

Board Minutes

Sonoma County Junior College District

October 14, 2014

The regular meeting of the Board of Trustees of the Sonoma County Junior College District convened at 3:00 p.m., Tuesday, October 14, 2014 in Conference Room 726, Mahoney Library on the Petaluma Campus of Santa Rosa Junior College. Trustees in attendance: B. Robert Burdo, Richard W. Call, Don Edgar, W. Terry Lindley, Jeff Kunde and Kathleen Doyle. Don Zumwalt arrived late. No Trustees were absent.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Lindley/Edgar) the Closed Session Agenda was approved as listed on the Tuesday, October 14, 2014 agenda.

PUBLIC COMMENTS ON CLOSED SESSION AGENDA

Gail Flatt, legal counsel for Vanessa Spaeth and Josh Richards, addressed the Board to express concerns regarding their appeal.

The Board recessed into Closed Session at 3:06 p.m. Closed Session adjourned at 3:58 p.m.

OPEN SESSION

The Board of Trustees of the Sonoma County Junior College District reconvened at 4:06 p.m., Tuesday, October 14, 2014 in Reading Room 721, Mahoney Library on the Petaluma Campus of Santa Rosa Junior College. Trustees in attendance: B. Robert Burdo, Richard W. Call, Don Edgar, W. Terry Lindley, Don Zumwalt, Jeff Kunde, Kathleen Doyle and student trustee Omar Paz, Jr. No Trustees were absent.

Board President Kunde called the meeting to order.

1. ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

Board President Kunde announced the following reportable actions taken in Closed Session:

During Closed Session, the Board reviewed the appeal by an adjunct instructor of the administrative determination regarding her complaint. The Board found that many new issues had been raised in the appeal. By a 6-0-1 vote, with Zumwalt absent, the Board denied the appeal without prejudice, and directed the staff to consider the appeal as a new complaint, to investigate, and to make a determination regarding the merits of same.

During Closed Session, the Board reviewed the appeals by three District classified employees of the administrative determinations regarding their complaints. By a 7-0 vote, the Board found that:

1. According to District records, the appeals were not served on the District until September 23; accordingly, the appeals were denied as untimely; and
2. In any event, the Board denies the appeals on the merits of the complaint.

2. APPROVAL OF MINUTES

M/S/C (Call/Edgar) the Board of Trustees unanimously approved the Minutes of the October 14, 2014 Regular Meeting of the Board of Trustees.

3. **PRESENTATION OF EMPLOYEE OF THE MONTH—JASON KOSTIC, CUSTODIAL MAINTENANCE TECHNICIAN, FACILITIES OPERATIONS, PETALUMA CAMPUS**

Petaluma Campus Vice President L. Jane Saldana-Talley and Buildings and Equipment Maintenance Manager Gary Watts presented Jason Kostic as the October Employee of the Month. Watts described Kostic as an effective professional, who is able and willing to take on extra tasks and to take point for Facilities when needed. He received a plaque, theater tickets, and a variety of gift certificates.

4. **PUBLIC COMMENTS**

--Vanessa Luna Shannon invited Board meeting attendees to the Oct. 18 Dia De Los Muertos event at the Petaluma Campus.

--Johnny Sarraf expressed his concern about what he views as a lack of police presence at the Petaluma Campus. He requested that police be on campus from 7:00am until 10:30pm during weekdays, instead of 8:00am-4:00pm, which it is now. Trustee Kunde responded that the Board would take Sarraf's concern under advisement and get back to him on the issue.

5. **MONTHLY UPDATE**

Oral reports from members of the Board of Trustees and President

A. College President Report

President Chong gave the following report:

He reviewed the Accreditation Team Meeting. He is very comfortable with SRJC's preparedness for accreditation.

Measure H: It is three weeks until the election. The Bear Cub Football team made calls at the phone banks, which run Monday through Friday until the election. He thanked SEIU, Associated Students and AFA, who have all endorsed Measure H. He also presented at Sonoma County Alliance with Socorro Shiels to explain what Measure H would do for the college and how SRJC is partnering with SRCS.

He spoke at the Petaluma Chamber of Commerce and is hoping for their endorsement.

He attended the SRJC Golf Tournament to raise money for the Bear Cub athletic teams. He thanked Ron Myers and Lenny Wagner for leading the event.

He attended Los Cien, which held its *State of the Latino Community* forum. He feels the college was well-represented and shared our commitment to this community, especially now that SRJC has received the HSI grant. He thanked Trustee Burdo for representing the Board.

B. Board Member Comments

Trustee Call thanked Robin Fautley for the Academic Senate retreat held on Oct. 10. Trustee Doyle echoed his remarks.

6. **REPORTS**

A. Academic Senate

Robin Fautley gave the following report:

Upcoming Academic Senate meeting will address issues ranging from Student Equity to putting preferred names on class rosters. In response to AFA negotiations, they will form a committee to determine maximum class sizes. Once formed, the committee, along with the departments, will then determine the best class size for the discipline.

