.06/Hour

(\$27.68

Plus \$1.38, 11<sup>th</sup> Year Longevity)**From:** 1.0 FTE**To:** .50 FTE

Child Rearing Leave Effective 09-07-09 to 09-07-10 unpaid

**2. Miller, Lorinda****Request for Partial Child Rearing Leave of Absence**

Administrative Assistant I/Student Health Services

12 Months/Year, Grade I, Step 5

**From:** 1.0 FTE, \$3,863.00/Month**To:** .50 FTE, \$1,931.50/Month

Effective 07-01-09 to 07-31-09

and

**From:** 1.0 FTE, \$3,863.00/Month**To:** .65 FTE, \$2,510.95/Month

Effective 08-01-09 to 07-30-10

**3. Murray, Michelle****Request for Personal Leave of Absence Without Pay**

Administrative Assistant II/Business Office Technology

.50 FTE, 12 Months/Year, Grade K, Step 5, \$2,146.50/Month

Effective 05-14-09 to 08-30-09

**4. Rich, Anita****Request for Personal Leave of Absence Without Pay**

Administrative Assistant III/Arts, Humanities, Behavioral &amp; Social Sciences

1.0 FTE, 12 Months/Year, Grade M, Step 5, \$5,288.69/Month

(\$4,797.00 Plus \$491.69 16<sup>th</sup> Year Longevity)

Effective 07-20-09 to 07-31-09

**Resignation****1. Janulewicz, Kelly**

Copy Center Operator/Graphics

1.0 FTE, 12 Months/Year, Grade I, Step 3, \$2,758.62/Month

(\$2,627.25 Plus \$131.36, 5% Shift Differential)

Effective 05-29-09

**2. Varga, Jessica**

Administrative Assistant I/Counseling &amp; Support Services

1.0 FTE, 12 Months/Year, Grade I, Step 5, \$3,863.00/Month

Effective 06-30-09

**CLASSIFIED STAFFING****Reduction in Time Base****From:** College Nurse Practitioner, Student Health Services/Petaluma Campus  
1.0 FTE, 12 Months/Year, Grade Q, Pay Grade T**To:** College Nurse Practitioner, Student Health Services/Petaluma Campus  
.80 FTE, 12 Months/Year, Grade Q, Pay Grade T

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

As listed on pages 81-85 of the agenda.

**E. REGULAR INSTRUCTIONAL ASSISTANTS**

None.

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

<u>Position</u> <u>CLASSIFIED</u>	<u>Department</u>	<u>Category</u>
1. College Nurse Practitioner - .80 FTE (previously approved at 1.0 FTE), Categorically Funded	Student Health Services/ Petaluma Campus	New Position: Board Approved 11-12-08
2. Coordinator, Science Labs (238 Days/Year)	Life Sciences/Petaluma Campus	Replacement: M. Stewart

**8. MAY 15, 2009 – JUNE 11, 2009 WARRANTS**

M/S/C (Burdo/Pellegrini) on a 4-0 vote with both Trustee Call and Student Trustee Maurer abstaining, the Board of Trustees approved warrants expended during the period May 15, 2009 – June 11, 2009.

Operating Expenditures

General Fund	\$2,118,387
Capital Projects Fund	12,131
General Obligation Bond Projects Fund	7,113,310
Dormitory Interest/Redemption Fund	0
Child Development Fund	6,707
College Farm Fund	45,887
Auxiliary Enterprise Fund	3,325
Vending Fund	0
Parking Fund	28,096
Repair & Replacement Fund	0
Self Insurance Fund	103,788
Retiree Benefits Trust Fund	0
Student Representation Fee Fund	2,610
Development Fund	56
Total Operating Expenditures	<u>\$9,434,298</u>

Payroll Expenditures

Regular - May	\$5,557,645
Student - May	163,445
Supplemental - June	2,533,547
Total Payroll Expenditures	<u>\$8,254,637</u>

TOTAL WARRANTS FOR PERIOD \$17,688,935

9. **RESOLUTION #16-09, CULINARY ARTS CENTER CONSTRUCTION PROJECT, APPROVAL OF INITIAL STUDY AND FINDINGS AND ADOPTION OF MITIGATED NEGATIVE DECLARATION**

M/S/C (Burdo/Kunde) the Board of Trustees adopted Resolution #16-09, approving the Initial Study and Findings and the adoption of the Mitigated Negative Declaration for the Culinary Arts Center Construction Project, and directing staff to file the Notice of Determination with the California State Clearinghouse and the Sonoma County Clerk, in conformance with the California Environmental Quality Act (CEQA) on the following roll call vote:

Trustee Burdo	<u>aye</u>
Trustee Call	<u>aye</u>
Trustee Edgar	<u>aye</u>
Trustee Kunde	<u>aye</u>
Trustee Lindley	<u>absent</u>
Trustee Pellegrini	<u>aye</u>
Trustee Zumwalt	<u>absent</u>
Student Trustee Maurer*	<u>aye</u>

\*Advisory vote

*Prior to action by the Board, Vice President of Administrative Services, Curt Groninga, provided background on this project, beginning with the invitation by the City of Santa Rosa to locate a culinary arts center on Mendocino Avenue, various scoping and review sessions held with the JC Neighborhood Association, input from the City's planning staff. He reiterated that college administrators have clearly stated from inception that the facility is foremost an instructional facility requiring the need to adhere to State Division of Architecture requirements. Though the college granted the City a courtesy review of the building concept and hopes to work as closely as possible with the City, it was understood and agreed upon by all parties involved that the college's planning process would need to prevail.*

**Public Comment**

Charles McGowan, a representative of the JC Neighborhood Association addressed the Board to reiterate the Association's comments they made following the June 29 meeting about design issues they raised, noting they were pleased that the college's consultants did look at the associations suggestions, their desire for the college to relocate the building's main entrance to the Mendocino side and treatment of the sidewalk edge; and concerns on departure from City's design guidelines for Mendocino Avenue. He also encouraged the college to have more open dialogue between the College and the Association.

*President Agrella noted that after the June 29 Board Facilities Committee meeting, board members, Curt Groninga and he did have a discussion with the building architects, and the ability to turn the building around is not only very problematic, but would require redesign and a substantial cost to the college in time and money. The decision to keeping the design as planned with the entrance on Carr Avenue is that this will work best for the college's purposes.*

10. **RESOLUTION #17-09, EXEMPTING DEVELOPMENT OF THE CULINARY ARTS CENTER FROM THE CITY OF SANTA ROSA'S ZONING ORDINANCE**

M/S/C (Pellegrini/Burdo) the Board of Trustees adopted Resolution #17-09, rendering the City of Santa Rosa's zoning ordinance inapplicable to development of the Culinary Arts Center on the site pursuant to Government Code #53094 on the following roll call vote:

Trustee Burdo	<u>aye</u>
Trustee Call	<u>absent</u>
Trustee Edgar	<u>aye</u>
Trustee Kunde	<u>aye</u>
Trustee Lindley	<u>absent</u>
Trustee Pellegrini	<u>aye</u>
Trustee Zumwalt	<u>aye</u>
Student Trustee Maurer*	<u>aye</u>

\*Advisory vote

11. **SHONE FARM MARKETING/BRANDING**

See 3A above.

12. **CULINARY ARTS CENTER CONSTRUCTION PROJECT, CONSTRUCTION MANAGEMENT SERVICES, AWARD OF CONTRACT**

M/S/C (Burdo/Pellegrini) the Board of Trustees approved the selection of Wright Contracting Incorporated, from Santa Rosa as the Construction Manager for the Culinary Arts Center Project with a contract amount not to exceed \$1,587,000.00.

**INFORMATION**

13. **NEW POLICY 5.8.8, CREDIT CARDS, AND PROCEDURE 5.8.8P, PROCUREMENT CREDIT CARDS USE AND CONTROL – FIRST READING**

A first reading of new Policy 5.8.8, Credit Cards, and Procedure 5.8.8P, Procurement Credit Cards Use and Control.

14. **REVISIONS TO PROCEDURE 6.8.6P, SMOKE-FREE ENVIRONMENT PROCEDURAL GUIDELINES**

Reviewed revisions to Procedure 6.8.6P, Smoke-Free Environment Procedural Guidelines.

*Vice President of Business Services, Doug Roberts, acknowledged the work done by students Gil Garamati, Jordan Burns and Amanda Swan. The next step is to bring forward a resolution that states the college's intent to establish an agreement with the City of Santa Rosa's ordinance in enforcing non-smoking on campus.*

*In response to Trustee Kunde's question about enforcement through a monetary fine, Dr. Agrella noted the concern that our District Police will become a smoking patrol. An educational program will need to take place at the beginning of the semester to make everyone aware that there is no smoking in the walk area and that it can be enforced.*

15. **NEW POLICY 6.10 AND PROCEDURE 6.10P, PUBLIC SCULPTURES/ INSTALLATIONS – FIRST READING**

A first reading of new Policy 6.10 and Procedures 6.10P, Public Sculptures/Installations.

16. **SABBATICAL LEAVE REPORTS FOR SPRING 2008 AND FALL 2008**

Margaret Bond, instructor in the Behavioral Sciences Department, made a presentation of her sabbatical leave project about Native American art and artists and southwestern locations and archeological sites she visited during her leave. Members of the board had an opportunity to see several pieces of art such as Kachina Dolls, baskets, weaves. Margaret and Sabbatical Leave Committee Chair, Micca Gray, thanked the board for its continued support of this program. Also, reports from sabbatical leaves taken during Fall 2008 and Spring 2008 were presented to the Board under separate cover.

17. **SUMMER REPERTORY THEATRE**

Ty Benoit introduced, Leslie McCauley, Theatre Arts Department Chair and James Newman, Summer Repertory Theatre Director. James then gave a brief overview of this year's SRT season that includes 230 cast and crew from the local area and several states and countries. Student actor, Rebecca, then sang a song from Mame accompanied by Alex on keyboard; and two other students described their roles as stage manager and master carpenter.



**18. SUMMARY STATUS REPORT ON MAJOR CAPITAL OUTLAY PROJECTS 2002 – 2009**

Curt Groninga, retiring Vice President of Administrative Services, addressed the board to highlight a multitude of major projects during his tenure at SRJC, which span 27 years. He thanked the Board's for their continual support and acknowledged President Agrella's leadership that played a major part in the success of this institution with regard to building and improving facilities and expansion of the college as a whole.

Members of the Board and the audience acknowledged Curt with a standing ovation. Board President Richard Call and Trustee Burdo thanked Curt for his exemplary service and contributions to the college, his commitment, passion and work ethic.

**19. A. Academic Senate**

None.

**B. Classified Senate**

Liko Puha, introduced himself as the newly elected Classified Senate Communications Specialist.

**C. Associated Students**

Dave Harris, Executive Vice President Associated Students expressed appreciation to Doug Roberts for all his work on the smoking policy and Curt Groninga for his previous work on this policy.

**20. ADJOURNMENT**

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

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Jeff Kunde  
Clerk, Board of Trustees





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO.
FROM: PRESIDENT	3
SUBJECT: Presentation of "Employee of the Month" - Jill Moyer	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>INFORMATION</b>	ENCLOSURES 1 of 2

## BACKGROUND

Congratulations to Jill Moyer, Adjunct Instructor and Instructional Assistant, Senior in College Skills/Tutorial, for being selected the Santa Rosa Junior College Employee of the Month for August 2009. Jill will be introduced at the August Board of Trustees meeting by her supervisor Wanda Burzycki, Department Chair, and will be presented with an EOM plaque, season tickets to SRT performances, and Culinary Café gift vouchers. "We are nominating Jill Moyer because she deserves recognition for her ability to bring order, clarity, security, and compassion to the work environment. She has an amazing ability to solve problems, determine the most efficient solutions, while always considering the human factor. She is a sympathetic and supportive instructor, but also provides a clear structure for student learning. As an Instructional Assistant in the Academic Skills Lab, she balances her initiative and energy with a strong sense of teamwork," says Wanda.

Jill's primary responsibilities focus on teaching two classes in SRJC's noncredit CSKLS laboratory - Developmental Writing and Reading. She helps students improve their reading, writing, and math skills and prepare for the GED and assessment tests. She also works on numerous departmental projects, including the Basic Skills Initiative, curriculum development, and researching assessment methods and materials for students. "As an instructor of basic skills reading and writing, Jill understands her students' needs and provides information and activities in clear, organized formats, while always making learning fun. She genuinely cares about her students and helps them be successful in areas where they may have not been successful before through self-discipline and organizational skills," Wanda says.

Key to Jill's effectiveness is her willingness to take on new tasks. "We always assign Jill projects because she comes up with the best approaches," Wanda says. New projects include: improving service delivery processes; devising new organizational systems for assessment tools, student records, and lab handouts; creating correlation charts for skills assessment and hands-on activities for teaching sentence structure and punctuation rules to clear and accessible handouts for concepts of reading and writing skills; online class pages for students' quick access to class schedules and computer assignments; and assessment systems for determining students' skill levels.

Jill's colleagues value her strong commitment to students and the College, which is reflected in her team approach and outstanding customer service. "She is very efficient and energetic ... and always gives her time to students and staff, showing great kindness and understanding ...

Initiator <i>KCF</i>	Supervising Adm/Mgr	Vice President	<i>RFA</i> President
Karen C. Furukawa			Robert F. Agrella

everyone feels comfortable with her,” Wanda says. Although she has worked in College Skills longer than most of the department’s staff, “Jill retains an enthusiasm for her work that is still contagious. She is an involved member of the team who participates intelligently and enthusiastically in all aspects of our department. Many students and staff say that it was Jill who got them started at SRJC and helped guide their first steps.”

When asked why she thinks she has been so successful at SRJC, Jill says “I am very supportive of students as they work toward their academic goals. I encourage students working in the noncredit lab to enroll in credit classes at SRJC. I enjoy working with my colleagues and students alike.” She identifies her greatest accomplishment at SRJC as helping a woman in her 50’s who had cerebral palsy study to get her GED. “She came every day for many months to study. She was the first person in her family to graduate from high school. She attended our first GED graduation ceremony over 10 years ago, and I am still friends with her.” Jill identifies her greatest challenge as “Getting students to believe in themselves because many come to our department with a history of academic failure. It’s challenging to keep students motivated to come to our noncredit lab regularly to improve their math, reading, and writing skills.” What she likes most about her job: “Interacting with the College Skills students and helping them achieve their goals. It’s very satisfying when they come back to the lab to tell us about the higher level classes they are enrolled in and when they will receive their associate degree and transfer to a university.” What would surprise others most about Jill’s job: “Many CSKLS students have low self-esteem and have experienced great hardship in their lives. My day-to-day job goes beyond helping students academically; it’s my desire to make them feel welcome and comfortable in this new learning environment.”

Born in San Mateo, Jill grew up in Brantford Ontario, Canada, graduated from Menlo Atherton High School in California, and attended Arizona State University, Cal State Northridge, and San Francisco State University where she earned bachelor’s and master’s degrees. Before joining SRJC’s staff in August 1989, she worked as a Flight Attendant with World Airways, Personal Assistant to actress Cloris Leachman, and as an Administrative Assistant for Abercrombie & Kent Deluxe Tour Operator. Her positions at SRJC have included Instructional Assistant III, Instructional Assistant Senior, and, since 1991, an Adjunct Instructor. She also participates on various college committees, including the CSKLS Scholarship Committee, GED Graduation, hiring committees, Placement Test Faculty Review Committee, and Article 16 Committee. Outside of work she enjoys many activities with Gary her husband of 29 years, and John her son, including gardening, travelling, reading, and working on Web sites.

“Jill deserved this nomination for years and we should have nominated her ages ago,” says Wanda. When told that she was selected EOM, Jill responded: “I am very honored, surprised, and happy. When I talk to friends about their jobs, I appreciate my position in the special College Skills Department where I am surrounded by the wonderful friends and colleagues I work with. They are very dedicated to teaching and serving our students, and I look forward to coming to work each day.” Congratulations, Jill.



# Santa Rosa Junior College

TO:	BOARD OF TRUSTEES	ITEM NO.
FROM:	PRESIDENT	4
SUBJECT:	Public Comments	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>PUBLIC COMMENTS</b>		ENCLOSURES 1 of 1


## BACKGROUND

This item is placed on the agenda to hear comments from members of the audience.

### Board Policy 0.19.5 states:

It is the intent of the Board that members of the public be able to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board as follows:

1. Three minutes may be allotted to each speaker and a maximum of 20 minutes to each subject matter.
2. Persons attending the meeting shall be allowed to address the Board on agendaized matters as those matters are discussed by the Board or during the 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 the Public Comments agenda item.
3. All persons wishing to address the Board shall complete a written request on a college provided form at the beginning of the meeting at which they wish to speak.
4. No boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination, by the chair, of that person's privilege of address.

Initiator	Supervising Adm/Mgr	Vice President	 President
			Robert F. Agrella





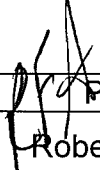
# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO. 5
FROM: PRESIDENT	
SUBJECT: Monthly Update	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>INFORMATION</b>	ENCLOSURES 1 of 1

## BACKGROUND

Oral reports from members of the Board of Trustees and President

- |                               |                   |
|-------------------------------|-------------------|
| A. Board Facilities Committee | Trustee Burdo     |
| B. Foundation                 | Trustee Edgar     |
| C. Legislative Update         | President Agrella |
| D. Board Member Comments      |                   |

Initiator	Supervising Adm/Mgr	Vice President	 President
			Robert F. Agrella





# Santa Rosa Junior College



TO:	BOARD OF TRUSTEES	ITEM NO.
FROM:	PRESIDENT	6 A
SUBJECT:	New Policy 5.8.8, Procurement Credit Cards – Second Reading	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>		ENCLOSURES 1 of 2

## BACKGROUND

This is the second reading of Policy 5.8.8. Policy 5.8.8 is new and was presented to College Council and accepted, during its February 19, 2009 meeting.

The creation of this new policy and procedure is to acknowledge and formalize the District's current, limited use of procurement credit cards, and the restrictive processes that apply.

The only change suggested to this policy since the first reading at the July 14 Board meeting is to retitle it from "Credit Cards" to the more accurate title of "Procurement Credit Cards."

## BUDGET IMPACT

None.

## ADMINISTRATIVE RECOMMENDATION

A recommendation that the Board of Trustees approve the new Policy 5.8.8, Procurement Credit Cards.

Initiator	Supervising Adm/Mgr	Vice President	President
		Doug Roberts	Robert F. Agrella

8-11-09

5.8.8

PROCUREMENT CREDIT CARDS

ADOPTED:

PUBLIC CONTRACTS CODE: 20670 - 75, 20650 – 60

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The Board of Trustees recognizes that the use of procurement credit cards can result in a reduction in the cost of doing business and improve efficiency. The Purchasing Department shall establish and administer a system of control to govern the use of procurement credit cards.

# Santa Rosa Junior College



TO:	BOARD OF TRUSTEES	ITEM NO.
FROM:	PRESIDENT	6 B
SUBJECT:	New Policy 6.10, Public Sculptures/Installations – Second Reading	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>		ENCLOSURES 1 of 2

## BACKGROUND

This is the second reading of Policy 6.10, as presented to the Board last month. Policy 6.10 is new and was presented to College Council and accepted, during its May 21, 2009 meeting.

As it applies to future public sculpture/installations, the creation of this policy is to acknowledge the District's interests and formalize the processes that emerged as a result of District's discussions with the Voigt Family Sculpture Foundation for the five-year loan and exhibition of the stainless steel sculpture piece named "Lackawanna" outside of the Doyle Library.

## BUDGET IMPACT

None.

## ADMINISTRATIVE RECOMMENDATION

A recommendation that the Board of Trustees approve the new Policy 6.10, Public Sculptures/Installations.

Initiator	Supervising Adm/Mgr	Vice President	President
		Doug Roberts	Robert F. Agrella

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The Sonoma County Junior College District (Santa Rosa Junior College) recognizes the educational and aesthetic value of having a public sculpture/installation program to enrich the learning experience and enhance District environs.