Faculty staffing is underway to fill vacancies left by retirements and resignations. She stressed that it's important to restore losses as the numbers of faculty have been in decline for a decade.

The Academic Senate Retreat was well received. The main topics of the retreat included communication with constituents, providing feedback for PDA planning, items that support SRJC's strategic plan goals, a review of goals from last year and a list of potential goals for this year.

She concluded by thanking Trustees Doyle and Call as well as Vice Presidents Jane Saldana-Talley and Mary Kay Rudolph for attending the retreat.

B. Classified Senate (Kathy Matthies)

Kathy Matthies gave the following report:

The Oct. 3 meeting was filled with presentations. Dr. Chong presented on Measure H. She relayed that the Classified Senate is committed to seeing the measure pass.

The Classified Senate also heard from a representative of the LGBT Survey Committee and the report showed where SRJC needs to improve to make the college a leader in this front. The Senate will be waiting to hear from Dr. Chong on the newly formed President's Advisory Committee and what role Classified Senate will play in achieving excellence on that front.

Classified Senate supports redistricting the Board of Trustees. The Senate is drafting a resolution in support of redistricting.

She reviewed Bill AB 2558 for community college professional development activity funding, signed by Governor Brown.

In November and December, Classified Senate and SEUI will run food drives. More information to come.

Matthies announced that she will be taking over Giving Tree this year.

She thanked Robert Ethington and Student Trustee Paz for helping acquire free bus passes for students of SRJC.

She gave Trustees Doyle and Kunde the apple pies promised at the September Board meeting.

C. Associated Students

Josh Pinaula gave the following report:

He would prefer the Board Agenda be in a searchable pdf format.

Associated Students are supporting Measure H.

The Programs Committee is putting on Great Pumpkin Festival in the Student Activities Center, working in conjunction with the Schultz Museum. The event will include costumed characters and the Charlie Brown Great Pumpkin movie.

The interclub council wants to secede, which could give students multiple avenues to get involved.

The Advocacy Committee is doing the Trustee Candidate Forum directly after meeting.

He discussed an issue with student pay. He would like to see them paid earlier after initial

hire.

The Marketing Committee has been tasked with creating a bathroom newsletter for inside bathroom stalls. The goal is to make students more aware of what's going on at school and to reduce graffiti.

The first Students on Committees Council was held in order to help prepare students to participate on committees.

The Sustainability Committee is interested in having a Sustainability Summit at Pepperwood.

Pinaula expressed his support for the bill that Jerry Brown signed into law that will allow some California Community Colleges to offer bachelor degrees, of which the Associated Students is strongly supportive. Pinaula stated that he would like to see SRJC offer four-year degrees.

Trustee Doyle requested more information on "searchable pdfs."

Erin Magee spoke to that, explaining that it allows users to search within the document. The agenda is normally searchable, but was not this meeting due to technical problems. She suggested that a move toward digital agendas would help prevent this issue in the future.

7. CONSENT AGENDA

M/S/C (Edgar/Call) the Board of Trustees unanimously approved Consent Agenda items 7A-7K.

A. OUT-OF-COUNTRY TRAVEL TO VANCOUVER, BRITISH COLUMBIA

Approved the out-of-country travel to Vancouver, British Columbia, Canada for David Kratzmann, instructor in the Earth and Space Sciences Department, from October 19 through October 23, 2014 at no cost to the District.

B. INSTRUCTOR LOAD REPORTS FOR SUMMER AND FALL 2014

Approved the changes to the Summer 2014 and the Fall 2014 Instructor Load Reports since the September Board meeting.

C. RATIFICATION OF CONTRACTS

Approved the ratification of contracts for the period August 20, 2014—September 23, 2014.

Trustee Call questioned the costs of the four listings for CTE Employment Outcomes Survey.

KC Greaney answered that this is part of the annual survey that SRJC performs on behalf of the Consortium of Community Colleges. The survey is regarding CTE Employment Outcomes for CTE Students.

D. CURRICULUM REVIEW COMMITTEE RECOMMENDATIONS

Approved the recommendations of the Curriculum Review Committee from its meetings in September, 2014.

Trustee Call questioned the number of athletic course revisions.

Kathy Matthies answered that the changes are shifting lab hours to DHR hours. Mary Kay Rudolph explained that this was a clean-up requested by auditors.

Trustee Call also questioned why SRJC would drop Wine 108 and Trustee Kunde

answered that it was folded into another class.

E. CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEE MEMBERSHIPS

Approved the Career and Technical Education Advisory Committee memberships for 2014 - 2015.

Trustee Call asked how the school determines sizes of committees, saying that the current variation of numbers in committees does not seem efficient.

Jerry Miller agreed and said that CTE is urging committees to reevaluate having large numbers of members by enforcing the quorum rule.