The District is partnering with individuals and foundations to provide a rotating public sculpture/installation program to benefit the campus community. Each sculpture/installation will be installed and maintained according to the conditions established by a Memorandum of Understanding between SCJCD and the lending entity.



# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO. 6C
FROM: PRESIDENT	
SUBJECT: Instructor Load Reports for Spring, Summer and Fall 2009	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>	ENCLOSURES 1 of 1

## BACKGROUND

Approval is requested for changes to the Spring and Summer 2009 Instructor Load Reports since the July Board meeting and an initial Fall 2009 Instructor Load Report.

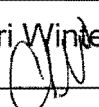

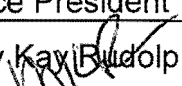
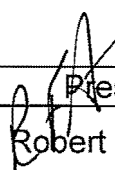
The Instructor Load Report includes all faculty (Regular, Adjunct, Allied), their respective primary departments and total percentage of load for overload, adjunct or allied work. A summary report is provided to the Board of Trustees under separate cover. The detailed reports are available in the President's Office for Board and public review.

## BUDGET IMPACT

Within currently approved general funds for positions.

## ADMINISTRATIVE RECOMMENDATION

A recommendation that the Board of Trustees approve changes to the Spring and Summer 2009 Instructor Load Reports since the July Board meeting and an initial Fall 2009 Instructor Load Report.

Initiator	Supervising Adm/Mgr	Vice President	President
Cheri Winter 	Abraham H. Farkas 	Mary Kay Rudolph 	Robert F. Agrella 





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO. 6D
FROM: PRESIDENT	
SUBJECT: Out-of-Country Travel to Sweden	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>	ENCLOSURES 1 of 2

## BACKGROUND

Peg Saragina is continuing to coordinate the program with SvenEriksonsgymnasiet in Sweden, which has been in existence since 2002. From the beginning, an STNC has been hired to assist in locating host families for the students and completing various administrative tasks. The Swedish school reimburses SRJC for the cost of this STNC. Corinne Kriegel has been the STNC working on this project for the last seven years and was not employed by SRJC in any other capacity. In past fall semesters, the Swedish school has paid the expenses for Kriegel to go to Sweden to prepare the students and their families for the trip to SRJC in the spring. Board consent was not requested for those trips since Kriegel would not be away from any other job at SRJC. Lisa Beach has been hired as an STNC for fall semester, replacing Kriegel. Since Beach is also an adjunct faculty member assigned to teach fall semester, Board consent is being requested for her trip to Sweden in September. No substitute is required for Beach's classes. She will be able to continue teaching her classes via email and the CATE system.

Continued

## BUDGET IMPACT

No budget impact anticipated.

## ADMINISTRATIVE RECOMMENDATION

A recommendation that the Board of Trustees approve the out-of-country travel to Boras, Sweden for Lisa Beach, adjunct instructor in the Computer Studies Department, from September 12-26, 2009 to meet with the instructors and students from the Swedish Student Project, at no cost to the District.

Initiator	Supervising Adm/Mgr	Vice President	President
	Steve Cohen	Mary Kay Rudolph	Robert F. Agrella

Participant: Lisa Beach

Dates: September 12-26, 2009

Location: Boras, Sweden

Purpose: In addition to teaching as an Adjunct Instructor in the Computer Studies Department, Lisa will be taking on the role of an STNC as Host Family Coordinator for the Swedish Student Project. In spring 2010, 22 students from Boras will arrive at SRJC for a five-week study program, enrolling in SRJC classes from numerous departments. Lisa has been invited, at the Swedish school's expense, to go to Sweden to meet with instructors, counselors, students, and families. While there she will interview each of the 22 students in order to better understand their needs, and to assist in making the best decisions in regards to their placement in American families.

Department: Computer Studies

Class coverage: Lisa will continue working with her online section of CS5 from Sweden. Since all of the class material for her face-to-face section of the same course is available online, Lisa will also continue to work with those students online through the CATE system. There will be no interruption of class coverage.





# Santa Rosa Junior College

TO:	BOARD OF TRUSTEES	ITEM NO.
FROM:	PRESIDENT	6 E
SUBJECT:	Ratification of Contracts	DATE
		8-11-09
REASON FOR BOARD CONSIDERATION	ENCLOSURES	
<b>CONSENT</b>	1 of 4	

## BACKGROUND

At the May 8, 2001 meeting, the Board of Trustees approved a Contract Policy which outlined the Board's responsibility to approve all contracts entered into by the District.

Attached is a list of contracts executed by the district during the period June 24, 2009 – July 21, 2009.

## ADMINISTRATIVE RECOMMENDATION

A recommendation that the Board of Trustees ratify contracts for the period June 24, 2009 – July 21, 2009.

Initiator	Supervising Adm/Mgr	Vice President	President
	Tim Bosma	Doug Roberts	Robert F. Agrella

**CONTRACTS PROCESSED**  
June 24, 2009 through July 21 2009

CONTRACT	NAME	DEPARTMENT	AMOUNT	DESCRIPTION
<b>EXPENDITURE CONTRACTS</b>				
22,707	06/24/09	WBE Network Systems	District Police	\$1,639.74 Professional Services to Repair Card Reader
22,903	06/29/09	Stowell Distributed Power	Facilities & Operations	\$30,721.51 Acquisition and replacement of cogen engine at cogeneration plant
30,673	07/22/09	George Chang	Culinary Arts	\$71,340.00 Brickyard Center - Annual Facility Lease (\$5945/month)
30,671	07/21/09	Santa Rosa Christian School	Non-Credit Prog	\$56,160.00 Rental Agreement- SRJC Southwest Center (6 months @ \$9360/month)
30,678	07/23/09	Sports City Business and League	Non-Credit Prog	\$1,650.00 Field Rental for Summer Classes
30,319	07/01/09	Regent Education	Financial Aid	\$24,570.00 Regent FAM Software Maintenance Agreement
130,012	07/07/09	Leach Communications	Computing Services	\$10,000.00 Telephone Adds, Moves & Changes
130,520	06/24/09	Discovery Office Systems	Copy Center	\$72,835.20 Annual Rental & Maintenance Service Agreement for 64 Department Copiers
130,522	06/24/09	AC Taxi	Student Health Services	\$200.00 Taxi Services
130,527	07/01/09	Pacific Gas & Electric	PSTC	\$10,000.00 Gas & Electric services
130,528	07/01/09	S P U R R	PSTC	\$28,400.00 Natural Gas Services
130,573	07/22/09	Rapid Express Courier System Inc.	Business Services	\$25,260.00 Inter-campus Courier Services
130,529	07/01/09	North Bay Health Serv Inc	PSTC	\$250.00 Hearing Tests
330,000	06/24/09	Building Sonoma County Veterans Memorial	Community Education	\$320.00 Facility Rent
330,001	06/24/09	Building	Community Education	\$320.00 Facility Rent
330,002	06/24/09	UCSF School of Dentistry	Health Sciences	\$3,500.00 Clinical Facilities Agreement
330,003	06/24/09	Fort Docs Inc.	Health Sciences	\$1,500.00 Records Storage
330,004	06/24/09	K. Wilson & Co.	Graphic Services	\$1,245.00 Maintenance Agreement
330,005	06/24/09	K. Wilson & Co.	Graphic Services	\$4,022.00 Maintenance Agreement
330,006	06/24/09	Dienamics Die Cutting	Graphic Services	\$3,000.00 Services Agreement
330,007	06/24/09	Ikon Office Solutions	Copy Center	\$38,456.04 Annual Maintenance Service Agreement - Copy Center production copiers.
330,008	06/24/09	Sutter Medical Group	Student Health Services	\$10,232.00 Physician Contract Service
330,009	06/24/09	Lomi Counseling	Student Health Services	\$170,714.00 Student Psychological Services Program Agreement
330,010	07/06/09	San Joaquin Chemical	Facilities & Operations	\$4,500.00 Water Treatment Service (pet)
330,011	07/08/09	Wells Fargo Center for Arts	Assoc. Nursing	\$500.00 Facility Rent
330,012	07/13/09	Fisher Wireless Services INC	District Police	\$4,233.00 Maintenance Agreement
330,013	07/14/09	So Co Community Dev Commission	Redwood Emp Sm Bus	\$12,000.00 Consulting Service
330,014	07/14/09	Wine Country Radio Inc	Public Relations	\$3,420.00 Advertising
330,015	07/15/09	Communique Interpreting INC	DRP	\$10,000.00 Interpreting Services
330,016	07/15/09	Brand Buck Ranch-Schooner Qulca	Non-Credit Prog	\$1,932.00 Facility Lease
330,017	07/15/09	Sebastopol Union School	Non-Credit Prog	\$2,304.00 Facility Lease
330,018	07/15/09	Cloverdale Unified. School Dist	Non-Credit Prog	Facility Lease
330,019	07/15/09	The Community Church	Non-Credit Prog	\$240.00 Facility Lease

**CONTRACTS PROCESSED**  
June 24, 2009 through July 21 2009

330,020	07/15/09	First Baptist Church	Non-Credit Prog	\$35.00 Facility Lease
330,021	07/15/09	Graton Day Labor Center	Non-Credit Prog	\$336.00 Facility Lease
330,022	07/15/09	Gualala Arts Center	Non-Credit Prog	\$200.00 Facility Lease
330,023	07/15/09	Guerneville School Dist	Non-Credit Prog	\$480.00 Facility Lease
330,024	07/15/09	Healdsburg Unified School Dist	Non-Credit Prog	\$1,623.60 Facility Lease
330,025	07/15/09	Jewish Community Center	Non-Credit Prog	\$345.00 Facility Lease
330,026	07/15/09	Sebastopol Community Center	Non-Credit Prog	\$550.00 Facility Lease
330,027	07/15/09	St. John's Catholic Church	Non-Credit Prog	\$416.00 Facility Lease
330,028	07/15/09	Infostor	Computing Services	\$2,707.35 Records Storage
330,029	07/15/09	Steris	Life Science	\$2,450.70 Services Agreement
330,030	07/15/09	CDWG/Government Education	Computing Services	\$3,600.00 Software Support
330,031	07/15/09	1099 Pro Inc	Accounting	\$21,849.00 Business Forms
330,032	07/15/09	Mary Agatha Furth Center	Non-Credit Prog	\$560.00 Facility Lease
330,033	07/20/09	nuResume	Career & Tech Edu.	\$24,000.00 Digital Arts & Career Service - CTE Website Development Services
330,034	07/20/09	Keenan & Associates	EH & Safety	\$5,000.00 Safety Training Service
330,035	07/22/09	San Joaquin Chemical	Facilities & Operations	\$8,700.00 Chemical Analysis
130,565	07/20/09	Stericycle Inc	EH & S	\$11,000.00 Medical Waste Pickup & Disposal
<b>NON-GENERAL FUNDS</b>				
830,143	07/13/09	Software House International	Academic Computing	\$806.00 Netsupport School Annual Maintenance Plan
830,146	07/13/09	Realnetworks Inc	Academic Computing	\$702.40 Annual software license agreement
830,147	07/13/09	Wolfram Inc	Academic Computing	\$19,767.89 Software and license support
830,150	07/15/09	Foundation for CCC	Computing Services	\$23,352.62 Fusion Software License
830,156	07/16/09	BCC General Contractors Inc	Administrative Services	\$6,960.00 Preparation of modular building 191 for relocation on the Petaluma campus
830,157	07/16/09	Kevin Clark DBA Kasco Homes	Administrative Services	\$20,840.00 Relocation of modular building 191 on the Petaluma campus
830,158	07/16/09	Wildcat Underground Engineering	Administrative Services	\$16,300.00 Site preparation for modular building 191 relocation for the Petaluma campus
830,251	07/20/09	City of Santa Rosa	Business Services	\$6,900.00 Facility Lease for Kitchen for Senior Center (3 months @ \$2300/month)
830,168	07/27/09	Coker Architects	Administrative Services	\$24,644.95 Architectural services for the Petaluma Modular 191 move
830,169	07/27/09	BCC General Contractors Inc	Administrative Services	\$29,419.00 Modular 191 move for the Petaluma campus
830,170	07/27/09	R McClure Electric	Administrative Services	\$25,695.00 Electrical work for Modular 191 move for the Petaluma campus
830,171	07/28/09	Schultz Brothers Van & Storage	Administrative Services	\$2,376.00 Relocation of items stored during Phase R construction
<b>OTHER CONTRACTS</b>				
N-430,000	06/25/09	Wikiup Tennis & Swim Club	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,001	06/25/09	Jeffrey Stevenson, MD	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,002	06/25/09	Sun Connection	CalWorks	\$0.00 Off Campus Employment Agreement

**CONTRACTS PROCESSED**  
June 24, 2009 through July 21 2009

N-430,003	06/25/09	Multicultural Child Development Center	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,004	06/25/09	Robinson Oil Corp.	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,005	06/25/09	Catholic Charities Family Support	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,006	06/25/09	Sunrise Senior Living	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,007	06/25/09	National Indian Justice Center	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,008	06/25/09	Law Office of George Arack, Jr.	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,009	06/25/09	Golden Living Center	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,010	06/25/09	Paula Gardner, DDS Ric S. Hufnagel, DDS	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,011	06/25/09	Family Dentist & Orthodontics	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,012	06/25/09	Chops	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,013	06/25/09	Anova Edu. & Behavior Consultation	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,014	06/25/09	Santa Rosa City Schools	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,015	06/25/09	La Petite Academy	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,016	06/25/09	Baril Compliance Service	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,017	06/25/09	Spartan Protection Services	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,018	06/25/09	Lepe's Meat	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,019	06/25/09	St. Joseph Home Care Network	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,020	07/13/09	Family Practice Assoc.	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,021	07/14/09	JTT Accounting& Bookkeeping	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,022	07/14/09	California Human Development	CalWorks	\$0.00 Off Campus Employment Agreement
N-430,023	07/15/09	Boys & Girls Club Cloverdale	Non Credit Prog	\$0.00 Facility Lease
N-430,024	07/15/09	Bellevue Union School District	Non Credit Prog	\$0.00 Facility Lease
N-430,025	07/15/09	Monte Vista/Burbank Housing	Non Credit Prog	\$0.00 Facility Lease
N-430,026	07/15/09	Sebastopol Union School Dist	Non Credit Prog	\$0.00 Facility Lease
N-430,027				

**INDEPENDENT  
CONTRACTORS**

22,708	06/24/09	Lisa Shulman	Community Services	\$546.00 9090, Just Write! Creative Writing for Kids
630,000	06/17/09	Sasha Smith	Community Services	\$250.00 Performance Agreement
630,001	06/17/09	Sarah Baker	Community Services	\$250.00 Performance Agreement
630,002	07/06/09	Ben T Choate	Children's Center	\$350.00 Child Care Services
630,003	07/08/09	Robert Dvorak	Community Education	\$2,905.00 Performance Agreement
630,004	07/08/09	Susan Sohl	Community Education	\$736.67 Performance Agreement
630,005	07/08/09	Kathryn Cerasoli	Community Education	\$3,764.25 Performance Agreement
630,006	07/15/09	Shelly Browning	Disability Resources	\$5,000.00 Performance Interpreting
630,007	07/15/09	Joe Martinez	Public Relations	\$100.00 Voice Over Radio
630,008	7/15/2009	Natalie Wright	Public Relations	\$50.00 Voice Over Radio
630,009	07/15/09	Katie Vrooman	Public Relations	\$50.00 Voice Over Radio
630,010	07/16/09	Danni Burton	Community Education	\$688.29 Performance Agreement



# Santa Rosa Junior College

TO:	BOARD OF TRUSTEES	ITEM NO.
FROM:	PRESIDENT	6 F
SUBJECT:	Quarterly Financial Report	DATE
		8-11-09
REASON FOR BOARD CONSIDERATION	ENCLOSURES	
<b>CONSENT</b>	1 of 4	

## BACKGROUND

State Education Code 83413(g) requires California Community College Districts to report quarterly on their financial condition.

To comply with this Code Section, the following is needed:

1. The governing board reviews the Quarterly Financial Status Report at a regularly scheduled meeting and enters it into the minutes;
2. The chief executive officer and the chief business officer will certify the accuracy of the report;
3. District staff will submit the report to the Chancellor's Office.

## BUDGET IMPACT

No budget impact.

## ADMINISTRATIVE RECOMMENDATION (ROLL CALL VOTE)

A recommendation that the Board of Trustees approve the submission to the Chancellor's Office of the Quarterly Financial Status Report of the District for the period ending June 30, 2009.

Initiator	Supervising Adm/Mgr	Vice President	President
Kate Jolley	Kate Jolley	Doug Roberts	Robert F. Agrella

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

**Quarterly Financial Status Report, CCFS-311Q  
VIEW QUARTERLY DATA**

**CHANGE THE PERIOD** ▾

**Fiscal Year: 2008-2009**

**Quarter Ended: (Q4) Jun 30, 2009**

**District: (260) SONOMA**

As of June 30 for the fiscal year specified

Line	Description	Actual 2005-06	Actual 2006-07	Actual 2007-08	Projected 2008-2009
<b>I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:</b>					
<b>A. Revenues:</b>					
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	89,436,682	99,623,135	106,470,541	107,959,043
A.2	Other Financing Sources (Object 8900)	282,175	289,534	445,767	593,640
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	<b>89,718,857</b>	<b>99,912,669</b>	<b>106,916,308</b>	<b>108,552,683</b>
<b>B. Expenditures:</b>					
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	90,218,056	97,922,640	103,404,464	108,447,396
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	2,554,486	2,722,138	2,032,672	1,571,639
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	<b>92,772,542</b>	<b>100,644,778</b>	<b>105,437,136</b>	<b>110,019,035</b>
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	<b>-3,053,685</b>	<b>-732,109</b>	<b>1,479,172</b>	<b>-1,466,352</b>
<b>D. Fund Balance, Beginning</b>					
D.1	Prior Year Adjustments + (-)	0	2,501,468	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	<b>7,415,276</b>	<b>8,870,335</b>	<b>8,138,226</b>	<b>10,010,011</b>
E.	<b>Fund Balance, Ending (C. + D.2)</b>	<b>4,361,591</b>	<b>8,138,226</b>	<b>9,617,398</b>	<b>8,543,659</b>
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	4.7%	8.1%	9.1%	7.8%

2 OF 4

**II. Annualized Attendance FTES:**

G.1	Annualized FTES (excluding apprentice and non-resident)	20,262	20,231	20,670	21,274
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**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

		As of the specified quarter ended for each fiscal year			
		2005-06	2006-07	2007-08	2008-2009
H.1	Cash, excluding borrowed funds			11,316,152	8,136,925
H.2	Cash, borrowed funds only			0	0
H.3	Total Cash (H.1+ H.2)	4,922,244	4,849,364	11,316,152	8,136,925

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	107,859,617	107,959,043	107,026,773	99.1%
I.2	Other Financing Sources (Object 8900)	593,640	593,640	503,336	84.8%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	108,453,257	108,552,683	107,530,109	99.1%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	108,502,046	108,447,396	107,305,447	98.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,417,565	1,571,639	1,321,030	84.1%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	109,919,611	110,019,035	108,626,477	98.7%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	-1,466,354	-1,466,352	-1,096,368	
L	Adjusted Fund Balance, Beginning	10,010,011	10,010,011	10,010,011	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	8,543,657	8,543,659	8,913,643	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	7.8%	7.8%		

V. Has the district settled any employee contracts during this quarter? **NO**

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>						
Year 1:						
Year 2:						
Year 3:						
<b>b. BENEFITS:</b>						
Year 1:						
Year 2:						
Year 3:						

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? **NO**

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed? **This year? NO**  
**Next year? YES**

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

The State's planned budget cuts for 2009-10, in conjunction with anticipated 2009-10 property tax shortfalls, will create a \$6-8 Million revenue reduction in the District's Unrestricted General Fund. The planned cuts to state-funded categorical programs (in the Restricted General Fund) will amount to an additional \$5 Million loss. For 2009-10, the District is reducing course offerings, furloughing non-instructional employees, and cutting departmental budgets to offset the revenue loss in the Unrestricted General Fund. Severe service cuts are being planned in those categorical programs whose funding has been reduced.