F. INSTRUCTIONALLY RELATED FEES FOR SPRING 2015

Approved the new and revised course fees effective with the spring 2015 semester.

Trustee Zumwalt questioned the cost increase of AJ 222C, Modular Police Academy Level 1.

Mary Kay Rudolph explained that these fees are direct costs for the Driver Training module. There is no profit to the college.

G. RECOMMENDATIONS FROM COLLEGE COUNCIL FOR THE REVIEW AND REVISION OF CATEGORY 2 DISTRICT POLICIES AND PROCEDURES

Approved the policies and procedures that require minor/technical changes (Category 2) as reviewed and recommended by College Council.

H. STUDENT SUCCESS AND SUPPORT PROGRAM PLAN

Approved the Student Success and Support Program Plan.

I. DECLARATION OF SURPLUS PROPERTY

Approved the declaration of surplus property.

J. PROPOSITION 39 ENERGY EFFICIENCY LED REPLACEMENT PROJECT, CHANGE ORDER #1

Approved Change Order #1 in the amount of \$11,247.00 for the Proposition 39 Energy Efficiency LED Replacement Project, for a revised contract price of \$ \$357,247.00.

K. COGENERATION ENERGY CONSERVATION PROJECT, NOTICE OF COMPLETION

Approved as complete the work for the Cogeneration Energy Conservation Project and direct staff to record a Notice of Completion with the County of Sonoma.

L. RESOLUTION # 21-14 – CHANGES TO ADOPTED BUDGET

M/S/C (Edgar/Lindley) The Board of Trustees unanimously approved Resolution # 21-14 increasing/<decreasing> the revenue and expenditures for the following funds:

RESTRICTED

Dental Program / Foundation Support	\$1,000.00
Foster & Kinship Care	\$6,738.00
Student Equity Program	\$891,382.00
Student Success and Support Program	\$1,550,747.00

The roll call vote was as follows:

Trustee Burdo	<u>aye</u>
Trustee Call	<u>aye</u>
Trustee Doyle	<u>aye</u>
Trustee Edgar	<u>aye</u>
Trustee Lindley	<u>aye</u>
Trustee Zumwalt	<u>aye</u>
Trustee Kunde	<u>aye</u>
Student Trustee Paz*	<u>aye</u>

*Advisory vote

M. GRANTS

M/S/C (Call/Edgar) The Board of Trustees unanimously approved the submission of new grant applications, including Resolution #22-14, California State Preschool Program, and renewals/amendments of existing grants as presented, and authorize expenditure of funds upon their award and receipt.

Renewal

Early Childhood Mentor Program, submitted by Yolanda Garcia, in the amount of \$3,200.00, from Chabot-Los Positas District, with no district match required. This grant provides mentoring and leadership experiences for early childhood educators. (Award notification received)

Resolution #22-14, California State Preschool Program, submitted by Yolanda Garcia, in the amount of \$200,630.00, from the California State Department of Education, with no district match required. This grant 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. (Award notification received)

The roll call vote for Resolution #22-14 was as follows:

Trustee Burdo	<u>aye</u>
Trustee Call	<u>aye</u>
Trustee Doyle	<u>aye</u>
Trustee Edgar	<u>aye</u>
Trustee Lindley	<u>aye</u>
Trustee Zumwalt	<u>aye</u>
Trustee Kunde	<u>aye</u>
Student Trustee Paz*	<u>aye</u>

*Advisory vote

ACTION AGENDA

8. HUMAN RESOURCES

M/S/C (Burdo/Doyle) the Board of Trustees unanimously approved Action items 8A-G of the Human Resources personnel actions.

A. MANAGEMENT

Employment

1. Nighswonger, Eve
- Temporary Partial Promotion and Additional Assignment**
- From:** **1 Assignment**
Manager, School Initiatives & Career Pathway Development/School Initiatives & Career Pathway Development
1.0 FTE, 12 Months/Year, Range 10.0, Step E, \$6,791.40/Month (\$6,468.00, Plus \$323.40, 5% Longevity)
- To:** **2 Assignments**
- #1**
Manager, School Initiatives & Career Pathway Development/School Initiatives & Career Pathway Development
.50 FTE, 12 Months/Year, Range 10.0, Step E, \$3,395.70/Month (\$3,234.00, Plus \$161.70, 5% Longevity)
- #2**
Director, Economic and Workforce Development / Workforce Development
.50 FTE, 12 Months/Year, Range 13.5, Step A, \$4,147.50/Month (\$3,950.00, Plus \$197.50, 5% Longevity)
- Effective:** 07-01-13 to 12-31-13
2. Nighswonger, Eve
(Continued)
- Temporary Partial Promotion and Additional Assignment**
- From:** **1 Assignment**
Manager, School Initiatives & Career Pathway Development/School Initiatives & Career Pathway Development
1.0 FTE, 12 Months/Year, Range 10.0, Step E, \$7,048.36/Month (\$6,549.00, Plus \$499.36, 7.5% Longevity)
- To:** **2 Assignments**
- #1**
Manager, School Initiatives & Career Pathway Development/School Initiatives & Career Pathway Development
.50 FTE, 12 Months/Year, Range 10.0, Step E, \$3,524.18/Month (\$3,274.50, Plus \$249.68, 7.5% Longevity)
- #2**
Director, Economic and Workforce Development / Workforce Development
.50 FTE, 12 Months/Year, Range 13.5, Step A, \$4,251.19/Month (\$3,950.00, Plus \$301.19, 7.5% Longevity)
- Effective:** 01-01-14 to 06-30-14

Nighswonger, Eve

(Continued)

Temporary Partial Promotion and Additional Assignment

From: 1 Assignment

Manager, School Initiatives & Career Pathway Development/School Initiatives & Career Pathway Development
1.0 FTE, 12 Months/Year, Range 10.0, Step E, \$5200.72/Month (\$4,717.21, Plus \$483.51, 10% Longevity)

To: 2 Assignments

#1

Manager, School Initiatives & Career Pathway Development/School Initiatives & Career Pathway Development
.50 FTE, 12 Months/Year, Range 10.0, Step E, \$2,600.36/Month (\$2,358.61, Plus \$241.75, 10% Longevity)

#2

Director, Economic and Workforce Development / Workforce Development
.50 FTE, 12 Months/Year, Range 13.5, Step B, \$3,293.31/Month (\$2,987.13, Plus \$306.18, 10% Longevity)

Effective: 07-01-14 to 07-22-14

Leaves of Absence

2.

Shannon, Vanessa

Change of Start Date for Request for Unpaid Leave of Absence

Director, Gateway to College Program/Petaluma Campus
1.0 FTE, 12 Months/year, Range 12.0, Step E, \$8,431.00/Month

Effective: 08-20-14 to 12-31-14

From: 08-20-14

To: 08-19-14

Resignation

1.

Frantz, Nicole

Executive Assistant, Confidential/Student Services
Range 7.5, Step E, \$5,547.00/Month
Hire Date: 09-10-07
Effective Date: 01-02-15

B. FACULTY

Leaves of Absence

1. Ancellotti-Mendez, Loretta

Request for Paid Leave of Absence

Adjunct Faculty/Health Sciences
Class B, Step 4, \$91.97/Hour
Effective: 09-02-14 to 12-14-14

2. Leiva, Claudia

Request for Paid Leave of Absence

Adjunct Faculty/College Skills
Class B, Step 5, \$94.70/Hour
Effective: 08-18-14 to 10-03-14

3. Macintyre, Michelle

Request for Paid Leave of Absence

Contract Counselor/Counseling
Class C, Step 9, \$83,603.00/Year
Effective: 08-25-14 to 09-26-14

Request for Early Retirement

1. **Armstrong, Bettina** Counselor/Counseling, Contract
.60 FTE, Class C, Step 16, \$59,213.00/Year
Has met the requirements of AFA Contract, Article 24.01
BUDGET IMPACT: From Base Revenue Funds, until normal retirement age at current rates: \$32,569.00
Hire Date: 08-16-00
Resignation/Retirement Date: 05-23-15
CalSTRS Retirement Date: 05-24-15
Currently on pre-retirement workload reduction.
2. **Fletcher, Kevin** Instructor/Art, Contract
.62222 FTE, Class B, Step PG-20, \$62,125.40/Year
Has met the requirements of AFA Contract, Article 24.01
BUDGET IMPACT: From Base Revenue Funds, until normal retirement age at current rates: \$45,908.10
Hire Date: 09-02-86
Resignation/Retirement Date: 05-23-15
CalSTRS Retirement Date: 05-24-15
Currently on pre-retirement workload reduction.
3. **O'Donnell, Anne** Instructor/Consumer & Family Studies, Contract
.70 FTE, Class C, Step PG-24, \$74,086.60/Year
Has met the requirements of AFA Contract, Article 24.01
BUDGET IMPACT: From Base Revenue Funds, until normal retirement age at current rates: \$44,380.00
Hire Date: 08-28-89
Resignation/Retirement Date: 05-23-15
CalSTRS Retirement Date: 05-24-15
Currently on pre-retirement workload reduction.
4. **Purcell, Bruce** Instructor/Computer Studies, Contract
.60 FTE, Class C, Step PG-24, \$63,502.80/Year
Has met the requirements of AFA Contract, Article 24.01
BUDGET IMPACT: From Base Revenue Funds, until normal retirement age at current rates: \$22,190.00
Hire Date: 09-03-85
Resignation/Retirement Date: 05-23-15
CalSTRS Retirement Date: 05-24-15
Currently on pre-retirement workload reduction.