2009-10 will be a tough budgetary year, but given the State's economic situation, the long-term concern is that 2010-11 may be an even tougher year!

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# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO.
FROM: PRESIDENT	6 G
SUBJECT: Grants	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>	ENCLOSURES 1 of 5

## BACKGROUND

1. Resolution #18-09, Facilities Renovation and Repair Grant: This agreement allows for the provision of \$20,000.00 in funds during the 2009/2010 school year and must be expended by June 2012. The grant provides assistance maintaining a healthy, safe and accessible environment for children in the child development programs. These funds will be used to replace worn and stained carpeting in the Children's Center.

Continued

## BUDGET IMPACT

- |                 |  |
|-----------------|--|
| 1. \$ 20,000.00 | State of California Department of Education      |
| 2. \$256,466.00 | State of California Department of Education      |
| 3. \$ 24,140.00 | State of California Department of Rehabilitation |

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the following grant applications and authorize expenditure of funds upon their award and receipt:

1. Resolution #18-09 Facilities Renovation and Repair Grant for 2009/2010, submitted by Joel Gordon, in the amount of \$20,000.00 from the State of California Department of Education, with no District match required.
2. Resolution #19-09, General Child Care Development Programs Grant Contract #CSPP-9642, submitted by Joel Gordon, in the amount of \$256,466.00 from the State of California Department of Education, with no District match required.
3. Resolution #20-09, American Recovery and Reinvestment Act (ARRA), submitted by Patie Wegman, in the amount of \$24,140.00, from the State of California Department of Rehabilitation, with no District match required.

Initiator	Supervising Adm/Mgr	Dean of Facilities	President
Gordon/Wegman	Paul Bielen	Tony Ichsan	Robert F. Agrella

2. Resolution #19-09, General Child Care Development Programs Grant Contract #CSPP-9642: This contract calls for the provision of 7,457.7 Minimum Child Days of Enrollment and 172 Minimum days of Operation at the rate of \$34.38 per child per day of full-time enrollment. This grant provides for the provision of high quality child development services to children of SRJC students. This is a partial renewal of a grant the district has received for over 20 years. Beginning this year the contract has been split into two separate contracts. This one is service for approximately 60 student families with children at preschool age. Provision of these services provides a practicum experience for child development students and students from other disciplines, allows parents to attend classes and work while enrolled, and promotes the healthy growth and development of young children.
  
3. Resolution #20-09, American Recovery and Reinvestment Act Contract (ARRA): This funding is to develop services that lead to employment for Department of Rehabilitation (DOR) consumers and to create or sustain staff positions with DOR service providers. Cooperative Partners will have an opportunity to develop a separate time-limited contract with DOR supported by ARRA funding. The contract will be developed to provide any of the following services, which will only be provided to existing DOR consumers participating in cooperative programs: Employment Services, which may include Intake, Employment Preparation, Job Development and Placement, Retention, and non-supported employment job coaching, and/or Business Linkages, including On the Job Training Development, summer youth employment development, employer networking, or the development of relationships with large employers, such as hospitals, corporations, retail and manufacturing, to develop internships and potential employment opportunities.

**RESOLUTION # 18-09**

**FACILITIES RENOVATION AND REPAIR GRANT FOR 2009/2010  
AUTHORIZATION TO ENTER INTO AGREEMENT**

**WHEREAS**, this resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education (CDE) to provide funding to aid in the assistance to maintain healthy, safe, and accessible environments for children in CDE subsidized child care and development programs,

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board of Sonoma County Junior College District authorizes entering into contract number \_\_\_\_\_ and that the persons who are listed below are authorized to sign the transaction for the Governing Board.

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>SIGNATURE</u></b>
Robert F. Agrella	Superintendent/President	_____
Doug Roberts	Vice President for Business Services	_____

The foregoing resolution was introduced by Trustee \_\_\_\_\_, who moved its adoption, seconded by Trustee \_\_\_\_\_, and adopted on a roll call vote August 11, 2009 by the following vote:

- Trustee B. Robert Burdo \_\_\_\_\_
- Trustee Richard W. Call \_\_\_\_\_
- Trustee Don Edgar \_\_\_\_\_
- Trustee Jeff Kunde \_\_\_\_\_
- Trustee W. Terry Lindley \_\_\_\_\_
- Trustee Onita Pellegrini \_\_\_\_\_
- Trustee Don Zumwalt \_\_\_\_\_
- Student Trustee, Ian Maurer \_\_\_\_\_

\*Student Trustee – Advisory Vote

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent/Abstaining \_\_\_\_\_

\_\_\_\_\_  
Robert F. Agrella  
Secretary, Board of Trustees

**RESOLUTION # 19-09**

**GENERAL CHILD CARE DEVELOPMENT PROGRAMS GRANT  
AUTHORIZATION TO ENTER INTO AGREEMENT**

**WHEREAS**, this resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the State of California Department of Education for the purpose of providing child development services at the Child Development Department in Fiscal Year 2009-2010,

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board of Sonoma County Junior College District authorizes entering into contract number CSPP-9642 and that the persons who are listed below are authorized to sign the transaction for the Governing Board.

<b><u>NAME</u></b>	<b><u>TITLE</u></b>	<b><u>SIGNATURE</u></b>
Robert F. Agrella	Superintendent/President	_____
Doug Roberts	Vice President for Business Services	_____

The foregoing resolution was introduced by Trustee \_\_\_\_\_ who moved its adoption, seconded by Trustee \_\_\_\_\_, and adopted on a roll call vote August 11, 2009 by the following vote:

- Trustee B. Robert Burdo \_\_\_\_\_
- Trustee Richard W. Call \_\_\_\_\_
- Trustee Don Edgar \_\_\_\_\_
- Trustee Jeff Kunde \_\_\_\_\_
- Trustee W. Terry Lindley \_\_\_\_\_
- Trustee Onita Pellegrini \_\_\_\_\_
- Trustee Don Zumwalt \_\_\_\_\_
- Student Trustee, Ian Maurer \_\_\_\_\_

\*Student Trustee – Advisory Vote

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent/Abstaining \_\_\_\_\_

\_\_\_\_\_  
Robert F. Agrella  
Secretary, Board of Trustees

**RESOLUTION # 20-09**

**THE AMERICAN RECOVERY AND REINVESTMENT ACT CONTRACT  
AUTHORIZATION TO ENTER INTO AGREEMENT**

**WHEREAS**, the Board of Trustees for Santa Rosa Junior College has read the summary of the proposed agreement (see Board item 6G) between the State of California, Department of Rehabilitation, and Santa Rosa Junior College and the said Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said government,

**NOW, THEREFORE, BE IT RESOLVED** that said Board of Trustees does hereby authorize the following persons of Santa Rosa Junior College to sign and execute said agreement and all amendments there to on behalf of the public agency, except to increase the financial liability of said public agency.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
Robert F. Agrella	Superintendent/President	_____
Doug Roberts	Vice President for Business Services	_____

The foregoing resolution was introduced by Trustee \_\_\_\_\_, who moved its adoption, seconded by Trustee \_\_\_\_\_, and adopted on a roll call vote August 11, 2009 by the following vote:

- Trustee B. Robert Burdo \_\_\_\_\_
- Trustee Richard W. Call \_\_\_\_\_
- Trustee Don Edgar \_\_\_\_\_
- Trustee Jeff Kunde \_\_\_\_\_
- Trustee W. Terry Lindley \_\_\_\_\_
- Trustee Onita Pellegrini \_\_\_\_\_
- Trustee Don Zumwalt \_\_\_\_\_
- Student Trustee, Ian Maurer \_\_\_\_\_

\*Student Trustee – Advisory Vote

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent/Abstaining \_\_\_\_\_

\_\_\_\_\_  
Robert F. Agrella  
Secretary, Board of Trustees





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO.
FROM: PRESIDENT	6 H
SUBJECT: Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Multi-Prime Division #2B, Building Construction & Site Work, Change Order #19	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>	ENCLOSURES 1 of 2

## BACKGROUND

Change Order #19 represents seventeen (17) modifications to the project:

Continued

Original Contract:	\$ 28,999,000.00
Previous Change Orders:	\$ 746,181.00
Current Change Order:	\$ 75,259.00
Total Change Orders:	\$ 821,440.00
Revised Contract:	\$ 29,820,440.00
Change Order %:	2.83%
Total Non-Compensable Time Extension To Date	84 Calendar Days
Contractor:	Midstate
Architect:	BSA
Construction Manager	Wright Contracting

## BUDGET IMPACT

\$75,259.00 Fund 43 (Measure A)

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order #19, in the amount of \$75,259.00 for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Multi-Prime Division #2B, Building Construction & Site Work, for a revised contract price of \$29,820,440.00.

Initiator	Supervising Adm/Mgr	President
Paul Bielen	Tony Ichsan	Robert F. Agrella

2B-19-001	Precast Package A	\$ 24,776.00
2B-19-002	Apply fire Putty Pad @ Connector Plates 3 <sup>rd</sup> floor window	\$ 2,632.00
2B-19-003	Additional Framing @ Alcove D.8 & 11.2	\$ 6,379.00
2B-19-004	Re-Cast Pre-Cast Base Panels	\$ 2,880.00
2B-19-005	Ceiling/Soffit Conflicts with structure	\$ 2,341.00
2B-19-006	Added Metal Strap	\$ 6,493.00
2B-19-007	Fur Out rate Wall in Office #373	\$ 4,043.00
2B-19-008	Delete 24" x 24" Rated Access Door	(\$ 612.00)
2B-19-009	Metal Stud Bracing Changes to Accommodate Duct	\$ 3,576.00
2B-19-010	Add Metal Strip Due to Soffit Conflict	\$ 2,508.00
2B-19-011	Remove Fireproofing from HSS Transom Beam	\$ 3,778.00
2B-19-012	Replace Framing and Drywall Span to Floors	\$ 8,098.00
2B-19-013	Add Soffit in Room 254	\$ 1,796.00
2B-19-014	Provide a Rated 30" x 30" Attic Access Door	\$ 795.00
2B-19-015	Add Lining Behind "Whisper" Wall Fabric	\$ 4,136.00
2B-19-016	Re-Frame Duct Opening	\$ 1,073.00
2B-19-017	Add Deformed Bars on Second Floor Near Elevator	\$ 567.00
<b>TOTAL CO #19</b>		<b>\$ 75,259.00</b>





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO. 61
FROM: PRESIDENT	
SUBJECT: Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Multi-Prime Division #2C, HVAC, Fire Protection, Plumbing, Change Order #8	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>	ENCLOSURES 1 of 1

## BACKGROUND

Change Order #8 represents one (1) modification to the project:

2C-8-001	Remove Overflow Drains/Reinstall Overflow Drains with Water Dams	\$ 1,109.00
	<b>TOTAL CHANGE ORDER #8</b>	<b>\$ 1,109.00</b>

Original Contract:	\$ 5,989,247.00
Previous Change Orders:	\$ 41,352.00
Current Change Order:	\$ 1,109.00
Total Change Orders:	\$ 42,461.00
Revised Contract:	\$ 6,031,708.00
Previous Non-Compensable Delay	0 Calendar Days
Non-Compensable Delay (12 KV Shut Down)	0 Calendar Days
Total Non-Compensable Time Extensions	1 Calendar Day
Change Order %:	.71%
Contractor:	Bell Products
Architect:	BSA
Construction Manager	Wright Contracting

## BUDGET IMPACT

\$1,109.00 Fund 43 (Measure A)

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order #8, in the amount of \$1,109.00, for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Multi-Prime Division #2C, HVAC, Fire Protection, Plumbing, for a revised contract price of \$6,031,708.00.

Initiator	Supervising Adm/Mgr	President
Paul Bielen	Tony Ichsan	Robert F. Agrella





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO.
FROM: PRESIDENT	6 J
SUBJECT: Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Multi-Prime Division #2D, Electrical, Change Order #13	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>	ENCLOSURES 1 of 1

## BACKGROUND

Change Order #13 represents two (2) modifications to the project:

2D-13-001	Delete 3 Rolling Doors---Add 7 Door Holders	\$ 2,654.00
2D-13-002	Delete Type F27 Light Fixture	<u>(\$15,000.00)</u>
<b>Total Change Order #13</b>		<b>(\$12,346.00)</b>

Original Contract:	\$ 3,384,000.00
Previous Change Orders:	\$ 129,056.00
Current Change Order:	(\$ 12,346.00)
Total Change Orders:	\$ 116,710.00
Revised Contract:	\$ 3,500,710.00
Change Order %:	3.45%
Contractor:	Northern Electric
Architect:	BSA
Construction Manager	Wright Contracting

## BUDGET IMPACT

(\$12,346.00) Fund 43 (Measure A)

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order #13, in the *credit* amount of \$12,346.00 for the Lawrence A. Bertolini Student Services Center Construction Project, Increment II, Multi-Prime Division #2D, Electrical, for a revised contract price of \$3,500,710.00.

Initiator	Supervising Adm/Mgr	President
Paul Bielen	Tony Ichsan	Robert F. Agrella





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO.
FROM: PRESIDENT	6 K
SUBJECT: Lawrence A. Bertolini Student Services Center Construction Project, Increments I and II: Cost Analysis	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>	ENCLOSURES 1 of 2

## BACKGROUND

The attached Cost Analysis represents the total overall construction costs to date for the Lawrence A. Bertolini Student Services Center Construction Project. The monthly analysis will provide the Board of Trustees with current contract totals for each project division as well as a total project cost to date. The intent is to review original division contract amounts and all current and past change orders which lead to revised contract totals.

## BUDGET IMPACT

Budget impacts are identified in each separate board item.

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees review and approve the August 2009 Cost Analysis for the Lawrence A. Bertolini Student Services Center Construction Project, Increments I and II.

Initiator	Supervising Adm/Mgr	President
Paul Bielen	Tony Ichsan	Robert F. Agrella

**Lawrence A. Bertolini Student Services Center Construction Project Increments I and II Cost Analysis  
August 11 2009**

**TOTAL PROJECT COST:**

Original Contracts:	\$40,899,442.00
Previous Change Orders:	\$1,098,908.00
Current Change Orders:	\$64,022.00
Total Change Orders:	\$1,162,930.00
Revised Contracts Amount:	\$42,062,372.00
Change Orders %:	2.84%

**Increment 1: Demolition/Asbestos Removal**

Original Contract:	\$1,114,500.00
Previous Change Orders:	\$174,801.00
Current Change Order:	\$0.00
Total Change Orders:	\$174,801.00
Revised Contract:	\$1,289,301.00
Change Orders %:	15.68%
Contractor:	North Bay Construction

**Increment II, Division 2D: Electrical**

Original Contract:	\$3,384,000.00
Previous Change Orders:	\$129,056.00
Current Change Order:	-\$12,346.00
Total Change Orders:	\$116,710.00
Revised Contract:	\$3,500,710.00
Change Orders %:	3.45%
Contractor:	Northern Electric Inc

**Increment II, Division 2B: Building, Site Work & Landscaping**

Original Contract:	\$28,999,000.00
Previous Change Orders:	\$746,181.00
Current Change Order:	\$75,259.00
Total Change Orders:	\$821,440.00
Revised Contract:	\$29,820,440.00
Change Orders %:	2.83%
Contractor:	Mid-State Construction

**Increment II, Division 2E: Geothermal**

Original Contract:	\$1,412,695.00
Previous Change Orders:	\$7,509.00
Current Change Order:	\$0.00
Total Change Orders:	\$7,509.00
Revised Contract:	\$1,420,204.00
Change Orders %:	0.53%
Contractor:	Trison Construction (Oklahoma)

**Increment II, Division 2C: HVAC, Fire Protection, Plumbing**

Original Contract:	\$5,989,247.00
Previous Change Orders:	\$41,352.00
Current Change Order:	\$1,109.00
Total Change Orders:	\$42,461.00
Revised Contract:	\$6,031,708.00
Change Orders %:	0.71%
Contractor:	Bell Products, Inc



# Santa Rosa Junior College

TO:	BOARD OF TRUSTEES	ITEM NO.
FROM:	PRESIDENT	6 L
SUBJECT:	PE/Athletic Greenfields Renovation Project (Increment 1), Change Order #12	DATE 8-11-09
REASON FOR BOARD CONSIDERATION	<b>CONSENT</b>	ENCLOSURES 1 of 3

## BACKGROUND

Change Order #12 represents two modifications to the project. Please reference Legal Opinion of January 14, 2009 which allows for change order in excess of 10% of contract.

12-001	Add rebar at baseball stem walls	\$ 586.23
12-002	Man lift at Bear Cub Way	<u>\$ 558.00</u>
<b>Total Change Order #12</b>		<b>\$1,144.23</b>

Original Contract:	\$ 2,846,000.00
Previous Change Orders:	\$ 844,821.17
Current Change Order:	\$ 1,144.23
Total Change Orders:	\$ 845,965.40
Revised Contract:	\$ 3,691,965.40
Change Order %:	29.72%
Compensable Days as Time Extension	0 Days
Total Compensable Days To Date	106 Days
Contractor:	O.C. Jones
Architect:	CMX
Construction Manager	Dick Behrens

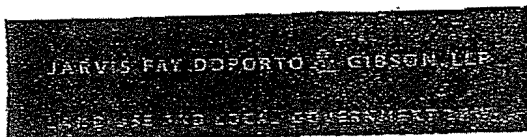
## BUDGET IMPACT

\$1,144.23            Measure A (Fund 43)

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order #12, in the amount of \$1,144.23, for the PE/Athletic Greenfields Renovation Project (Increment 1), for a revised contract price of \$3,691,965.40.

Initiator	Supervising Adm/Mgr	Dean of Facilities	President
Dick Behrens	Paul Bielen	Tony Ichsan	Robert F. Agrella



475 14th St, Suite 250  
 Oakland, CA 94612  
 Main: 510-238-1400  
 Fax: 510-238-1404  
 www.jarvisfay.com

*Via Facsimile and U.S. Mail*

January 14, 2009

Dr. Curtis L. Groninga  
 Vice President for Administrative Services  
 Sonoma County Junior College District  
 1501 Mendocino Avenue  
 Santa Rosa, CA 95401

Re: Athletic Field Renovation Project, Phase I  
 O.C. Jones Change Orders

Dear Dr. Groninga:

You have asked whether, under the specific factual situation described herein, it is permissible for the District to approve change orders which will bring the total cumulative cost of change orders for the above-referenced project ("Project") to an amount in excess of ten percent (10 %) of the original contract price. Pursuant to Public Contract Code Section 20659, the District must go to bid if the cost of change orders exceeds ten percent of the original contract price or \$15,000, whichever is higher.

As I understand the facts, the construction contract for the Project was awarded to O.C. Jones & Sons, Inc. ("O.C. Jones") for \$2,846,000.00. Due primarily to deficiencies and omissions in the design documents, work that was originally intended to be part of the scope of the Project has been added to the contract as change order work. The cumulative cost of Project change orders is now projected to exceed the ten percent limit, but the Project is not yet complete.

Almost all of the change order work directed by you, as the District's authorized representative in this regard, has been necessary in order to properly complete the Project as originally intended. Going out to bid on the individual change orders required after reaching the ten percent limit would not be practical or cost effective to the extent this change order work overlaps with and is integral to the scope of work already underway to complete the Project as intended. In addition to the cost of bidding change order work in excess of ten percent, and the cost of delay in completing the Project, the potential consequence of having additional general contractors performing work on the same project carries a significant risk of conflict, further delay to the Project, and potential delay claims – all of which would further increase the cost to complete the Project.



Dr. Curtis L. Groninga  
January 14, 2009  
Page 2

While Public Contract Code Section 20659 requires public bidding for change orders in excess of ten percent of the contract price, the courts have determined that when competitive proposals do not produce an advantage for the public agency, the statutory bidding requirement does not apply. (*Cobb v. Pasadena City Board of Education* (1955) 134 Cal. App. 2nd 93.)