Intent to Retire

1. **Panizzera, Bonnie Jo** Instructor/Consumer & Family Studies, Contract
1.0 FTE, Class C, Step PG-28, \$109,413.00/Year
Hire Date: 09-02-80
Resignation/Retirement Date: 05-23-15
CalSTRS Retirement Date: TBD

Resignation

3. **Clay, Richard (Bud)** Adjunct Faculty/Applied Technology
Class A, Step 9, \$99.61/Hour
Effective Date: 09-05-14
4. **Krieg, Nancy** Adjunct Faculty/Business Administration
Class A, Step 4, \$86.77/Hour
Effective Date: 06-10-14

**C. CLASSIFIED
Employment**

1. Abel, Laura

Temporary Increase in Hours

Research Technician/Institutional Research
12 Months/Year, Grade L, Step 1,

From: .50 FTE, \$1,939.00/Month

To: .75 FTE, \$2,908.50/Month

Effective: 09-08-14 to 06-30-15

2. Banachowicz, Maria

Temporary Promotion and Temporary Increase in Hours

From: 1 Position

Administrative Assistant II/College Skills
.675 FTE, 217 Days/Year, Grade K, Step 2,
\$22.22/Hour

To: 2 Positions

#1

Administrative Assistant II/College Skills
.675 FTE, 217 Days/Year, Grade K, Step 2,
\$22.22/Hour

#2

Administrative Assistant III/Administration –
Petaluma
.125 FTE, 217 Days/Year, Grade M, Step 1,
\$23.63/Hour

Effective Date: 09-01-14 to 12-24-14

3. Connor, Melissa

Temporary Increase in Hours

Administrative Assistant I/Community Education
12 Months/Year, Grade I, Step 2

From: .75 FTE, \$2,599.50/Month

To: 1.0 FTE, \$3,466.00/Month

Effective: 09-15-14 to 10-03-14

4. Drukala, Grzegorz

Research Analyst/Institutional Research

1.0 FTE, 12 Months/Year, Grade P, Step 3, \$5,424.00/Month

New Position: Board Approved 04-08-14

Effective Date: 09-04-14

5. Gray, Claudia

Temporary Increase in Hours

Administrative Assistant II/English as a Second Language
12 Months/Year, Grade K, Step 4

From: .50 FTE, \$2,229.15/Month (\$2,123.00, Plus
\$106.15, 5% Bilingual Stipend)

To: .625 FTE, \$2,786.44/Month (\$2,653.75, Plus
\$132.69, 5% Bilingual Stipend)

Effective: 08-22-14 to 12-12-14

6. Lipanovich, Scott

Temporary Working Out of Class, Temporary Increase in Hours and Addition of Shift Differential

Library Technician I/Learning Resources – Doyle Library
12 Months/Year, Grade Z-K, Step 5

From: .70 FTE, \$3,793.11/Month (\$3,120.60, Plus
\$672.51, 20% Longevity)

To: .80 FTE, \$4,593.59/Month \$3,576.40, Plus
\$770.74, 20% Longevity, Plus \$217.36, 5% Shift
Differential, Plus \$29.09, 5% Working Out of Class
for 4 Hours)

Effective: 09-29-14 to 10-31-14

- 7. Munksgard, Page** **Temporary Increase in Hours**
Admissions & Records Specialist/Department of Public Safety
12 Months/Year, Grade K, Step 5
From: .65 FTE, \$3,042.59/Month (\$2,897.70, Plus \$144.89, 5% Longevity)
To: 1.0 FTE, \$4,680.90/Month (\$4,458.00, Plus \$229.90, 5% Longevity)
Effective: 09-16-14 to 10-03-14
- 8. Navarro-Ochoa, Guadalupe** **Temporary Working Out of Class**
Program Assistant/Gateway to College, Petaluma
1.0 FTE, 12 Months/Year, Grade M, Step 4
From: \$4,744.00/Month
To: \$5,218.40/Month (\$4,744.00, Plus \$474.40, 10% Working Out of Class)
Effective: 09-03-14 to 12-31-14
- 9. Riedmuller, Debra** Coordinator, Student Academic Records/Admissions, Records & Enrollment Development
1.0 FTE, 12 Months/Year, Grade N, Step 5, \$5,283.00/Month
Replacement: L. Cornell
Effective Date: 10-13-14
- 10. Roth, Michael** **Temporary Working Out of Class**
Coordinator, Computer Lab/Information Technology
1.0 FTE, 12 Months/Year, Grade P, Step 5
From: \$5,982.00/Month
To: \$6,580.20/Month (\$5,982.00, Plus \$598.20, 10% Working Out of Class)
Effective: 08-18-14 to 09-09-14
- 11. Schott, Ann** Administrative Assistant II/Life Sciences
.75 FTE, 12 Months/Year, Grade K, Step 1, \$2,749.50/Month
Replacement: L. Lupa Staewen
Effective Date: 09-04-14
- 12. Wood, Kaitlin** Laboratory Assistant III/Health Sciences
.50 FTE, 217 Days/Year, Grade K, Step 1, \$21.15/Hour
Replacement: K. Diller
Effective Date: 09-02-14