The most recent restatement of this exception to the competitive bidding requirement was stated in the case of *Graydon v. Pasadena Redevelopment Agency* (1980) 104 Cal. App. 3d 631, as follows:

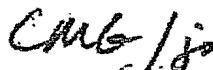
"Therefore, it has been held that where competitive proposals work an incongruity and are unavailing as affecting the final result, or where competitive proposals do not produce any advantage, or where it is practically impossible to observe such form, competitive bidding is not applicable." (*Id.* at 636.)

Based upon the facts provided, going to bid on the individual change orders required to complete the Project as originally intended will result in additional cost to the District rather than any cost advantage, and will be impractical given that the additional work is integral to the work underway to complete the Project. It is my opinion that, under the totality of these circumstances, this situation complies with the common law bidding exception articulated in the *Graydon* case. Therefore, it is permissible for you to approve the change orders that exceeded the statutory limitation, and for the Board to ratify those change orders.

Please let me know if you have any questions in this regard.

Very truly yours,

JARVIS, FAY, DOPORTO & GIBSON, LLP



Clare M. Gibson





# Santa Rosa Junior College

TO:	BOARD OF TRUSTEES	ITEM NO. 6 M
FROM:	PRESIDENT	
SUBJECT:	William B. Race Health Science Building Reconstruction Project, Change Order #11	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>		ENCLOSURES 1 of 1

## BACKGROUND

Change Order #11 represents four modifications to the project:

11-001	Roof gutter diverter	\$ 3,155.81
11-002	Downspout at flat roof areas	\$ 1,079.65
11-003	Rework awning frame and recover	\$ 3,694.41
11-004	Remove existing concrete decking	\$ 3,468.90
<b>Total Change Order #11</b>		<b>\$ 11,398.77</b>

Original Contract:	\$ 3,380,000.00
Previous Change Orders:	\$ 120,688.25
Current Change Order:	\$ 11,398.77
Total Change Orders:	\$ 132,087.02
Revised Contract:	\$ 3,512,087.02
Change Order %:	3.91%
Contractor:	A. E. Nelson
Construction Manager:	Dick Behrens

## BUDGET IMPACT

\$11,398.77                      Fund 43 (Measure A)

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order #11, in the amount of \$11,398.77, for the William B. Race Health Science Building Reconstruction Project, for a revised contract price of \$3,512,087.02.

Initiator	Supervising Adm/Mgr	Dean of Facilities	President
Dick Behrens	Paul Bielen	Tony Ichsan	Robert F. Agrella





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO. 6 N
FROM: PRESIDENT	
SUBJECT: B-Lot and C-Lot Attendant Booth Replacement Project, Change Order #1	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>	ENCLOSURES 1 of 1

## BACKGROUND

Change Order #1 represents one modification to the project:

001	Additional conduits	\$ 700.00
<b>Total Change Order #1</b>		<b>\$ 700.00</b>

Attendant booths direct purchase (BIG)	\$37,197.00
General contractor (Dallas Parr) installation	\$10,149.00
Total Original Contract:	\$47,346.00
Previous Change Orders:	\$ 0
Current Change Order:	\$ 700.00
Total Change Orders:	\$ 700.00
Revised Contract:	\$48,046.00
Change Order %:	.014%

## BUDGET IMPACT

\$700.00 Fund 43 Measure A

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order #1 in the amount of \$700.00 for the B-Lot and C-Lot Attendant Booth Replacement Project, for a revised contract price of \$48,046.00.

Initiator	Supervising Adm/Mgr	Dean of Facilities	President
	Paul Bielen	Tony Ichsan	Robert F. Agrella





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO.
FROM: PRESIDENT	60
SUBJECT: B-Lot and C-Lot Attendant Booth Replacement Project, Notice Of Completion	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>	ENCLOSURES 1 of 1

## BACKGROUND

This project replaced the two parking attendant booths that were aging and in poor condition. The booths were a direct purchase from BIG Enterprises for \$37,197.00 and the installation was done by Dallas Parr for \$10,149. There was one change order in the amount of \$700.00 which resulted in a final project cost of \$48,046.00.

## BUDGET IMPACT

N/A

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees accept the Notice of Completion for the B-Lot and C-Lot Attendant Booth Replacement Project, and authorize staff to file said Notice with the County of Sonoma.

Initiator	Supervising Adm/Mgr	Dean of Facilities	President
	Paul Bielen	Tony Ichsan	Robert F. Agrella







# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO. 6 P
FROM: PRESIDENT	
SUBJECT: 2008-2009 Santa Rosa Classroom Media Upgrades Project, Change Order #1	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>CONSENT</b>	ENCLOSURES 1 of 1

## BACKGROUND

Change Order #1 represents 5 modifications to the project:

001	Change in desk model, security brackets	(\$ 2,198.95)
002	Conduit size to 1.25 inches	(\$ 335.46)
003	Emeritus 1601 conduit/data work	\$ 2,964.00
004	Three additional Petaluma rooms	\$42,480.00
005	Additional data work 2714	\$ 686.00

**Total Change Order #1                    \$43,595.59**

Original Contract:	\$ 468,090.00
Previous Change Orders:	0
Current Change Order:	\$ 43,595.59
Total Change Orders:	\$ 43,595.59
Revised Contract:	\$ 511,586.59
Change Order %:	9.3%
Contractor:	Lunardi Electric

## BUDGET IMPACT

\$43,595.59                    Fund 43 (Measure A)

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve Change Order #1 in the amount of \$43,595.59, for the 2008-2009 Santa Rosa Classroom Media Upgrades Project, for a revised contract price of \$511,586.59.

Initiator	Supervising Adm/Mgr	Dean of Facilities	President
Matt Pearson	Paul Bielen	Tony Ichsan	Robert F. Agrella





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO.
FROM: PRESIDENT	7 A
SUBJECT: Management Personnel Actions	DATE 08-11-09
REASON FOR BOARD CONSIDERATION <b>ACTION</b>	ENCLOSURES 1 of 6

## BACKGROUND

Requesting approval of the following management personnel actions.

### Employment

- Hager, Stephanie**      **Cancellation of Temporary Decrease**  
 Project Coordinator/Foster & Kinship Care Education Program/  
 Early Childhood Education  
 Categorically Funded, Ed Code 87470  
 1.0 FTE, Range 9.0, Step E  
**From:** 11 Months/Year, \$5,385.13/Month  
**To:** 12 Months/Year, \$5,706.00/Month  
 Effective 07-01-09 to 06-30-10

### RECLASSIFICATION AND NEW JOB TITLE OF MANAGEMENT POSITION

**From:** Supervisor, Business Services, Petaluma Campus  
 1.0 FTE 12 Months/Year, Range 10.0

**To:** Manager, Petaluma Business Services  
 1.0 FTE, 12 Months/Year, Range 12.0

**Incumbent:** Cynthia King

Continued

## BUDGET IMPACT

Within currently approved budgeted positions.

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the submitted Management Personnel Actions.

Initiator <i>KCF</i>	Supervising Adm/Mgr	Vice President	President <i>RFA</i>
Karen C. Furukawa			Robert F. Agrella

## **RECLASSIFICATION OF MANAGEMENT POSITION – Continued**

### Background

The Petaluma Campus has recently undergone a reorganization during which this position, and other administrative positions, were reviewed. The aforementioned recommendations for the educational administrators were brought to, and approved by, the Board in March, 2009. This final recommendation is being brought forward after the completion of a review of the duties this position performs at both the District and Petaluma Campus level.

In response to the completion of Phase II expansion and Phase R renovations of the Petaluma Campus, the fiscal operations of the Petaluma Campus has seen an increase in the complexity of the duties as well as the workload itself performed by the current Supervisor, Business Services.

Therefore, management is recommending that this job description be revised and the salary be adjusted accordingly due to this position responding to the following needs: the increased size and complexity of the Petaluma Campus fiscal operations; the increased workload of the Business Office where administrative duties and areas of responsibility have expanded and shifted; and the focusing of administrative responsibilities to perform new duties in support of projecting enrollment growth, statistical reports related to enrollment, and other financial reporting related to the expansion of the Petaluma Campus.

### Budget Impact

The budget impact for 2009/10 is \$6,759, including salary and benefits.

### Recommendation

It is recommended that the Board of Trustees approve the reclassification of the position and a new job title of Supervisor, Business Services, Petaluma Campus, 1.0 FTE, 12 Months/Year, Range 10.0 to Manager, Petaluma Business Services, 1.0 FTE, 12 Months/Year, Range 12.0.

Job description attached.



# Santa Rosa Junior College

TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Supervisor, <del>Manager, Petaluma Business Services Petaluma Campus</del>	Management Team Supervisory	Range: 40-0 <u>12.0</u>

## JOB DESCRIPTION:

Under general direction, of the Director, Fiscal Services and in consultation with the Vice President/Executive Dean, Petaluma Campus, is responsible for planning **and organizing** Business Services functions at the Petaluma Campus, including development and maintenance of financial records **for accounting, budget, payroll, and purchasing on the Petaluma Campus.**

## SCOPE:

The Supervisor, **Manager, Petaluma Business Services Petaluma Campus** is directly or indirectly **oversees** involved with all financial aspects of accounting, budget, payroll, and purchasing on the Petaluma Campus; works independently with minimum supervision, establishes priorities, organizes and handles a variety of projects simultaneously and gives oral and written directions; maintains cooperative working relationships; resolves budget and accounting discrepancies on the Petaluma Campus; and supervises classified staff, STNC's and student employees.

## KEY DUTIES AND RESPONSIBILITIES:

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. **Plans, organizes and directs the activities of business services for the Petaluma Campus.**
1. ~~Responsible for Business Services functions on the Petaluma Campus; ensuring adherence to laws, regulations, policies, and approved District procedures as directed by the Director, Fiscal Services.~~
2. ~~Provides the Vice President/Executive Dean, and Deans on the Petaluma campus with historical information, accurate fiscal projections and reports as requested.~~
3. ~~Provides direct support and budget/accounting guidance to the Vice President/Executive Dean, Deans and all Department chairs that are represented on the Petaluma Campus.~~
4. ~~Assists in the development and monitoring of all Petaluma Campus operational budgets, including categorical programs.~~
2. **Oversees the Generates generation and monitors monitoring of** all Personnel Action Forms and Student Employee Packets for hiring Petaluma Campus employees and ensures adherence to District hiring policies.
5. ~~Monitors all Purchase Orders and other expenditures for Petaluma Campus.~~
6. ~~Serves as the liaison to the SRJC Foundation for the Petaluma Campus.~~
7. ~~Analyzes student accounts and resolves discrepancies.~~
8. ~~Responsible for the daily cash deposit for the Petaluma Campus.~~

**SUPERVISOR, MANAGER, PETALUMA BUSINESS SERVICES PETALUMA CAMPUS**

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3. Responsible for the off-site facility leases in support of Petaluma Campus programs.
- ~~9. Trains, supervises and evaluates classified staff, short-term non-continuing, and student employees.~~
- ~~10. Compiles data and writes periodic or special reports as required.~~
4. Plans, schedules, and supervises technical and clerical accounting activities in the collection, recording, processing, consolidating, and distribution of a wide variety of financial data; reviews financial transactions and records to assure conformance to Generally Accepted Accounting Principles.
5. Coordinates and supervises development of operating budgets; maintains control of college appropriations in accordance with adopted budgets.
6. Initiates/reviews and approves budget and expenditure transfers, accounting entries and transactions to assure compliance.
7. Controls and monitors encumbrances, accounts, balances, classification of expenditures, specially funded programs, and salary distribution; corrects and prevents problems and makes adjustments as required .
8. Plans, coordinates, implements and evaluates complex accounting projects; performs special analytical tasks as assigned by the Director, Fiscal Services and/or Vice President/Executive Dean, Petaluma Campus.
9. Performs fiscal and administrative analyses of accounting procedures and processes to evaluate operational effectiveness; provides assistance and technical expertise to campus and District personnel.
10. Directs the collection, accounting and disbursement of fees and other monies on the Petaluma Campus in accordance with established policies and procedures.
11. Revises, develops, and directs the preparation of periodic and special financial statistical reports, statements, summaries, recommendations and projections.
12. Acts as a Petaluma Campus fiscal liaison with contract auditor, banking officials, Foundation, vendors, and federal, state, and local government agencies to coordinate activities and programs, resolve issues and conflicts and exchange information.
13. In coordination with Director, Fiscal Services, interprets federal, state and local regulations and guidelines and assure compliance with requirements; updates and revises procedures as necessary to assure effective and efficient operations.
14. Establishes, implements and monitors appropriate internal controls over accounting procedures at the Petaluma Campus. Coordinates such activities with other departments and District Business Office.
15. Supervises and evaluates the performance of assigned staff; interviews and participates in recommending employees for hiring; counsels, disciplines, and terminates personnel according to established policies and procedures; may supervise accounting functions for food service on the Petaluma campus.

**SUPERVISOR, MANAGER, PETALUMA BUSINESS SERVICES PETALUMA CAMPUS**

- 
16. Attends a variety of meetings as required; serves on District and campus committees and completes special projects as assigned by the Director, Fiscal Services and/or the Vice President/Executive Dean, Petaluma Campus.
  17. In coordination with the Director, Fiscal Services, coordinates business services technology improvements with district information technology staff and trains Petaluma campus personnel.
  18. Other duties as assigned by Director, Fiscal Services and/or Vice President/Executive Dean, Petaluma Campus

**KNOWLEDGE OF:**

1. Principles and practices of good management.
2. Financial reporting and analysis.
3. Computer automation systems.
4. Budget management.
5. Methods, practices and terminology used in public budgeting systems, payroll, bookkeeping, financial record keeping, and purchasing.
6. Modern office practices; spreadsheet and word processing practices and techniques.
7. Financial software systems
8. Generally Accepted Accounting Principals, District policies and procedures, Federal, State, and local rules and regulations as pertains to position
9. Equal Opportunity Employment, hiring, and evaluation procedures.

**ABILITY TO:**

1. Oversee internal control procedures.
  2. Perform complex and detail oriented financial work.
  3. Work independently with general direction.
  4. Interpret and apply changing rules, regulations, policies, and procedures accurately.
  5. Perform consistently and accurately under the pressure of deadlines and other demands.
  6. Communicate effectively and cooperatively with a wide diversity of students, faculty, staff, and community members.
  7. Supervise classified staff, STNC's, and student employees.
  8. Demonstrate sensitivity to, and respect for, a diverse population.
  9. Demonstrate good organizational skills.
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**SUPERVISOR, MANAGER, PETALUMA BUSINESS SERVICES ~~PETALUMA CAMPUS~~**

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10. Demonstrate strong analytical skills.

**QUALIFICATIONS:**

*A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

*Education:*

Associate's Degree, with coursework in Accounting and/or Business Administration.

*Experience:*

Five years of increasingly responsible financial record keeping experience, **including supervisory experience.**

*Preferred Qualifications:*

Bachelor's Degree in Accounting or Business Administration.

**SUPERVISION RECEIVED:**

The Supervisor, **Manager, Petaluma** Business Services ~~Petaluma Campus~~ reports directly to the Director, Fiscal Services.

**SUPERVISION EXERCISED:**

The Supervisor, **Manager, Petaluma** Business Services ~~Petaluma Campus~~ supervises Classified staff, STNC's and student workers.

Board Approved:





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO. 7 B
FROM: PRESIDENT	
SUBJECT: Faculty Personnel Actions	DATE 08-11-09
REASON FOR BOARD CONSIDERATION <b>ACTION</b>	ENCLOSURES 1 of 2

## BACKGROUND

Requesting approval of the following faculty personnel actions.

**Definition:** Regular, probationary and temporary faculty who are generally assigned teaching schedules that have work assignments five days per week, 8 hours per day, work year of 177 days, employed at 60.1 - 100 percent.

### Leaves of Absence

- Gutshall, Shawn**      **Request for Medical Leave of Absence with Accrued Sick Leave Pay**  
 Adjunct Faculty/Modern & Classical Languages  
 Class C, Step 8, \$111.12/Hour  
 Effective 06-15-09 to 07-22-09
- Harris, Howard**      **Request for Medical Leave of Absence with Accrued Sick Leave Pay**  
 Adjunct Faculty/Communication Studies  
 Class A, Step 9, \$101.66/Hour  
 Effective 06-23-09 to 07-23-09
- Jackson, Warren**      **Request for Medical Leave of Absence with Accrued Sick Leave Pay**  
 Adjunct Faculty/EOPS  
 Class C, Step 9, \$114.23/Hour  
 Effective 05-08-09 to 06-30-09


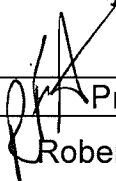
Continued

## BUDGET IMPACT

Within currently approved budgeted positions.

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the submitted Faculty Personnel Actions.

Initiator 	Supervising Adm/Mgr	Vice President	 President
Karen C. Furukawa			Robert F. Agrella

**Leaves of Absence - continued**

4. **Pepper, Sasha**            **Request for Medical Leave of Absence with Accrued Sick Leave Pay**  
Adjunct Faculty/Noncredit Programs & Services  
Unit B, Step 3, \$36.51/Hour  
Effective 06-29-09 to 08-09-09
  
5. **Villano, Nicole**            **Request for Family & CFRA Leave of Absence, Unpaid with Benefits**  
Instructor/Behavioral Sciences  
1.0 FTE, Class D, Step 5, \$72,782.00/Year  
Effective 08-13-09 to 10-16-09

**Resignation**

1. **Fabbro, Roberto**            Adjunct Faculty/Modern & Classical Languages  
Class A, Step 7, \$96.13/Hour  
Effective 05-31-09



# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO. 7 C
FROM: PRESIDENT	
SUBJECT: Classified Personnel Actions	DATE 08-11-09
REASON FOR BOARD CONSIDERATION <b>ACTION</b>	ENCLOSURES 1 of 9

## BACKGROUND

Requesting approval of the following classified personnel actions:

**Definition:** Every position not defined by the California Education Code as requiring faculty qualifications and not specifically exempted from classified service (short-term, substitute, guest speaker) shall be a part of the classified service.

## Employment

### 1. Askim, Scott

#### Temporary Working Out of Class

Coordinator, Facility Operations/Public Safety  
1.0 FTE, 12 Months/Year, Grade N, Step 5

**From:** \$6,182.06/Month (\$5,086.00 Plus \$1,096.06, 26<sup>th</sup> Year Longevity)

**To:** \$6,491.16/Month (\$5,086.00 Plus \$1,096.06, 26<sup>th</sup> Year Longevity Plus \$309.10, 5% Working Out of Class)

Pending Classification Review  
Effective 07-01-09 to 08-11-09

Continued

## BUDGET IMPACT

Within currently approved budgeted general fund positions.

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the submitted Classified personnel actions.

Initiator	Supervising Adm/Mgr	Vice President	President
Karen C. Furukawa			 Robert F. Agrella

**Employment – Continued**

2. **Avina, Maria** **Temporary Increase in Hours**  
 Coordinator, Healthcare Workforce Development and Outreach  
 12 Months/Year, Grade O  
**From:** .75 FTE, Step 3, \$3,866.63/Month (\$3,682.50 Plus  
 \$184.13, 5% Bilingual Stipend)  
**To:** 1.0 FTE, Step 3, \$5,155.50/Month (\$4,910.00 Plus  
 \$245.50, 5% Bilingual Stipend)  
 Effective 05-15-09 to 06-30-09  
 and  
**From:** .75 FTE, Step 4, \$4,060.35/Month (\$3,867.00 Plus  
 \$193.35, 5% Bilingual Stipend)  
**To:** 1.0 FTE, Step 4, \$5,413.80/Month (\$5,156.00 Plus  
 \$257.80, 5% Bilingual Stipend)  
 Effective 07-01-09 to 08-31-09
3. **Basham, Jeffrey** **Temporary Increase in Hours**  
 Help Desk Technician/Computing Services  
 12 Months/Year, Grade L, Step 4  
**From:** .50 FTE, \$2,161.50/Month  
**To:** 1.0 FTE, \$4,323.00/Month  
 Effective 07-01-09 to 12-31-09
4. **Byrn, Frances** **Temporary Increase in Hours and Days/Year**  
 Administrative Assistant II/Child Development  
 Grade K, Step 5, \$27.31/Hour (\$24.77 Plus \$2.40, 16<sup>th</sup> Year  
 Longevity)  
**From:** .6963 FTE, 238 Days/Year  
**To:** 1.0 FTE, 12 Months/Year  
 Effective 07-01-09 to 06-30-10
5. **Crocker III, Charles** Bookstore Clerk, Bookstore  
 1.0 FTE, 12 Months/Year, Grade I, Step 2, \$3,372.36.00/Month  
 (\$3,336.00 Plus \$36.36, 5% Shift Differential)  
 Replacement/R. Schmidt  
 Effective 07-27-09
6. **Donica, Danielle** **Temporary Increase in Hours**  
 Human Resources Technician II/Human Resources  
 12 Months/Year, Grade M, Step 5  
**From:** .50 FTE, \$2,644.35/Month (\$2,398.50 Plus \$245.85, 16<sup>th</sup>  
 Year Longevity)  
**To:** .75 FTE, \$3,966.52/Month (\$3,597.75 Plus \$368.77, 16<sup>th</sup>  
 Year Longevity)  
 Coverage/Additional duties  
 Effective 07-01-09 to 06-30-10

**Employment - continued**

7. **Eaton, Toni** **Temporary Increase in Hours**  
 Administrative Assistant II/College Skills  
 12 Months/Year, Grade K, Step 5  
**From:** .50 FTE, \$2,253.83/Month (\$2,146.50 plus \$107.33, 11<sup>th</sup>  
 Year Longevity)  
**To:** 1.0 FTE, \$4,507.65/Month (\$4,293.00 plus \$214.65, 11<sup>th</sup>  
 Year Longevity)  
 Effective 07-01-09 to 07-31-09
8. **Hilsenrad, Jesse** Graphic Designer, Graphics Services  
 .50 FTE, 12 Months/Year, Grade P, Step 3, \$2,611.50/Month  
 New Position/Board Approved 04-14-09  
 Effective 07-30-09
9. **Lambro, Joseph** **Temporary Increase in Hours**  
 Horticulture Technician I/Agriculture/Natural Resources/Shone  
 Farm  
 12 Months/Year, Grade I, Step 5  
**From:** .50 FTE, \$1,931.50/Month  
**To:** 1.0 FTE, \$3,863.00/Month  
 Effective 07-01-09 to 06-30-10
10. **McKinley, Jeannine** Child Care Associate Teacher/Child Development  
 .84375 FTE, 199 Days/Year, Grade H, Step 1, \$17.45/Hour  
 Replacement/H. Lin  
 Effective 08-10-09
11. **Reed, Vicki** **Temporary Working Out of Class**  
 Science Laboratory Technician/Chemistry  
 1.0 FTE, 12 Months/Year, Grade L, Step 5  
**From:** \$5,005.35/Month (\$4,540.00 Plus \$465.35, 16<sup>th</sup> Year  
 Longevity)  
**To:** \$5,505.89/Month (\$4,540.00 Plus \$465.35, 16<sup>th</sup> Year  
 Longevity Plus \$500.54, 10% Working Out of Class)  
 Effective 07-01-09 to 06-30-10
12. **Torrigno, Joyce** **Temporary Increase in Hours**  
 Livestock Technician/Agriculture/Natural Resources, Shone Farm  
 12 Months/Year, Grade L, Step 1  
**From:** .60 FTE, \$2,239.80/Month  
**To:** 1.0 FTE, \$3,733.00/Month  
 Effective 07-01-09 to 12-31-09
13. **Wise, Curtis** Medical Assistant,/Student Health Services/Petaluma Campus  
 1.0 FTE, 12 Months/Year, Grade K, Pay Grade L, Step 1,  
 \$3,733.00/Month  
 Replacement/R. Burford  
 Effective 07-20-09

**Transfer/Promotion**

1. **Eaton, Toni**
- From:** Administrative Assistant II/College Skills  
.50 FTE, 12 Months/Year, Grade K, Step 5,  
\$2,190.83/Month (\$2,086.50 Plus \$104.33, 11<sup>th</sup> Year  
Longevity)
- To:** Administrative Assistant III/Curriculum & Educational  
Support Services  
1.0 FTE, 12 Months/Year, Grade M, Step 4,  
\$4,896.15/Month (\$4,663.00 Plus \$233.15, 11<sup>th</sup> Year  
Longevity)
- Effective 08-03-09

**Off Schedule Classification Review**

1. **Askim, Scott**
- From:** Coordinator, Facility Operations  
1.0 FTE, 12 Months/Year, Grade N, Step 5,  
\$6,182.06/Month (\$5,086.00 Plus \$1,096.06, 26<sup>th</sup> Year  
Longevity)
- To:** Coordinator, Public Safety Facilities Operations  
1.0 FTE, 12 Months/Year, Grade O, Step 5,  
\$6,580.75/Month (\$5,414.00 Plus \$1,166.75, 26<sup>th</sup> Year  
Longevity)
- Effective 08-12-09  
Budget Impact: Currently within approved budget. (Job  
description attached)
2. **Gachet, Charles**
- From:** Coordinator, Facility Operations  
1.0 FTE, 12 Months/Year, Grade N, Step 5,  
\$5,340.30/Month (\$5,086.00 Plus \$254.30, 11<sup>th</sup> Year  
Longevity)
- To:** Coordinator, Building Operations  
1.0 FTE, 12 Months/Year, Grade N, Step 5,  
\$5,340.30/Month (\$5,086.00 Plus \$254.30, 11<sup>th</sup> Year  
Longevity)
- Effective 08-12-09  
Budget Impact: No change. (Job description attached)

**District Initiated Transfer**

1. **Totten, Kathy**
- From:** Administrative Assistant I/Accounting  
1.0 FTE, 12 Months/Year, Grade I, Step 4,  
\$3,679.00/Month
- To:** Administrative Assistant I/Admissions & Records  
1.0 FTE, 12 Months/Year, Grade I, Step 4,  
\$3,679.00/Month
- Effective 07-13-09

**Voluntary Reassignment to a Lower Classification and Reduction in Work Year in Lieu of Layoff**

1. **Lorbeer, Scott**      **From:** Research Analyst/Institutional Research  
1.0 FTE, 12 Months/Year, Grade P, Step 5,  
\$5,760.00/Month  
**To:** Coordinator, Science Labs, Life Sciences/Petaluma  
Campus  
1.0 FTE, 238 Days/Year, Grade O, Step 5,  
\$5,414.00/Month  
Effective 07-23-09

**Shift Differential – Correction**

1. **Johnson, Forrest**      HVAC & Controls Technician/Facilities Operations  
1.0 FTE, 12 Months/Year, Grade O, Step 1  
**From:** \$4,483.39/Month (\$4,439.00 Plus \$44.39, 5% Shift  
Differential for 8 Hours/Week)  
**To:** \$4,497.53/Month (\$4,453.00 Plus \$44.53, 5% Shift  
Differential for 8 Hours/Week)  
Effective 08-04-08 to 06-30-09

**Resignation/Request for Early Retirement**

1. **Draga, Carol**      Admissions & Records Technician II/Admissions, Records &  
Enrollment  
1.0 FTE, 12 Months/Year, Grade I, Step 5, \$4,258.96/Month  
(\$3,863.00 Plus \$395.96, 16<sup>th</sup> 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: \$5,931.00  
Date of Hire 09-06-90  
Resignation Effective 11-11-09  
Retirement Effective 11-12-09



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, PUBLIC SAFETY FACILITIES OPERATIONS	CLASSIFIED	GRADE: O MONTHS:
BOARD POLICY REFERENCE: Off-Schedule Review 6/2009		Board Approved:

**JOB DESCRIPTION:**

Under direction, coordinate maintenance and custodial activities at Public Safety Training Center; perform skilled maintenance in one or more of the construction trades; act as lead worker to designated classified employees at facility; and perform related work as required.

**SCOPE:**

The Coordinator, Public Safety Facilities Operations plans, directs or performs custodial, maintenance, or groundskeeping duties to ensure the complete and secure operation of center.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Troubleshoots, repairs and maintains electrical distribution systems including heating and air-conditioning, lighting, temperature controls, fans, motors, pumps and belts to ensure consistent climate and temperature for Public Safety Training Center.
2. Performs various facilities maintenance and custodial duties such as troubleshooting and repairing plumbing problems, resolving minor electrical problems, replacing lights, making and issuing building keys to staff members.
3. Performs preventative maintenance and inspections such as monitoring Energy Management System, maintaining water treatment plan, inspecting fire alarms and other safety equipment, and replacing components such as filters; recommends the removal of hazards in coordination with Environmental Health & Safety office; prepares and maintains the facility's deferred maintenance program.
4. Prepares specifications and plans for contract and labor work in support of the facility's programs.
5. Responds to calls for repairs and service; assigns appropriate staff to resolve problems.
6. Maintains service and inspection records on building and safety equipment and systems.
7. Orders, maintains and inventories stocks of supplies and parts.
8. Monitors center's operations budget; may assist the facility administrator(s) in preparation of an operational budget.
9. Responsible for the maintenance and safety of the Firing Range; trains Rangemasters in safety and use; issues related range gear.
10. Acts as lead worker for other classified employees, including, but not limited to custodial and grounds employees.



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## EMPLOYMENT STANDARDS

### **ABILITY TO:**

Perform mechanical and custodial maintenance; plan and coordinate operations and activities; operate required tools and equipment skillfully and safely; perform physical labor; work from plans and specifications; maintain records; follow and give oral and written instructions; act as lead worker to other Classified staff; supervise student assistants and short-term, non-continuing employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Maintenance of institutional buildings, grounds and equipment, including tools, materials and standard practices of building and equipment trades; standard practices and procedures of construction trades including materials and tools; applicable building and safety code requirements; methods and practices followed in the maintenance of tools, machinery, and equipment; safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment; educational building construction and maintenance operations.

Preferred additional knowledge: technical training in areas relevant to the maintenance of building systems; demonstrated experience in general building maintenance in an educational setting.

### **MINIMUM QUALIFICATIONS:**

*A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### *Education:*

Graduation from high school.

#### *Experience:*

Demonstrated experience working in custodial and general maintenance, including experience directing the work of others. Work in one or more of the construction trades (such as electrical, mechanical, heating and plumbing) is required.

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and a good driving record.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely use manual tools and power equipment common in the construction trades. Must be able to handle hazardous materials safely and respond appropriately to electrical hazards. Occasionally required to work under inclement weather conditions. Must be able to work safely in an environment containing cleaning materials using safety personal protective safety measures.



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, BUILDING OPERATIONS/PETALUMA	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: Off-Schedule Review 6/2009		Board Approved:

### **JOB DESCRIPTION:**

Under direction, coordinate building maintenance and custodial activities at campus/site; perform skilled maintenance in one or more of the construction trades; maintain records of building maintenance; monitor and give input into the operational budget; act as lead worker to designated classified employees at facility; and perform related work as required.

### **SCOPE:**

The Coordinator, Building Operations plans, schedules, directs, or performs custodial and a wide variety of general and preventive building maintenance and repair duties to ensure the complete and secure operation of campus/site.

### **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Troubleshoots, maintains, and makes minor repairs to electrical systems including heating and air-conditioning, lighting, temperature controls, fans, motors, pumps and belts to ensure consistent climate and temperature for campus/site.
2. Performs various building maintenance and custodial duties such as troubleshooting and repairing plumbing problems and resolving minor electrical problems.
3. Maintains master key system; installs hardware and modifies keys and locks.
4. Performs preventative maintenance and inspections such as monitoring Energy Management System, maintaining water treatment plan, inspecting fire alarms and other safety equipment, and replacing components such as filters; recommends the removal of hazards in coordination with Environmental Health & Safety office; prepares and maintains the facility's deferred maintenance program.
5. Schedules, assists, and directs the work of custodial staff for the campus.
6. Responds to calls for repairs and service; assigns appropriate staff to resolve problems.
7. Maintains service and inspection records on building and safety equipment and systems.
8. Orders, maintains and inventories stocks of supplies and parts.
9. Assists in monitoring campus/site operations budget; may assist the facility administrator in preparation of an operational budget.
10. Serves as campus event coordinator in organizing and completing all room and events requests.
11. Acts as lead worker for other classified employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Perform mechanical and custodial maintenance; plan and coordinate operations and activities; operate required tools and equipment skillfully and safely; perform physical labor; work from plans and specifications; maintain accurate records; keep current with new technologies as they relate to building maintenance; follow and give oral and written instructions; act as lead worker to other Classified staff; supervise student assistants and short-term, non-continuing employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

### **KNOWLEDGE OF:**

Maintenance of institutional buildings and equipment, including tools, materials and standard practices of building and equipment trades; applicable building and safety code requirements; methods and practices followed in the maintenance of tools, machinery, and equipment; safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment; educational building construction and maintenance operations.

Preferred additional knowledge: technical training in areas relevant to the maintenance of building systems; demonstrated experience in general building maintenance in an educational setting.

### **MINIMUM QUALIFICATIONS:**

*A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### *Education:*

Graduation from high school.

#### *Experience:*

Demonstrated experience working in custodial and general maintenance, including supervisory experience and previous work experience in one or more of the construction trades (such as electrical, mechanical, heating and plumbing)

### **LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and a good driving record.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to safely use manual tools and power equipment common in the construction trades. Must be able to handle hazardous materials safely and respond appropriately to electrical hazards. Occasionally required to work under inclement weather conditions. Must be able to work safely in an environment containing cleaning materials using safety personal protective safety measures.





# Santa Rosa Junior College

TO:	BOARD OF TRUSTEES	ITEM NO. 7 D
FROM:	PRESIDENT	
SUBJECT:	Non-Student Hourly Employment Actions	DATE 08-11-09
REASON FOR BOARD CONSIDERATION <b>ACTION</b>		ENCLOSURES 1 of 17

## BACKGROUND

Requesting approval of the following short-term, non-continuing personnel actions:

### Definition:

**Short-Term, Non-Continuing:** Any person employed to perform a service, upon the completion of which, will not be extended or needed on a continuing basis.

**Substitute:** Any person employed to replace any classified employee who is temporarily absent from duty.

### Employment

<u>Name</u>	<u>Classification</u>	<u>Department</u>	<u>Max Hrs</u>	<u>Effective</u>
Alarcon, Rosalie	Grounds Maint Tech	Facilities Operations	334	07/01/09-06/09/10
Arias, Juan	Coord, HWDP	CTE/HWDP	990	07/01/09-06/30/10
Barnhart, Linda	Operations Coord	Redwood Empire SBDC	360	06/10/09-08/31/09
Bhattarai, Sujun	Science Lab Tech II	Chemistry	990	07/01/09-06/09/10
Calderon, Leonor	Admin Asst I	Counseling/Petaluma	100	05/18/09-06/30/09
Cervantes, Gabriela	Clerical Asst I	Counseling/Petaluma	26	05/18/09-06/30/09
Chong, Anthony	Cashier	Accounting	75	06/10/09-06/30/09
Chong, Anthony	Cashier	Accounting	225	07/01/09-08/31/09
Chung, Shook-Chu	Internet Svcs Spec	Public Relations	251	07/06/09-02/05/10
Cooper, Linda	Aide	Community Education	36	04/04/09-05/16/09
Davis, Vanessa	Admin Asst I	Health Sciences	96	06/10/09-06/30/09
Davis, Vanessa	Admin Asst I	Health Sciences	800	07/01/09-01/09/10
De La O, Jessie	Admin Asst I	Health Sciences	800	07/01/09-01/09/10
Duede, Beth	Parent Services Coord	Child Development	136	08/17/09-06/09/10
Eskandarnejad, S.	Inst Asst	CTE/HWDP	288	07/01/09-06/30/10
Ethington, Amy	Advisor II	CalWORKS	1,250	07/01/09-06/30/10

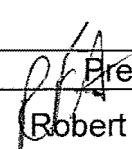
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## BUDGET IMPACT

Within currently approved budgeted general funds.

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the submitted Non-Student Hourly employment actions.

Initiator	Supervising Adm/Mgr	Vice President	President
Karen C. Furukawa			 Robert F. Agrella

**Employment – Classified - Continued**

<b><u>Name</u></b>	<b><u>Classification</u></b>	<b><u>Department</u></b>	<b><u>Max Hrs</u></b>	<b><u>Effective</u></b>
Fernandez, Diane	Communication Spec	Career & Tech Ed	990	07/01/09-06/30/10
Fischer, Betsy	Front House Coord	Culinary Arts	832	07/01/09-06/30/10
Fletcher, Susan	Account Tech	Accounting/Petaluma	58	06/10/09-06/09/10
Flores, Blanca	Financial Aid Tech I	Financial Aid	528	07/01/09-09/30/09
Flores-Deras, Ever	Adelante Prog Mgr	Language Arts	320	06/15/09-08/07/09
French, Kevin	Lab Asst	Industrial & Trade Tech	30	07/01/09-08/14/09
Grimm, Chad	Lab Asst	Culinary Arts	1,000	07/01/09-06/09/10
Guajardo, Oscar	CTE Outreach Coord	Career & Tech Ed	1,000	07/01/09-06/30/10
Haile, Bereket	Lab Asst	Culinary Arts	30	06/22/09-06/30/09
Haile, Bereket	Lab Asst	Culinary Arts	385	07/01/09-06/09/10
Harvey, Lorinda	Admin Asst I	SRT/Theatre Arts	80	05/23/09-06/09/09
Harvey, Lorinda	Admin Asst I	SRT/Theatre Arts	400	06/10/09-08/14/09
Haverinen, Corrine	Internet Svcs Spec	Public Relations	125	07/06/09-02/05/10
Hickman, Katie	Admin Asst II	CTE, Community Collab	896	06/10/09-12/31/09
Hill, Amanda	Advisor II	CalWORKS	875	07/01/09-06/30/10
Hilsenrad, Jesse	Graphics Designer	Graphics	136	07/01/09-07/31/09
Hollis, Franklin	Copy Center Operator	Graphics	720	07/13/09-06/09/10
Hruby, Tera	Clerical Asst I	Computer Studies	65	06/10/09-06/30/09
Hruby, Tera	Admin Asst II	Computer Studies	135	07/01/09-08/16/09
Hughey, Terry	Off Campus Coord	Continuing Ed	10	06/10/09-08/10/09
Kelly, David	Lab Asst	Industrial & Trade Tech	30	07/01/09-08/14/09
LaCumsky, Janelle	Intern	Child Development	787.5	08/13/09-05/21/10
Landwehr, Aaron	Hope Center Asst	CTE, HWDP	990	07/01/09-06/30/10
Lenci, Meredith	Admin Asst I	Health Sciences	74	06/10/09-06/30/09
Lofgren, Jessica	Purchasing Specialist	Computing Services	1,000	07/01/09-12/31/09
Mager, Miranda	Inst Asst, Senior	College Skills	12	05/26/09-06/09/09
Mager, Miranda	Inst Asst, Senior	College Skills	33	06/10/09-06/30/09
Mackura, Kelly	Admin Asst III	CTE, Teacher Prep Grant	520	06/15/09-12/31/09
Marshall, Laura	Admin Asst I	Child Development	705	07/01/09-06/30/10
Martin, Kelly	Lab Asst II	Health Sciences	74	06/10/09-06/30/09
Martinez, Reina	Clerical Asst	Info Desk/Mailroom	96	06/10/09-06/30/09
Martinez, Reina	Clerical Asst	Info Desk/Mailroom	416	07/01/09-09/30/09
Mason, Joseph	Lab Asst	Industrial & Trade Tech	30	07/01/09-08/14/09
Mateos-Inocencio, A	Admin Asst I	Health Sciences	74	07/01/09-07/15/09
McEwan, Ron	Off Campus Coord	Continuing Ed	203	06/10/09-08/10/09
Meydenbauer, C.	MESA Center Asst	MESA CCP	966	07/27/09-06/24/10
Munksgard, James	Special Assignment	Financial Aid	516	07/01/09-09/30/09
Murakami, Renee	Admin Asst II	CTE, HWDP	1,050	07/01/09-06/30/10
Myers, Donna	Advisor II	CalWORKS	160	07/01/09-06/30/10
Olsen, Joann	Clerical Asst I	Financial Aid	626	06/10/09-09/30/09
O'Meara, Patrick	Health Services Asst	Student Health Services	950	06/17/09-06/09/10
Parker, James	Lab Asst	Academic Computing	374	08/17/09-06/10/10
Parsons, Amber	Groundskeeper	Ag/Natural Resources	85	06/22/09-08/14/09
Penaloza, Angelica	Admin Asst I	Noncredit Matriculation	558	07/01/09-01/09/10
Plymale, Cassandra	Payroll Asst	Payroll	1,000	07/01/09-06/09/10
Rakhimi, Nargiza	Admin Asst I	Health Sciences	74	06/10/09-06/30/09
Reidelbach, Annie	Intern	Child Development	787.5	08/13/09-05/21/10
Rigby, Barbara	Farm Assistant	Ag/Shone Farm	750	06/10/09-11/30/09
Roche, Abigail	Inst Asst, Senior	College Skills	6	05/26/09-06/09/09
Roche, Abigail	Inst Asst, Senior	College Skills	42	06/10/09-06/30/09
Russell, Elona	Admin Asst II	Music	20	06/15/09-06/25/09
Russell, Elona	Admin Asst II	Music	20	07/13/09-07/27/09
Ryan, Jenny	Shopper	Culinary Arts	700	07/01/09-06/09/10
Sands-Miller, Debra	Curriculum Specialist	Career & Tech Ed	888	07/01/09-06/30/10