Promotion/Transfer/Change in Status

- 1. Basham, Jeffrey** **Transfer & Promotion**
From: Help Desk Technician/Information Technology
1.0 FTE, 12 Months/Year, Grade M, Step 5,
\$4,982.00/Month
To: Coordinator, Police Technical & Support
Services/District Police
1.0 FTE, 12 Months/Year, Grade N, Step 5,
\$5,283.00/Month
Effective Date: 09-15-14

Shift Differential

- 1. Bellamy, Zen** **Addition of Shift Differential**
Police Dispatcher/Records Technician/District Police
1.0 FTE, 12 Months/Year, Grade M, Step 5
From: \$5,044.50/Month (\$4,982.00, Plus \$62.50, Uniform Allowance)
To: \$5,393.24/Month (\$4,982.00, Plus \$348.74, 7% Shift Differential, Plus \$62.50, Uniform

- Allowance)
Effective: 10-01-14 to 12-31-14
- 2. Chavez, Monica** **Addition of Shift Differential**
Police Dispatcher/Records Technician/District Police
1.0 FTE, 12 Months/Year, Grade M, Step 5
From: \$5,555.16/Month (\$4,982.00, Plus \$249.10, 5% Bilingual Stipend, Plus \$261.56, 5% CTO Stipend, Plus \$62.50, Uniform Allowance)
To: \$5,829.80/Month (\$4,982.00, Plus \$249.10, 5% Bilingual Stipend, Plus \$261.56, 5% CTO Stipend Plus \$274.64, 5% Shift Differential, Plus \$62.50, Uniform Allowance)
Effective: 10-01-14 to 12-31-14
- 3. Cusworth, William** **Addition of Shift Differential**
Coordinator, Science Lab/Chemistry & Physics
1.0 FTE, 12 Months/Year, Grade O, Step 5
From: \$5,623.00/Month
To: \$5,693.29/Month (\$5,623.00, Plus \$70.29, 5% Shift Differential for 1 Day)
Effective: 08-28-14 to 12-11-14
- 4. Drake, Alex** **Addition of Shift Differential**
Microcomputer Lab Specialist II/Information Technology
1.0 FTE, 217 Days/Year, Grade M, Step 5
From: \$34.93/Hour (\$28.74, Plus \$6.19, 20% Longevity)
To: \$35.28/Hour (\$28.74, Plus \$6.19, 20% Longevity, Plus \$0.35, 5% Shift Differential for 1 Day)
Effective: 08-18-14 to 12-19-14
- 5. Gonella, Debbie** **Addition of Shift Differential**
Microcomputer Lab Specialist II/Information Technology
1.0 FTE, 217 Days/Year, Grade M, Step 5
From: \$30.18/Hour (\$28.74, Plus \$1.44, 5% Longevity)
To: \$30.48/Hour (\$28.74, Plus \$1.44, 5% Longevity, Plus \$0.30, 5% Shift Differential for 1 Day)
Effective: 08-18-14 to 12-19-14
- 6. Horii, Karen** **Addition of Shift Differential**
Microcomputer Lab Specialist I/Information Technology
1.0 FTE, 12 Months/Year, Grade K, Step 5
From: \$5,160.69/Month (\$4,458.00, Plus \$702.69, 15% Longevity)
To: \$5,212.30/Month (\$4,458.00, Plus \$702.69, 15% Longevity, Plus \$51.61, 5% Shift Differential for 1 Day)
Effective: 08-18-14 to 12-19-14
- 7. Kajani, Anil** **Addition of Shift Differential**
Library Technician I/Mahoney Library
1.0 FTE, 12 Months/Year, Grade I, Step 1
From: \$3,300.00/Month
To: \$3,432.00/Month (\$3,300.00, Plus \$132.00, 5% Shift Differential for 4 Days)
Effective: 08-18-14 to 12-19-14 & 01-12-15 to 05-22-15
- 8. McGowan, Marshall** **Addition of Shift Differential**
Coordinator, Computer Labs/Information Technology
1.0 FTE, 12 Months/Year, Grade P, Step 5
From: \$6,595.16/Month (\$5,982.00, Plus \$613.16, 10%

Longevity)
To: \$6,661.11/Month (\$5,982.00, Plus \$613.16, 10% Longevity, Plus \$65.95, 5% Shift Differential for 1 Day)
Effective: 08-18-14 to 12-19-14

9. Murray, Shanna

Addition of Shift Differential

Police Dispatcher/Records Technician/District Police

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

From: \$5,044.50/Month (\$4,982.00, Plus \$62.50, Uniform Allowance)