**Employment – Classified - Continued**

<u>Name</u>	<u>Classification</u>	<u>Department</u>	<u>Max Hrs</u>	<u>Effective</u>
Scheer, Cathea	Project Coord	CTE, Teacher Prep Grant	12	07/01/09-09/30/09
Schindler, Camille	Inst Asst	CTE, HWDP	168	07/01/09-06/30/10
Schneider, Chantelle	Intern	Child Development	787.5	08/13/09-05/21/10
Sendejas, Joann	Admin Asst I	ESL	410	06/10/09-06/09/10
Shields, Beth	Admin Asst II	Child Development	206	08/03/09-06/09/10
Snook, Jeffrey	Farm Assistant	Ag/Shone Farm	300	06/10/09-11/30/09
Stark, Marvin	Recycling Technician	Facilities Operations	932	07/01/09-06/09/10
Stubbs, Kelly	Admin Asst I	Workforce Training-ETP	150	07/01/09-06/30/10
Vangadio, D.	Lab Asst	Industrial & Trade Tech	30	07/01/09-08/14/09
Vaughn, Carla	Tutoring Coord	CTE, HWDP	875	07/01/09-06/30/10
Walters, Jeanne	Inst Asst, Senior	College Skills/Petaluma	54	06/15/09-07/24/09

**MASTER PAF'S – NEW**

<b>ART/PETALUMA CAMPUS</b>	<b>MASTER PAF NO:</b>	<b>10M-9035</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$240.00</b>
	<b>MAXIMUM HOURS:</b>	<b>12</b>
<b>BUDGET CODE: 10-60-64-0000-1002-2376</b>	<b>DURATION:</b>	<b>06/10/09 – 07/23/09</b>

**MODELS**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Albin, Jonquil	06/10/09	Munter, Anne	06/10/09
Brown, Serafina	06/10/09	Pettway, Monique	06/10/09
Firehill, Heidi	06/10/09	Ringer, Thea	06/10/09
Golden, Lauren	06/10/09	Schulte, Stefanie	06/10/09
Gurian, Lisa	06/10/09	Thompson, Walter	06/10/09
Hampl, Cassandra	06/10/09	Vinck, Paul	06/10/09
Hollen, Jeffrey	06/10/09	Wells, Stan	06/10/09
Laessig, Nemea	06/10/09	Wolfe, Don	06/10/09
Marrs, Robin	06/10/09		

<b>ART</b>	<b>MASTER PAF NO:</b>	<b>10M-9076</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$14,902.00</b>
	<b>MAXIMUM HOURS:</b>	<b>745</b>
<b>BUDGET CODE: 10-60-72-0000-1002-2376</b>	<b>DURATION:</b>	<b>06/10/09 – 06/09/10</b>

**MODELS**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Albin, Jonqui	06/10/09	Munter, Anne	06/10/09
Brown, Serafina	06/10/09	Pettway, Monique	06/10/09
Firehill, Heidi	06/10/09	Ringer, Thea	06/10/09
Golden, Lauren	06/10/09	Schulte, Stefanie	06/10/09
Gurian, Lisa	06/10/09	Thompson, Walter	06/10/09
Hampl, Cassandra	06/10/09	Vinck, Paul	06/10/09
Hollen, Jeffrey	06/10/09	Wells, Stan	06/10/09
Marrs, Robin	06/10/09	Wolfe, Don	06/10/09

MASTER PAF'S - NEW (Continued)

<b>ASSESSMENT/GED</b>	<b>MASTER PAF NO:</b>	<b>10M-9072</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$1,350.00</b>
	<b>MAXIMUM HOURS:</b>	<b>150</b>
<b>BUDGET CODE:</b> 10-00-80-0961-6322-2330	<b>DURATION:</b>	<b>07/01/09 – 12/09/09</b>

TESTING TECHNICIAN/PROCTOR

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Bohanec, Donata	07/01/09	Lipscomb, Camille	07/01/09
Drips, Diana	07/01/09	Moktan, Prem	07/01/09
Hang, Sophear	07/01/09	Roberts, Lindsey	07/01/09

<b>ASSESSMENT</b>	<b>MASTER PAF NO:</b>	<b>10M-9073</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$720.00</b>
	<b>MAXIMUM HOURS:</b>	<b>80</b>
<b>BUDGET CODE:</b> 10-00-80-0000-6322-2330	<b>DURATION:</b>	<b>07/01/09 – 12/09/09</b>

TESTING TECHNICIAN/PROCTOR

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Bohanec, Donata	07/01/09	Moktan, Prem	07/01/09
Drips, Diana	07/01/09	Reed, Ramilia	07/01/09
Hang, Sophear	07/01/09	Roberts, Lindsey	07/01/09
Lipscomb, Camille	07/01/09		

<b>ASSESSMENT</b>	<b>MASTER PAF NO:</b>	<b>10M-9074</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$1,003.00</b>
	<b>MAXIMUM HOURS:</b>	<b>52</b>
<b>BUDGET CODE:</b> 10-00-80-0000-6322-2330	<b>DURATION:</b>	<b>06/10/09 – 06/30/09</b>

TESTING TECHNICIAN/PROCTOR

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Drips, Diana	06/10/09	Roberts, Lindsey	06/10/09
Hang, Sophear	06/10/09		

<b>ASSESSMENT/GED</b>	<b>MASTER PAF NO:</b>	<b>10M-9075</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$385.40</b>
	<b>MAXIMUM HOURS:</b>	<b>20</b>
<b>BUDGET CODE:</b> 10-00-80-0961-6322-2330	<b>DURATION:</b>	<b>06/10/09 – 06/30/09</b>

TESTING TECHNICIAN/PROCTOR

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Drips, Diana	06/10/09	Roberts, Lindsey	06/10/09
Hang, Sophear	06/10/09		



**MASTER PAF'S - NEW (Continued)**

<b>BOOKSTORE/SANTA ROSA</b>	<b>MASTER PAF NO:</b>	10M-9020
	<b>BOARD DATE:</b>	08-11-09
	<b>MAXIMUM DOLLAR AMOUNT:</b>	\$19,980.00
	<b>MAXIMUM HOURS:</b>	2,220
<b>BUDGET CODE: 35-00-40-0000-6910-2330</b>	<b>DURATION:</b>	06/10/09 – 06/09/10

**OPERATIONS ASSISTANT II**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Fantora, Constance	06/10/09	Sturgis, Morgen	06/10/09
Nystrom, David	06/10/09		

<b>BOOKSTORE/SANTA ROSA</b>	<b>MASTER PAF NO:</b>	10M-9021
	<b>BOARD DATE:</b>	08-11-09
	<b>MAXIMUM DOLLAR AMOUNT:</b>	\$36,600.00
	<b>MAXIMUM HOURS:</b>	4,000
<b>BUDGET CODE: 35-00-40-0000-6910-2330</b>	<b>DURATION:</b>	06/10/09 – 06/09/10

**OPERATIONS ASSISTANT I**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Close, Brandon	06/10/09	Hadburg, Sarah	06/10/09
Dishman, Audrey	06/10/09	Lai, Pui-Lam	06/10/09
Foster, Doris	06/10/09	Rochioli, Matthew	06/10/09

<b>BOOKSTORE/SANTA ROSA</b>	<b>MASTER PAF NO:</b>	10M-9022
	<b>BOARD DATE:</b>	08-11-09
	<b>MAXIMUM DOLLAR AMOUNT:</b>	\$22,753.00
	<b>MAXIMUM HOURS:</b>	1,600
<b>BUDGET CODE: 35-00-40-0000-6910-2330</b>	<b>DURATION:</b>	06/10/09 – 06/09/10

**BOOKSTORE CLERK I**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Myhre, Lisa	06/10/09	Sandberg, Mary	06/10/09
Parmley, Melissa	06/10/09		

<b>BOOKSTORE/PETALUMA</b>	<b>MASTER PAF NO:</b>	10M-9023
	<b>BOARD DATE:</b>	08-11-09
	<b>MAXIMUM DOLLAR AMOUNT:</b>	\$17,582.25
	<b>MAXIMUM HOURS:</b>	1,250
<b>BUDGET CODE: 35-60-40-0000-6910-2330</b>	<b>DURATION:</b>	06/10/09 – 06/09/10

**BOOKSTORE CLERK I**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Myhre, Lisa	06/10/09	Sandberg, Mary	06/10/09
Parmley, Melissa	06/10/09		

**MASTER PAF'S - NEW (Continued)**

<b>BOOKSTORE/SANTA ROSA</b>	<b>MASTER PAF NO:</b>	<b>10M-9024</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$12,599.50</b>
	<b>MAXIMUM HOURS:</b>	<b>1,120</b>
<b>BUDGET CODE: 35-00-40-0000-6910-2330</b>	<b>DURATION:</b>	<b>06/10/09 – 06/09/10</b>

**ACCOUNT CLERK I**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Cordermann, Dustin	06/10/09	Karlsrud, Lorna	06/10/09
Geasland, Evelyn	06/10/09		

<b>BOOKSTORE/SANTA ROSA</b>	<b>MASTER PAF NO:</b>	<b>10M-9025</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$47,932.50</b>
	<b>MAXIMUM HOURS:</b>	<b>2,600</b>
<b>BUDGET CODE: 35-00-40-0000-6910-2330</b>	<b>DURATION:</b>	<b>06/10/09 – 06/09/10</b>

**BOOKSTORE CLERK II**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Crocker, Charles	06/10/09	Silkey, Satin	06/10/09
Schmidt, Robert	06/10/09	Whipple, Ben	06/10/09

<b>BOOKSTORE/SANTA ROSA</b>	<b>MASTER PAF NO:</b>	<b>10M-9026</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$25,731.50</b>
	<b>MAXIMUM HOURS:</b>	<b>2,600</b>
<b>BUDGET CODE: 35-00-40-0000-6910-2330</b>	<b>DURATION:</b>	<b>06/10/09 – 06/09/10</b>

**OPERATIONS ASSISTANT III**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Baker, Maxine	06/10/09	O'Donnell, Kate	06/10/09
McCord, Allison	06/10/09	Wong, Michael	06/10/09

<b>BOOKSTORE/PETALUMA</b>	<b>MASTER PAF NO:</b>	<b>10M-9052</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$34,142.50</b>
	<b>MAXIMUM HOURS:</b>	<b>1,700</b>
<b>BUDGET CODE: 35-60-40-0000-6910-2330</b>	<b>DURATION:</b>	<b>06/10/09 – 06/09/10</b>

**BOOKSTORE TECHNICIAN**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Augayo, Tomasa	06/10/09	Gilliland, Marissa	06/10/09
Fagan, Thomas	06/10/09	Tolliver, Maria	06/10/09

**MASTER PAF'S - NEW (Continued)**

<b>BOOKSTORE/SANTA ROSA</b>	<b>MASTER PAF NO:</b>	10M-9053
	<b>BOARD DATE:</b>	08-11-09
	<b>MAXIMUM DOLLAR AMOUNT:</b>	\$80,966.50
	<b>MAXIMUM HOURS:</b>	4,000
<b>BUDGET CODE:</b> 35-00-40-0000-6910-2330	<b>DURATION:</b>	06/10/09 – 06/09/10

**BOOKSTORE TECHNICIAN**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Augayo, Tomasa	06/10/09	Gilliland, Marissa	06/10/09
Fagan, Thomas	06/10/09	Tolliver, Maria	06/10/09

<b>CHILD DEVELOPMENT</b>	<b>MASTER PAF NO:</b>	10M-9065
	<b>BOARD DATE:</b>	08-11-09
	<b>MAXIMUM DOLLAR AMOUNT:</b>	\$3,009.00
	<b>MAXIMUM HOURS:</b>	300
<b>BUDGET CODE:</b> 10-00-63-1457-1330-2330	<b>DURATION:</b>	07/01/09 – 06/30/10

**TUTORIAL ASSISTANT**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Borland, Jessica	07/01/09	Rodriguez, Gerardo	07/01/09
Opel, Danell	07/01/09		

<b>CHILD DEVELOPMENT</b>	<b>MASTER PAF NO:</b>	10M-9066
	<b>BOARD DATE:</b>	08-11-09
	<b>MAXIMUM DOLLAR AMOUNT:</b>	\$1,050.00
	<b>MAXIMUM HOURS:</b>	75
<b>BUDGET CODE:</b> 10-00-63-1457-1330-2330	<b>DURATION:</b>	07/01/09 – 06/30/10

**TUTOR COORDINATOR**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Leiva, Claudia	07/01/09	Leon-Estrada, Cristobal	07/01/09

<b>CHILD DEVELOPMENT</b>	<b>MASTER PAF NO:</b>	10M-9067
	<b>BOARD DATE:</b>	08-11-09
	<b>MAXIMUM DOLLAR AMOUNT:</b>	\$30,000.00
	<b>MAXIMUM HOURS:</b>	2,000
<b>BUDGET CODE:</b> 33-00-63-0000-6920-2450	<b>DURATION:</b>	08/17/09 – 05/25/10

**CHILDCARE TEACHER**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Burns, Kailani	08/17/09	Pringle, Iris	08/17/09
Fuentes, Maria	08/17/09	Riedel, Jeanne	08/17/09
Hernandez, Erika	08/17/09	Schaefer, Diana	08/17/09
LaCumsky, Janelle	08/17/09	Shields, Beth	08/17/09
Layne, JoAnn	08/17/09	Soriano, Juana	08/17/09
McNally, Meara	08/17/09		

**MASTER PAF'S - NEW (Continued)**

<b>CHILD DEVELOPMENT</b>	<b>MASTER PAF NO:</b>	10M-9068
	<b>BOARD DATE:</b>	08-11-09
	<b>MAXIMUM DOLLAR AMOUNT:</b>	\$15,000.00
	<b>MAXIMUM HOURS:</b>	1,500
<b>BUDGET CODE:</b> 33-00-63-0000-6920-2450	<b>DURATION:</b>	08/17/09 – 05/25/10

**CHILDCARE ASSOCIATE TEACHER**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Arellanes, Margaret	08/17/09	O'Kane, Kara	08/17/09
Fitzpatrick, Kirsten	08/17/09	Small, Sherrell	08/17/09
Mathis, Lindsay	08/17/09	Zuspan, Jennifer	08/17/09

<b>CHILD DEVELOPMENT</b>	<b>MASTER PAF NO:</b>	10M-9069
	<b>BOARD DATE:</b>	08-11-09
	<b>MAXIMUM DOLLAR AMOUNT:</b>	\$3,731.00
	<b>MAXIMUM HOURS:</b>	248.75
<b>BUDGET CODE:</b> 10-00-63-1349-6923-2450	<b>DURATION:</b>	08/17/09 – 05/25/10

**CHILDCARE TEACHER**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Burns, Kailani	08/17/09	Riedel, Jeanne	08/17/09
Fuentés, Maria	08/17/09	Schaefer, Diana	08/17/09
Hernandez, Erika	08/17/09	Shields, Beth	08/17/09
McNally, Meara	08/17/09	Soriano, Juana	08/17/09

<b>CHILD DEVELOPMENT</b>	<b>MASTER PAF NO:</b>	10M-9070
	<b>BOARD DATE:</b>	08-11-09
	<b>MAXIMUM DOLLAR AMOUNT:</b>	\$498.00
	<b>MAXIMUM HOURS:</b>	33.25
<b>BUDGET CODE:</b> 10-00-63-1445-6924-2450	<b>DURATION:</b>	08/17/09 – 05/25/10

**CHILDCARE TEACHER**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Burns, Kailani	08/17/09	Pringle, Iris	08/17/09
Fuentes, Maria	08/17/09	Riedel, Jeanne	08/17/09
Hernandez, Erika	08/17/09	Schaefer, Diana	08/17/09
LaCumsky, Janelle	08/17/09	Shields, Beth	08/17/09
Layne, JoAnn	08/17/09	Soriano, Juana	08/17/09
McNally, Meara	08/17/09		

**MASTER PAF'S - NEW (Continued)**

<b>COMMUNITY EDUCATION/TRAFFIC</b>	<b>MASTER PAF NO:</b>	<b>10M-9032</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$30,000.00</b>
	<b>MAXIMUM HOURS:</b>	<b>720</b>
<b>BUDGET CODE: 10-00-79-0932-6825-1411</b>	<b>DURATION:</b>	<b>07/10/09 – 06/20/10</b>

**INSTRUCTORS**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Avila, Jose	07/10/09	McClintick, Ed	07/10/09
Coibion, Bob	07/10/09	Mede, John	07/10/09
Koenig, Art	07/10/09	Raya, Joe	07/10/09
Little, Martin	07/10/09		

<b>COMMUNITY EDUCATION</b>	<b>MASTER PAF NO:</b>	<b>10M-9033</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$38,514.00</b>
	<b>MAXIMUM HOURS:</b>	<b>4,200</b>
<b>BUDGET CODE: 10-00-79-0110-6825-2330</b>	<b>DURATION:</b>	<b>07/01/09 – 06/09/10</b>

**ADMINISTRATIVE ASSISTANT I**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Matthies, Kathleen	07/01/09	Wakeham, Jalyne	07/01/09
Ridgway, Lauren	07/01/09		

<b>COMMUNITY EDUCATION</b>	<b>MASTER PAF NO:</b>	<b>10M-9064</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$3,822.00</b>
	<b>MAXIMUM HOURS:</b>	<b>209</b>
<b>BUDGET CODE: 10-00-79-0110-6825-2330</b>	<b>DURATION:</b>	<b>06/10/09 – 06/30/09</b>

**ADMINISTRATIVE ASSISTANT I**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Matthies, Kathleen	06/10/09	Wakeham, Jalyne	06/10/09
Ridgway, Lauren	06/10/09		

<b>CULINARY ARTS</b>	<b>MASTER PAF NO:</b>	<b>10M-9062</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$36,692.12</b>
	<b>MAXIMUM HOURS:</b>	<b>2,516</b>
<b>BUDGET CODE: 10-20-76-0974-1306-2330</b>	<b>DURATION:</b>	<b>07/01/09 – 06/09/10</b>

**FRONT HOUSE COORD.. COUNTER MANAGER.. LEAD CASHIER.. DISHWASHER**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Arden, Gabe	07/01/09	Ortiz, Elsa	07/01/09
Fischer, Betsy	07/01/09	Ortiz, Mayra	07/01/09

**MASTER PAF'S - NEW (Continued)**

<b>CULINARY ARTS</b>	<b>MASTER PAF NO:</b>	<b>10M-9063</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$1,464.88</b>
	<b>MAXIMUM HOURS:</b>	<b>92</b>
<b>BUDGET CODE: 10-20-76-0974-1306-2330</b>	<b>DURATION:</b>	<b>06/24/09 – 06/30/09</b>