To: \$5,393.24/Month (\$4,982.00, Plus \$348.74, 7% Shift Differential, Plus \$62.50, Uniform Allowance)

Effective: 10-01-14 to 12-31-14

10. Richards, Joshua

Addition of Shift Differential

Police Dispatcher/Records Technician/District Police

1.0 FTE, 12 Months/Year, Grade M, Step 3

From: \$4,581.50/Month (\$4,519.00, Plus \$62.50, Uniform Allowance)

To: \$4,762.26/Month (\$4,519.00, Plus \$180.76, 5% Shift Differential, Plus \$62.50, Uniform Allowance)

Effective: 10-01-14 to 12-31-14

11. Seibold, Michael

Addition of Shift Differential

Police Dispatcher/Records Technician/District Police

1.0 FTE, 12 Months/Year, Grade M, Step 3

From: \$4,581.50/Month (\$4,519.00, Plus \$62.50, Uniform Allowance)

To: \$4,649.29/Month (\$4,519.00, Plus \$67.79, 1.5% Shift Differential, Plus \$62.50, Uniform Allowance)

Effective: 10-01-14 to 12-31-14

Leaves of Absence

1. Roth, Michael

Change of Start Date for

Request for Unpaid Leave of Absence

Coordinator, Computer Labs/Information Technology

1.0 FTE, 12 Months/year, Class P, Step 5, \$5,982.00/Month

Effective: 08-18-14 to 12-31-14

From: 08-18-14

To: 09-10-14

Administrative Leave

1. 5592

End of Paid Administrative Leave

Administrative Leave with Pay and Benefits

Effective Date: 10-13-14

Request for Early Retirement

1. Genz, Kenneth

Media Systems Technician II/Media Services

1.0 FTE, 12 Months/Year, Grade O, Step 5, \$6,834.79/Month (\$5,623.00, Plus \$1,211.79, 20% 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: \$31,675.00

Date of Hire: 05-15-74

Resignation/Retirement Date: 12-30-14

CalPERS Retirement Date: 12-31-14

Intent to Retire

1. **Au, Chanthol** Custodian/Facilities Operations
1.0 FTE, 12 Months/Year, Grade H, Step 5, \$4,877.94/Month
(\$3,822.00, Plus \$823.66, 20% Longevity, Plus \$232.28, 5% Shift Differential)
Date of Hire: 04-21-86
Resignation/Retirement Date: 12-30-14
CalPERS Retirement Date: 12-31-14
2. **Gilmer, Denise** Community Service Officer/District Police
1.0 FTE, 12 Months/Year, Grade J, Step 5, \$4,493.50/Month
(\$4,220.00, Plus \$211.00, 5% Longevity, Plus \$62.50, Uniform Allowance)
Date of Hire: 05-14-07
Resignation/Retirement Date: 12-30-14
CalPERS Retirement Date: 12-31-14
3. **Stein, Andrea** Administrative Assistant I/Academic Senate
.60 FTE, 217 Days/Year, Grade I, Step 5, \$28.14/Hour
(\$23.15, Plus \$4.99, 20% Longevity)
Date of Hire: 01-05-87
Resignation/Retirement Date: 10-31-14
CalPERS Retirement Date: 11-01-14
4. **Sullivan, Steve** **Revision of Resignation/Retirement Date**
Graphics Technician, Senior/Graphics Services
1.0 FTE, 12 Months/Year, Grade M, Step 5, \$5,052.60/Month
(\$4,812.00, Plus \$240.60, 5% Longevity)
Date of Hire: 06-19-00
Resignation/Retirement Date: 08-29-14
CalPERS Retirement Date: 10-10-14

From: Resignation/Retirement Date: 08-29-14
To: Resignation/Retirement Date: 09-30-14

CLASSIFIED STAFFING

1. **Admissions, Records & Enrollment Development (ARED)**
Change in Classification of an Existing Position
From: Administrative Assistant III
1.0 FTE, 12 Months/Year, Grade M
To: Coordinator, Admissions & Records
1.0 FTE, 12 Months/Year, Grade N

Effective Date: October 15, 2014
Incumbent: Mitch Leahy

2. **Human Resources**
New Position
Human Resources Technician
1.0 FTE, 12 Months/Year, Grade M
Incumbent: n/a

D. REGULAR INSTRUCTIONAL ASSISTANTS

Employment**1. Adams, Heather**

Instructional Assistant, Senior/Department of Public Safety – EMC
 1.0 FTE, 12 Months/Year, Grade K, Step 3, \$4,043.00/Month
 Replacement: D. Butler and B. Smith
 Effective Date: 09-22-14

Shift Differential**1. Moyer, Jill****Addition of Shift Differential**

Instructional Assistant, Senior/College Skills
 .475 FTE, 238 Days/Year, Grade K, Step 5