**FRONT HOUSE COORD., COUNTER MANAGER, LEAD CASHIER, DISHWASHER**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Arden, Gabe	06/24/09	Ortiz, Elsa	06/24/09
Fischer, Betsy	06/24/09	Ortiz, Mayra	06/24/09

<b>DISTRICT POLICE</b>	<b>MASTER PAF NO:</b>	<b>10M-9028</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$400.00</b>
	<b>MAXIMUM HOURS:</b>	<b>50</b>
<b>BUDGET CODE: 39-00-40-1420-6950-2330</b>	<b>DURATION:</b>	<b>06/10/09 – 06/30/09</b>

**PARKING ATTENDANT**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Archie III, Addison	06/10/09	Houston, Craig	06/10/09

<b>DISTRICT POLICE</b>	<b>MASTER PAF NO:</b>	<b>10M-9029</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$4,806.00</b>
	<b>MAXIMUM HOURS:</b>	<b>300</b>
<b>BUDGET CODE: 39-00-40-1420-6950-2330</b>	<b>DURATION:</b>	<b>06/10/09 – 06/30/09</b>

**COMMUNITY SERVICE OFFICER**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Basillio, Cesar	06/10/09	Hopkins, Thomas	06/10/09
Behsmann, Noah	06/10/09	Karussos, Chris	06/10/09
Bueno, Betsy	06/10/09	Laomeepol, Julie	06/10/09
Clendennin, Derrick	06/10/09	McVey, Alicia	06/10/09
Cottrell, Rulon	06/10/09	Vincak, Lisa	06/10/09
Cuevas, Mario	06/10/09	Wasik, William	06/10/09
Deiner, Pauline	06/10/09	Zepponi, Zachary	06/10/09
Hoffman, Celeste	06/10/09		

**MASTER PAF'S - NEW (Continued)**

<b>DISTRICT POLICE</b>	<b>MASTER PAF NO:</b>	<b>10M-9030</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$1,019.00</b>
	<b>MAXIMUM HOURS:</b>	<b>50</b>
<b>BUDGET CODE: 39-00-40-1420-6950-2330</b>	<b>DURATION:</b>	<b>06/10/09 – 06/30/09</b>

**POLICE DISPATCHER**

<u>Name</u>	<u>Effective</u>
Murray, Shanna	06/10/09

<b>DISTRICT POLICE</b>	<b>MASTER PAF NO:</b>	<b>10M-9059</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$1,019.00</b>
	<b>MAXIMUM HOURS:</b>	<b>1,200</b>
<b>BUDGET CODE: 39-00-40-1420-6950-2330</b>	<b>DURATION:</b>	<b>07/01/09 – 01/09/10</b>

**POLICE DISPATCHER**

<u>Name</u>	<u>Effective</u>
Murray, Shanna	07/01/09

<b>DISTRICT POLICE</b>	<b>MASTER PAF NO:</b>	<b>10M-9060</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$40,000.00</b>
	<b>MAXIMUM HOURS:</b>	<b>2,500</b>
<b>BUDGET CODE: 39-00-40-1420-6950-2330</b>	<b>DURATION:</b>	<b>07/01/09 – 01/09/10</b>

**COMMUNITY SERVICE OFFICER**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Basillio, Cesar	07/01/09	Hopkins, Thomas	07/01/09
Behsmann, Noah	07/01/09	Karussos, Chris	07/01/09
Bueno, Betsy	07/01/09	Laomeepol, Julie	07/01/09
Clendennin, Derrick	07/01/09	McVey, Alicia	07/01/09
Cottrell, Rulon	07/01/09	Vincak, Lisa	07/01/09
Cuevas, Mario	07/01/09	Wasik, William	07/01/09
Hoffman, Celeste	07/01/09	Zeponi, Zachary	07/01/09

<b>DISTRICT POLICE</b>	<b>MASTER PAF NO:</b>	<b>10M-9061</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$14,600.00</b>
	<b>MAXIMUM HOURS:</b>	<b>1,050</b>
<b>BUDGET CODE: 39-00-40-1420-6950-2330</b>	<b>DURATION:</b>	<b>07/01/09 – 01/09/10</b>

**PARKING ATTENDANT**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Archie III, Addison	07/01/09	Houston, Craig	07/01/09

**MASTER PAF'S - NEW (Continued)**

<b>ENGLISH AS A SECOND LANGUAGE</b>	<b>MASTER PAF NO:</b>	<b>10M-9050</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$8,827.00</b>
	<b>MAXIMUM HOURS:</b>	<b>857</b>
<b>BUDGET CODE: 10-05-71-1212-1533-2430</b>	<b>DURATION:</b>	<b>06/15/09 – 06/09/10</b>

**CULTURAL LIAISON**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Aguayo de Vieyra, Dora	06/15/09	Molina, Blanca	06/15/09
Bautista, Maria	06/15/09	Penaloza, Angela	06/15/09
Calvez, Mary	06/15/09	Quiroz, Maria	06/15/09
Camacho, Hector	06/15/09	Quiroz, Maria Carmen	06/15/09
Farfan, Jessica	06/15/09	Rodriguez, Nerith	06/15/09
Farfan, Victor	06/15/09	Sanchez, Marisol	06/15/09
Gonzales, Maria	06/15/09	Schwan, Rosemary	06/15/09
Jaramillo, Peter	06/15/09	Serrano, Norma	06/15/09
Leiphart, Francine	06/15/09		

<b>ENGLISH AS A SECOND LANGUAGE</b>	<b>MASTER PAF NO:</b>	<b>10M-9051</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$13,966.00</b>
	<b>MAXIMUM HOURS:</b>	<b>1,356</b>
<b>BUDGET CODE: 10-05-71-1214-1533-2430</b>	<b>DURATION:</b>	<b>06/15/09 – 06/09/10</b>

**CULTURAL LIAISON**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Aguayo, Dora	06/15/09	Molina, Blanca	06/15/09
Bautista, Maria	06/15/09	Penaloza, Angela	06/15/09
Calvez, Mary	06/15/09	Quiroz, Maria	06/15/09
Camacho, Hector	06/15/09	Quiroz, Maria Carmen	06/15/09
Farfan, Jessica	06/15/09	Rodriguez, Nerith	06/15/09
Farfan, Victor	06/15/09	Sanchez, Marisol	06/15/09
Gonzales, Maria	06/15/09	Schwan, Rosemary	06/15/09
Jaramillo, Peter	06/15/09	Serrano, Norma	06/15/09
Leiphart, Francine	06/15/09		
Loyola, Cindy	06/15/09		

<b>FACILITIES OPERATIONS/PETALUMA</b>	<b>MASTER PAF NO:</b>	<b>10M-9043</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$16,800.00</b>
	<b>MAXIMUM HOURS:</b>	<b>1,359</b>
<b>BUDGET CODE: 10-60-64-0000-6530-2350</b>	<b>DURATION:</b>	<b>06/10/09 – 06/09/10</b>

**CUSTODIAN**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Mendez, Leticia	06/10/09	Sandoval, Lucila	06/10/09
Rangle, Roberto	06/10/09		



MASTER PAF'S - NEW (Continued)

<b>FACILITIES OPERATIONS/PETALUMA</b>	<b>MASTER PAF NO:</b>	<b>10M-9044</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$5,000.00</b>
	<b>MAXIMUM HOURS:</b>	<b>404</b>
<b>BUDGET CODE: 10-60-64-0000-6530-2330</b>	<b>DURATION:</b>	<b>06/10/09 – 06/09/10</b>

CUSTODIAN

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Mendez, Leticia	06/10/09	Sandoval, Lucila	06/10/09
Rangle, Roberto	06/10/09		

<b>FACILITIES OPERATIONS</b>	<b>MASTER PAF NO:</b>	<b>10M-9058</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$70,000.00</b>
	<b>MAXIMUM HOURS:</b>	<b>5,663</b>
<b>BUDGET CODE: 10-00-20-0000-6530-2350</b>	<b>DURATION:</b>	<b>07/01/09 – 06/09/10</b>

CUSTODIAN

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Girmay, Gubsu	07/01/09	Mebrahtu, Goitom	07/01/09
Goitom, Kahsai	07/01/09	Mehare, Haile	07/01/09
Habtemariam, Tekie	07/01/09	Phillips, Dawn	07/01/09
Hagos, Mengsteab	07/01/09	Sebhatu, Awet	07/01/09
Hailemichael, Yemane	07/01/09	Tewolde, Fessehaye	07/01/09
Kidane, Hirut	07/01/09	Woldu, Megistab	07/01/09

<b>HR/REASONABLE ACCOMMODATION</b>	<b>MASTER PAF NO:</b>	<b>10M-9071</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$5,000.00</b>
	<b>MAXIMUM HOURS:</b>	<b>139</b>
<b>BUDGET CODE: 10-00-00-0000-6735-2430</b>	<b>DURATION:</b>	<b>06/10/09 – 12/18/09</b>

SIGN LANGUAGE INTERPRETERS

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Alawyn, Stacy	06/10/09	Harris, Carol-Joy	06/10/09
Bishop, Michele	06/10/09	Jacobvitz, Laurie	06/10/09
Borntraeger, Linda	06/10/09	Jourdain, Michele	06/10/09
Brockman, Heidi	06/10/09	Lehman, Christine	06/10/09
Clendennin, Donna	06/10/09	Maloney, Audrey	06/10/09
Collins, Jeanne	06/10/09	Malloy, Catherine	06/10/09
Crawford, Michelle	06/10/09	Newstead, Holly	06/10/09
Crosby Wilding, Athena	06/10/09	Oliver, Toni	06/10/09
Davis, Terri	06/10/09	Park, Lynda	06/10/09
DePree, Janet	06/10/09	Pretty, Lisa	06/10/09

**MASTER PAF'S - NEW (Continued)**

<b>HR/REASONABLE ACCOMMODATION</b>		<b>MASTER PAF NO: 10M-9071</b>	
<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Destiny, Zen	06/10/09	Reynolds, Teresa	06/10/09
DiMuro, Paula	06/10/09	Rodriguez, Danielle	06/10/09
Ehlers, James Matt	06/10/09	Slingland, Shelley	06/10/09
Ford, Elizabeth	06/10/09	Snyder, Barbara	06/10/09
Graham, Mary	06/10/09	Williams, Marlayne	06/10/09
Greenberg, Paul	06/10/09		

<b>MATRICULATION/NONCREDIT</b>		<b>MASTER PAF NO: 10M-9045</b>	
		<b>BOARD DATE:</b>	08-11-09
		<b>MAXIMUM DOLLAR AMOUNT:</b>	\$4,404.30
		<b>MAXIMUM HOURS:</b>	415.5
<b>BUDGET CODE:</b>	10-05-80-1341-6321-2330	<b>DURATION:</b>	07/01/09 – 01/09/10

**MATRICULATION TECHNICIAN I**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Gonzalez, Maria	07/01/09	Rodriguez, Gerardo	07/01/09
Leon-Estrada, Cristobal	07/01/09	Sanchez, Marisol	07/01/09
Quiroz, Carmen	07/01/09	Tlatilpa, Jose	07/01/09

<b>MATRICULATION</b>		<b>MASTER PAF NO: 10M-9046</b>	
		<b>BOARD DATE:</b>	08-11-09
		<b>MAXIMUM DOLLAR AMOUNT:</b>	\$8,510.00
		<b>MAXIMUM HOURS:</b>	370
<b>BUDGET CODE:</b>	10-00-80-1340-6321-2330	<b>DURATION:</b>	07/01/09 – 12/09/09

**WRITING SAMPLE EVALUATOR**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Apple, Robert	07/01/09	Mor-Barak, Shunit	07/01/09
Braynard, Jane	07/01/09	Ross, Linda	07/01/09
Castellini, Ed	07/01/09	Shick, Ellen	07/01/09
Fleming, Nancy	07/01/09	Skagerberg, Ellen	07/01/09
Frischia, Judith	07/01/09	Veiga, Nancy	07/01/09
Gardner, Carole	07/01/09	Zolotoff, Robin	07/01/09
Macdonald, Julia	07/01/09		

<b>MATRICULATION/NONCREDIT</b>		<b>MASTER PAF NO: 10M-9047</b>	
		<b>BOARD DATE:</b>	08-11-09
		<b>MAXIMUM DOLLAR AMOUNT:</b>	\$8,505.14
		<b>MAXIMUM HOURS:</b>	734.5
<b>BUDGET CODE:</b>	10-05-80-1341-6321-2330	<b>DURATION:</b>	07/01/09 – 01/09/10

**MATRICULATION TECHNICIAN II**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Loeza, Miguel	07/01/09	Quiroz, Guadalupe	07/01/09
Pamatmat, Matt	07/01/09		

MASTER PAF'S - NEW (Continued)

<b>MEDIA SERVICES</b>	<b>MASTER PAF NO:</b>	<b>10M-9057</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$500.00</b>
	<b>MAXIMUM HOURS:</b>	<b>30</b>
<b>BUDGET CODE: 10-00-77-0000-6130-2330</b>	<b>DURATION:</b>	<b>07/01/09 – 06/06/10</b>

MEDIA PRODUCTION TECHNICIAN

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Bennington, Tola	07/01/09	Kornfeld, Martin	07/01/09
Brown, Timothy	07/01/09	Masura, Nadja	07/01/09
Guevara, Gabriel	07/01/09	Vann, Vanessa	07/01/09
Keller, Grant	07/01/09	Woods, Charlie	07/01/09

<b>MUSIC/PETALUMA CAMPUS</b>	<b>MASTER PAF NO:</b>	<b>10M-9054</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$816.00</b>
	<b>MAXIMUM HOURS:</b>	<b>67</b>
<b>BUDGET CODE: 10-60-64-0000-1004-2430</b>	<b>DURATION:</b>	<b>08/18/09 – 12/01/09</b>

INSTRUCTIONAL ASSISTANT

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Hatfield, Catherine	08/18/09	Smith, Lynda	08/18/09
Kiler, Cathe	08/18/09	Tolman, Jeff	08/18/09
Rasmussen, Mark		Viebrock, Rebecca	08/18/09

<b>STUDENT HEALTH SERVICES</b>	<b>MASTER PAF NO:</b>	<b>10M-9037</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$13,747.50</b>
	<b>MAXIMUM HOURS:</b>	<b>750</b>
<b>BUDGET CODE: 10-00-80-1410-6440-2330</b>	<b>DURATION:</b>	<b>06/10/09 – 06/30/09</b>

ADMINISTRATIVE ASSISTANT I

<u>Name</u>	<u>Effective</u>
O'Meara, Patrick	06/10/09

**MASTER PAF'S - NEW (Continued)**

<b>STUDENT HEALTH SERVICES</b>	<b>MASTER PAF NO:</b>	<b>10M-9039</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$19,180.80</b>
	<b>MAXIMUM HOURS:</b>	<b>540</b>
<b>BUDGET CODE: 10-00-80-1410-6440-2330</b>	<b>DURATION:</b>	<b>06/10/09 – 06/30/09</b>

**COLLEGE NURSE PRACTITIONER**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Black, Nicole	06/10/09	Lane, Meliea	06/10/09
Brown, Kristine	06/10/09	Ray, Candace	06/10/09
Crane, Carolyn	06/10/09	Rogers, Marie	06/10/09
Eschenbach, Suellen	06/10/09	Smith, Wendy	06/10/09

<b>STUDENT HEALTH SERVICES</b>	<b>MASTER PAF NO:</b>	<b>10M-9055</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$15,989.00</b>
	<b>MAXIMUM HOURS:</b>	<b>450</b>
<b>BUDGET CODE: 10-00-80-1410-6440-2330</b>	<b>DURATION:</b>	<b>07/01/09 – 12/31/09</b>

**COLLEGE NURSE PRACTITIONER**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Black, Nicole	07/01/09	Lane, Meliea	07/01/09
Brown, Kristine	07/01/09	Ray, Candace	07/01/09
Crane, Carolyn	07/01/09	Rogers, Marie	07/01/09
Eschenbach, Suellen	07/01/09	Smith, Wendy	07/01/09

<b>TUTORIAL/PETALUMA CAMPUS</b>	<b>MASTER PAF NO:</b>	<b>10M-9034</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$45,665.00</b>
	<b>MAXIMUM HOURS:</b>	<b>2,241</b>
<b>BUDGET CODE: 10-60-64-0000-6114-2430</b>	<b>DURATION:</b>	<b>06/10/09 – 05/21/10</b>

**INSTRUCTIONAL ASSISTANT, SENIOR**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Campos, Kathy	06/10/09	Hoogendyk, John	06/10/09
Carver, Brett	06/10/09	Maya, Kerri	06/10/09
Fernandez, Mary Ann	06/10/09	Nanez, Rocio del Pilar	06/10/09
Fode, Leslie	06/10/09		

**MASTER PAF'S - NEW (Continued)**

<b>WORKFORCE TRAINING/ETP</b>	<b>MASTER PAF NO:</b>	<b>10M-9056</b>
	<b>BOARD DATE:</b>	<b>08-11-09</b>
	<b>MAXIMUM DOLLAR AMOUNT:</b>	<b>\$600.00</b>
	<b>MAXIMUM HOURS:</b>	<b>185</b>
<b>BUDGET CODE: 10-00-63-1363-7011-2330</b>	<b>DURATION:</b>	<b>07/01/09 – 08/30/09</b>

**ASSISTANT INSTRUCTORS**

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Botai, Jannette	07/01/09	Nguyen, Thao	07/01/09

**MASTER PAF'S – REVISIONS**

<b>MEDIA SERVICES</b>	<b>MASTER PAF NO:</b>	<b>09M-8098 (REV A)</b>
<b>BOARD APPROVED 11-12-08:</b>	<b>DOLLAR AMOUNT:</b>	<b>\$796.00</b>
<b>ADDITIONAL \$ REQUESTED, EFFECTIVE 08-11-09:</b>		<b>+ 200.00</b>
<b>New Balance:</b>		<b>\$996.00</b>
<b>BOARD APPROVED 11-12-08:</b>	<b>HOURS:</b>	<b>48</b>
<b>ADDITIONAL HOURS REQUESTED, EFFECTIVE 08-11-09:</b>		<b>12</b>
<b>New Balance:</b>		<b>60</b>
<b>BUDGET CODE: 10-00-72-0000-1004-2330</b>	<b>DURATION:</b>	<b>10/10/08 – 06/09/09</b>





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO.
FROM: PRESIDENT	7 E
SUBJECT: Regular Instructional Assistants	DATE 08-11-09
REASON FOR BOARD CONSIDERATION <b>ACTION</b>	ENCLOSURES 1 of 2

## BACKGROUND

Requesting approval of the following regular Instructional Assistants personnel actions.

**Definition:** Classified employees whose assignments are generally related directly to the College's instructional program(s). Work year generally reflects days of classroom instruction.

### Employment

- Cahn, Lisa**      **Temporary Increase in Hours**  
 Sign Language Interpreter, Senior/Disability Resources  
 161/171 Days/Year, Grade S, Step 5, \$42.53/Hour (\$40.50 Plus \$2.03, 11<sup>th</sup> Year Longevity)  
**From:** .50 FTE  
**To:** .625 FTE  
 Effective 08-17-09 to 12-18-09
- Hopper, Maya**      **Two Assignments**  
**#1 Temporary Decrease in Hours**  
 Instructional Assistant, Senior/Tutorial Center  
 161/171 Days/Year, Grade K, Step 5, \$24.77/Hour  
**From:** .375 FTE  
**To:** .325 FTE  
 Effective 08-17-09 to 05-21-10

**#2 No Change**  
 Instructional Assistant, Senior/Tutorial Center/Petaluma  
 .175 FTE, 161/171 Days/Year, Grade K, Step 5, \$24.77/Hour

Continued

## BUDGET IMPACT

Within currently approved budgeted general fund positions.

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the submitted Regular Instructional Assistant personnel actions.

Initiator <i>KCF</i>	Supervising Adm/Mgr	Vice President	President <i>RF</i>
Karen C. Furukawa			Robert F. Agrella

**Employment continued**

- 3    **Nix, Rachel**        **Temporary Increase in Hours**  
Instructional Assistant, Senior/College Skills  
12 Months/Year, Grade K, Step 5  
**From:**        .475 FTE, \$2,039.18/Month  
**To:**            .70 FTE, \$3,005.10/Month  
Effective 07-01-09 to 06-30-10
  
4.    **Silverman, Jeff**      **Temporary Decrease in Hours**  
Instructional Assistant, Senior/Tutorial Center  
161/171 Days/Year, Grade K, Step 5, \$28.67/Hour (\$24.77 Plus \$3.90,  
21<sup>st</sup> Year Longevity)  
**From:**        .50 FTE  
**To:**            .125 FTE  
Effective 08-17-09 to 05-21-10
  
5.    **Wood, Mary Ann**      **Temporary Increase in Hours**  
Instructional Assistant, Senior/Tutorial Center  
161/171 Days/Year, Grade K, Step 3, \$22.46/Hour  
**From:**        .075 FTE  
**To:**            .225 FTE  
Effective 08-17-09 to 05-21-10





# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO.
FROM: PRESIDENT	7 F
SUBJECT: Approval to Hire Prior to Next Board Meeting	DATE 08-11-09
REASON FOR BOARD CONSIDERATION <b>ACTION</b>	ENCLOSURES 1 of 1

**BACKGROUND**

No positions recommended to hire prior to next Board Meeting.

**BUDGET IMPACT**

None.

**ADMINISTRATIVE RECOMMENDATION**

None.

Initiator <i>KCF</i>	Supervising Adm/Mgr	Vice President	President <i>RFA</i>
Karen C. Furukawa			Robert F. Agrella





# Santa Rosa Junior College

TO:	BOARD OF TRUSTEES	ITEM NO. 8
FROM:	PRESIDENT	
SUBJECT:	June 12, 2009 – July 16, 2009 Warrants	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>ACTION</b>		ENCLOSURES 1 of 2

## BACKGROUND

Attached is a recap of the warrants issued during the period June 12, 2009–July 16, 2009. The warrant listing is available for Board review.

## ADMINISTRATIVE RECOMMENDATION

A recommendation that the Board of Trustees approve the warrants expended during the period June 12, 2009 – July 16, 2009.

Initiator	Supervising Adm/Mgr	Vice President	President
Linda Close	Kate Jolley	Doug Roberts	Robert F. Agrella

**WARRANT SUMMARY**

For the Period of

June 12, 2009 - July 16, 2009

<u>Source</u>	<u>Check Range</u>	<u>Amount</u>
Operating Expenditures:	337208 - 337793	
General Fund		\$1,529,750
Capital Projects Fund		40,632
General Obligation Bond Projects Fund		1,133,236
Dormitory Interest/Redemption Fund		0
Child Development Fund		732
College Farm Fund		89,342
Auxiliary Enterprise Fund		2,853
Vending Fund		0
Parking Fund		3,753
Repair & Replacement Fund		0
Self Insurance Fund		2,539
Retiree Benefits Trust Fund		0
Student Representation Fee Fund		1,067
Development Fund		21
Total Operating Expenditures		<u>\$2,803,925</u>
Payroll Expenditures:		
Regular - June		\$2,796,475
Student - June		111,236
Supplemental - July		<u>2,046,534</u>
Total Payroll Expenditures		<u>\$4,954,245</u>
<b>TOTAL WARRANTS FOR PERIOD</b>		<u><u>\$7,758,170</u></u>

# Santa Rosa Junior College



TO:	BOARD OF TRUSTEES	ITEM NO. 9
FROM:	PRESIDENT	
SUBJECT:	Service Employees International Union (SEIU) Tentative Contract Agreement 2009-10	DATE 08-11-09
REASON FOR BOARD CONSIDERATION <b>ACTION</b>		ENCLOSURES 1 of 3

## BACKGROUND

The District has signed a Tentative Agreement with SEIU, Local 1021. SEIU members voted on the proposed settlement on July 21, 2009. The membership overwhelmingly passed the Tentative Agreement with 118 members voting in favor of the proposal and 3 members opposed. The elements of the Tentative Agreement are set out below.

### Article 5 Organizational Rights

- Article pulled by SEIU from negotiations for this contract.

### Article 6 Hours of Employment

- Mandatory Time Off (MTO) equivalent to 3% minus any Voluntary Time Off (VTO). MTO hours will be taken based upon SEIU's agreement with a recommendation from a task force comprised of representatives from affected work groups, otherwise employees will choose when the required hours of MTO will be taken as mutually agreed upon with their supervisor according to the vacation provisions of the current contract between SEIU and the District. Exceptions granted on a case-by-case basis with manager, component administrator and HR approval. Even if an exception is granted the unit member will still be responsible for taking the required MTO prior to June 30, 2010, or they will forfeit the MTO time.
- MTO to be handled with a salary schedule reduction to preserve PERS accrual.
- VTO above MTO to be handled as a pay dock.

Continued

## BUDGET IMPACT

The MTO and VTO have an approximate savings of \$676,000. The economic impact of the other elements of the Tentative Agreement is minor.

## ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees approve the Tentative Contract Agreement with Service Employees International Union (SEIU), Local 1021, for 2009-10, contingent upon ratification by members of SEIU.

Initiator <i>KCF</i>	Supervising Adm/Mgr	Vice President	President
Karen C. Furukawa		Douglas Roberts	Robert F. Agrella

## **Tentative Contract Agreement 2009-10 - Continued**

### **Article 7 Pay and Allowances**

- 0% COLA
- Retain 0.95% Paid Time Off (PTO)
- The District will implement the 2008/2009 Classification Review Results (Student Services) as of July 1, 2010.
- Contract language clarification shortening the time delay for less than half-time unit members to receive a step increase.
- Contract language clarifying that step advancement in the case of promotion has the same requirements as regular employment.

### **Article 9 Health and Welfare Benefits**

- Fully Paid Healthcare
- Beginning October 1, 2009, change the SISC Blue Shield coverage to include a \$200 brand name prescription deductible, and increase the prescription co-pays to \$10/\$35/\$35 for generic/brand/non-formulary.
- Beginning October 1, 2009, the District only picks up single vision coverage. Employees can purchase dependent vision coverage (\$13.78/month).
- SEIU contributes \$50,000 from the SEIU Health and Welfare Benefits Reserve Fund.

### **Article 13 Grievance Procedure**

- Superintendent/President to review all Level II grievances. This had been a pilot program for several years.

### **Article 16 Fringe Benefits for Retirees**

- Contract language cleanup to reflect changes in health care provider requirements, and eliminating unnecessary coverage.

### **Article 19 Classification/Reclassification**

- There will be a 2-year hiatus of the Classification Review Process (CRC). The CRC process will resume in 2011/2012.

### **Article 20 Layoff Procedures**

- VTO above MTO not to count against seniority accrual.

## **Tentative Contract Agreement 2009-10 - Continued**

### **Article 22 Employee Education and Training**

- The District and SEIU will continue the development of a Professional Development Plan.

### **Article 25 Term of Agreement**

- One year contract 07/01/2009 to 06/30/2010.







# Santa Rosa Junior College

TO:	BOARD OF TRUSTEES	ITEM NO.
FROM:	PRESIDENT	10
SUBJECT:	Resolution #21-09, Agreement for District Enforcement of City of Santa Rosa Non-smoking Ordinance	DATE 8-11-09
REASON FOR BOARD CONSIDERATION	<b>ACTION</b>	ENCLOSURES 1 of 3

## BACKGROUND

In January 1989, the Board adopted a smoke-free environment policy to promote a safe and healthful atmosphere for students, faculty, staff and visitors to its campuses, centers and other District sites. This policy was revised in April 2005 to clearly state that tobacco use was prohibited, both indoors and outdoors, on District-controlled property. Despite this policy, and clearly worded signage throughout the District, smoking has not only continued, but it has gotten noticeably worse. In response, the District's Associated Students initiated a move towards stronger policy enforcement, specifically the ability of District Police to issue "citations" to policy violators. Per legal counsel, the best way for the District to issue citations is through the enforcement of state, county and city laws and ordinances.

At the July 14, 2009 meeting, the Board of Trustees revised Board Procedure 6.8.6P, Smoke-Free Environmental Procedural Guidelines to include the following language "...the Sonoma County Junior College District Police shall enforce all state, county and city ordinances that prohibit smoking on or near District Property."

By entering into an agreement with the City of Santa Rosa that grants District Police the authority to enforce the city's non-smoking ordinances on or near District Property, the District's Police will have the legal authority to issue city-citations to violators of the District's smoke free policy, both on, and within 20 feet of District property in Santa Rosa.

The District is working to obtain similar agreements with the County, and the cities of Windsor and Petaluma to strengthen enforcement at all District sites.

## BUDGET IMPACT

None

## ADMINISTRATIVE RECOMMENDATION

A recommendation that the Board of Trustees approve Resolution #21-09, establishing an agreement with the City of Santa Rosa for District enforcement of the City's non-smoking ordinance.

Initiator	Supervising Adm/Mgr	Vice President	President
	Doug Roberts	Doug Roberts	Robert F. Agrella

**RESOLUTION #21-09****RESOLUTION OF THE BOARD OF TRUSTEES OF SONOMA COUNTY JUNIOR COLLEGE DISTRICT AUTHORIZING THE SUPERINTENDENT/PRESIDENT TO SIGN AN AGREEMENT AUTHORIZING ENFORCEMENT OF CITY CODE CHAPTER 9-20, NON-SMOKING ORDINANCE, BY PEACE OFFICERS EMPLOYED BY SANTA ROSA JUNIOR COLLEGE.**

**WHEREAS**, in 2006, the City adopted a comprehensive local ordinance, found at Chapter 9-20 of the Santa Rosa City Code, prohibiting smoking in or around workplaces and public places. Among its provisions are Santa Rosa City Code § 9-20.050, subd. (B), which prohibits smoking within a reasonable distance, and a minimum of 20 feet, from an area where smoking is prohibited; and

**WHEREAS**, at approximately the same time that the City adopted its ordinance, the District adopted a policy making all of its property, whether indoor or outdoor, smoke-free. This policy prohibits smoking in all buildings owned by the District and in all outdoor areas on the District's property, including on the Santa Rosa Junior College (SRJC) Campus located along the western edge of Mendocino Avenue in the City; and

**WHEREAS**, of late, on the Santa Rosa Campus along Elliott Avenue, which bisects the District's property, students have taken to congregating in the area of the crosswalk and using it as an informal outdoor smoking area, even though this activity is prohibited by the District's policies. When informed of their violation, these students simply move four to six feet from District property to the city-owned sidewalk, and continue to smoke, despite the numerous students who have to pass through this area to get from one class to another; and

**WHEREAS**, the District does not want to divert the City's police from other duties to enforce the ordinance on or near District's property, particularly when the District has its own police force whose members are designated as peace officers under Penal Code § 830.32 and Education Code § 72330; and

**WHEREAS**, the District would prefer that its own officers issue infraction citations for violation of the City's ordinance, and specifically Santa Rosa City Code § 9-20.050, which the District believes would be the most effective and expeditious way of dealing with this problem. Because this is a City ordinance and not a state law, however, the District wants to ensure the lawfulness of its officers issuing citations by obtaining authorization from the City in advance; and

**WHEREAS**, the City is authorized to grant consent to enforce City's ordinance to District peace officers within city limits pursuant to Penal Code Section 830.1(a)(2); and

**WHEREAS**, City's Chief of Police wishes to grant consent to District peace officers pursuant to Penal Code Section 830.1 and 830.32 to enforce Santa Rosa City Code Chapter 9.20 on or near District's campus property; and

**WHEREAS**, In exercising the authority provided under this agreement, police officers employed by the District shall only issue citations for violation of Chapter 9.20 that occur on or near property owned by

the District, and within the minimum reasonable distance of 20 feet of District’s property as set forth in the code, which would include the sidewalks, streets and other rights of way adjacent to the College’s property. The citation shall be issued in the same manner that it would have been issued by a City police officer for a violation of the ordinance, or by a District police officer for a violation of a provision of California state law.

**NOW, THEREFORE, BE IT RESOLVED** that the Sonoma County Junior College District Board of Trustees permit the Superintendent/President to sign an agreement authorizing enforcement, by peace officers employed by Santa Rosa Junior College, of City Code Chapter 9-20 prohibiting smoking in or around workplaces and public places.

The foregoing resolution was moved by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_, and adopted on a roll call vote on this 11th day of August, 2009, by the following vote:

Trustee B. Robert Burdo	_____
Trustee Richard W. Call	_____
Trustee Don Edgar	_____
Trustee Jeff Kunde	_____
Trustee W. Terry Lindley	_____
Trustee Onita Pellegrini	_____
Trustee Don Zumwalt	_____
Student Trustee Ian Maurer*	_____

\*Student Trustee—Advisory Vote

AYES: \_\_\_\_ NOES \_\_\_\_ ABSENT/ABSTAINING: \_\_\_\_

\_\_\_\_\_  
Secretary of the Board of Trustees





# Santa Rosa Junior College

TO:	BOARD OF TRUSTEES	ITEM NO. 11
FROM:	PRESIDENT	
SUBJECT:	Approval to Access Former SRJC Student Records	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>ACTION</b>		ENCLOSURES 1 of 2

## BACKGROUND

Recent amendments to the Family Educational Rights and Privacy Act (FERPA) regulations clarified the issue of releasing "directory information" to "school support organizations." Specifically, the Department of Education has concluded that a college may determine that organizations such as college support foundations may receive directory information regarding students and former students provided that:

1. The foundation performs a service or function that the college would otherwise perform;
2. That the use and maintenance of the directory information by the support foundation remain under the control of the college;
3. That the foundation agrees to maintain the information as confidential and used only for foundation purposes.

The SRJC Foundation is an approved auxiliary organization and is governed by Education Code sections 72670 et. seq. As such, it qualifies as an organization to which the college may release directory information regarding students and former students. The SRJC Foundation is requesting access to and use of directory information of students and former student records for the purpose of increasing outreach and

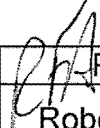
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## BUDGET IMPACT

None

## ADMINISTRATIVE RECOMMENDATION

A recommendation that the Board of Trustees approve access of directory information of students and former student records by the SRJC Foundation as outlined in the revised Family Educational Rights and Privacy Act (FERPA) guidelines.

Initiator	Supervising Adm/Mgr	Vice President	 President
			Robert F. Agrella

communications to alumni of the college. As outlined in FERPA regulations, the SRJC Foundation does not have, and is not requesting, access to records of former students who requested “non-disclosure of directory information in his or her last term of attendance.”

In the spring semester revisions to board Procedure 8.2.9P, Student Educational Rights & Privacy, were presented to College Council. Since further review and discussion will resume in the fall semester, this will provide an opportunity to amend the procedure to include the following statement: Directory information with respect to students and former students may be released to the SRJC Foundation for the purpose of fundraising and improving outreach and communications.



# Santa Rosa Junior College

TO:	BOARD OF TRUSTEES	ITEM NO. 12
FROM:	PRESIDENT	
SUBJECT:	Out-of-State Travel Report	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>INFORMATION</b>		ENCLOSURES 1 of 1

## BACKGROUND

The following is a listing by name, name of conference attended and actual cost to the District for reimbursement to employees attending out-of-state conferences and classes during Spring 2009:

Name	Conference		Reimbursed
Victor Cummings	League for Innovation Conference, Reno, NV	***	875.52
Ann Foster	League for Innovation Conference, Reno, NV	***	602.00
Steven Cohen	League for Innovation Conference, Reno, NV	***	833.70
Mary Kay Rudolph	League for Innovation Conference, Reno, NV	***	741.00
Jerry Miller	League for Innovation Conference, Reno, NV	***	742.59
Micca Gray	League for Innovation Conference, Reno, NV	***	849.00
Jill Frank	League for Innovation Conference, Reno, NV	***	1,238.73
Annie Banks	League for Innovation Conference, Reno, NV	***	602.00
Marianne Arden	League for Innovation Conference, Reno, NV	***	764.00
Kris Abrahamson	League for Innovation Conference, Reno, NV	***	710.00
Lorraine Wilson	League for Innovation Conference, Reno, NV	***	426.19
Todd Straus	League for Innovation Conference, Reno, NV	***	500.00
Cheryl Hanson	Present at International Conference on Education, Honolulu, HI	***	775.00
Molly Matheson	Association of College and Research Libraries Conf., Seattle, WA	***	959.00
James Forkum	Calif. Comm. College Athletic Dir. Assoc. Conf., Stateline, NV	***	309.00
Anna Felciano	Receive Model Classified Senate 2009 Award, Tahoe City, NV	***	252.00
Susan Jaderstrom	National Business Education Assoc. Conference, Chicago, IL	***	498.00
Laura Downing-Lee	Ashland Shakespeare Festival, Ashland, OR	*	176.00
Leslie McCauley	Ashland Shakespeare Festival, Ashland, OR	*	138.75
Ari Poppers	Ashland Shakespeare Festival, Ashland, OR	*	176.00

n/c No cost to District

\* District Funds

\*\* District/Categorical Funds (including Staff Dev)

\*\*\* Categorical Funds (including Staff Development)

District Funds

Categorical Funds

**Total**

\$490.75

\$11,677.73

**\$12,168.48**

Initiator	Supervising Adm/Mgr	Vice President	President
Susan St. Clair	Doug Roberts	Doug Roberts	Robert F. Agrella







# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO. 13
FROM: PRESIDENT	
SUBJECT: Petaluma Campus Fall Cinema Series	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>INFORMATION</b>	ENCLOSURES 1 of 1

## BACKGROUND

A signature debut event scheduled to take place this fall in the brand new, state-of-the-art, Carole L. Ellis Auditorium on SRJC's Petaluma Campus is the Fall Cinema Series produced as part of the new film/media program and in collaboration with the newly-formed Petaluma Film Alliance (PFA).

The Petaluma Film Alliance is a strategic partnership between the Santa Rosa Junior College, community businesses and private individuals dedicated to unique community-based learning environments to discuss and analyze significant classic and modern cinema. PFA will produce two major programs, a 15-week film series of classic, foreign and independent films each fall and spring, and an annual film festival featuring the best new foreign and independent cinema where residents of the North Bay can learn about films and filmmaking directly from filmmakers.

A description of the film/media program, Petaluma Film Alliance, promotional activities leading up to the Fall Cinema Series and upcoming events will be shared, as well as plans for future growth and development.

Petaluma Campus film/media instructor, Michael Traina, will give the oral presentation.

Initiator	Supervising Adm/Mgr	Vice President	President
Jane Saldaña-Talley		Jane Saldaña-Talley	Robert F. Agrella



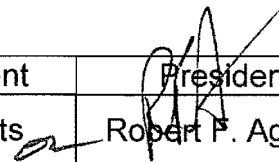
# Santa Rosa Junior College



TO: BOARD OF TRUSTEES	ITEM NO.
FROM: PRESIDENT	14
SUBJECT: Budget Update	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>INFORMATION</b>	ENCLOSURES 1 of 1

## BACKGROUND

An update on the status of the budget will be presented by Doug Roberts, Vice President, Business Services.

Initiator	Supervising Adm/Mgr	Vice President	President
		Doug Roberts	 Robert P. Agrella



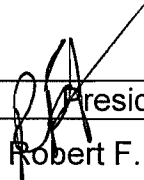


# Santa Rosa Junior College

TO: BOARD OF TRUSTEES	ITEM NO. 15
FROM: PRESIDENT	
SUBJECT: Reports	DATE 8-11-09
REASON FOR BOARD CONSIDERATION <b>INFORMATION</b>	ENCLOSURES 1 of 1

## BACKGROUND

This item is placed on the agenda to hear oral comments from the Presidents and/or representatives of the Academic Senate, Classified Senate, and Associated Students.

Initiator	Supervising Adm/Mgr	Vice President	President
			 Robert F. Agrella