From: \$29.77/Hour (\$25.72, Plus \$4.05, 15% Longevity)
To: \$31.26/Hour for 13.25 Hours (\$25.72, Plus \$4.05, 15% Longevity, Plus \$1.49, 5% Shift Differential) and \$29.77/Hour for 5.75 Hours (\$25.72, Plus \$4.05, 15% Longevity)

Effective: 08-18-14 to 12-11-14

2. Pollard, Judy**Addition of Shift Differential**

Instructional Assistant, Senior/College Skills
 .15 FTE, 238 Days/Year, Grade K, Step 5

From: \$28.36/Hour (\$25.72, Plus \$2.64, 10% Longevity)
To: \$28.64/Hour (\$25.72, Plus \$2.64, 10% Longevity, Plus \$0.28, 5% Shift Differential for 1 Day)

Effective: 08-18-14 to 12-20-14

INSTRUCTIONAL ASSISTANT STAFFING**1. College Skills/Tutorial****Combining Time Base from 2 Positions to 1 Position**

From: 2 Positions

Instructional Assistant/Senior

.6125 FTE, 161/171 Days/Year, Grade K and

.25 FTE, 161/171 Days, Grade K

To: 1 Position

Instructional Assistant/Senior

.85 FTE, 161/171 Days/Year, Grade K

Incumbent: n/a

E. PROFESSIONAL EXPERT PERSONNEL ACTIONS**Employment**

<u>Name</u>	<u>Classification</u>	<u>Department</u>	<u>Max Hrs</u>	<u>Effective</u>
Alexander, Greg	Asst. Coach	KAD	158	08/18/14-12/19/14
Bruinsslot, Bonnie	Business Advisor	A & R/Interntnl Stu Prog	80	07/21/14-08/20/14
Burke, Bryanna	Asst. Coach	KAD	180	08/18/14-12/19/14
Castillo, Paul	Asst. Coach	KAD	200	08/28/14-12/19/14
Cruz, Alejandro	Asst. Coach	KAD	205	08/18/14-12/19/14
Denize, David "Tyler"	Asst. Coach	KAD	95	08/18/14-12/19/14
Ehlert, Richard	Non-Cert. Consultant	Environmental H & S	500	08/18/14-06/09/15
Frantz, Nicole	Business Advisor	A & R/Interntnl Stu Prog	30	07/21/14-08/20/14
Hill, Nicholas	Asst. Coach	KAD	251	08/18/14-12/19/14
Latourette, David	Asst. Coach	KAD	180	08/18/14-12/19/14
LeBaudour, Audrey	Business Advisor	A & R/Interntnl Stu Prog	Stipend	07/21/14-05/29/15
Little, Todd	Asst. Coach	KAD	135	08/18/14-12/29/14

Miller, Nancy	Director, SCAEC	Language Arts/Ac Fndtn	900	08/06/14-06/30/15
Palu, Koliniasi	Asst. Coach	KAD	118	08/18/14-12/19/14
Parmer, Janet	Film Producer	Counseling	80	08/28/14-12/19/14
Risden, Caitlin	Asst. Coach	KAD	158	08/18/14-12/19/14
Sciacqua, Nick	Asst. Coach	KAD	118	08/18/14-12/19/14
Tevaseu, Martin	Asst. Coach	KAD	251	08/18/14-12/19/14
Williams, Myron	Asst. Coach	KAD	95	08/18/14-12/19/14
Wortman, Michael	Asst. Coach	KAD	84	08/18/14-12/19/14

MASTER PAF'S – REVISIONS

PUBLIC SAFETY – ADMINISTRATION OF JUSTICE	MASTER PAF NO:	15M-5003
	BOARD DATE:	06-10-14
	MAXIMUM DOLLAR AMOUNT:	\$36,000.00
	MAXIMUM HOURS:	1,800
BUDGET CODE: 10-40-75-0000-2105-2333	DURATION:	06/10/14 – 06/09/15

PUBLIC SAFETY EVALUATOR

Addition:

<u>Name</u>	<u>Effective</u>
Bettin, David	07/16/14

PUBLIC SAFETY – ADMINISTRATION OF JUSTICE	MASTER PAF NO:	15M-5005
	BOARD DATE:	06-10-14
	MAXIMUM DOLLAR AMOUNT:	\$17,600.00
	MAXIMUM HOURS:	800
BUDGET CODE: 10-40-75-0000-2105-2333	DURATION:	06/10/14 – 06/09/15

RECRUIT TRAINING OFFICER

Additions:

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Airoldi, Melissa	08/10/14	Marshall, Jerrod	07/21/14

PUBLIC SAFETY – EMERGENCY MEDICAL CARE	MASTER PAF NO:	15M-5008
	BOARD DATE:	06-10-14
	MAXIMUM DOLLAR AMOUNT:	\$10,100.00
	MAXIMUM HOURS:	505
BUDGET CODE: 10-40-75-0000-2107-2333	DURATION:	06/10/14 – 06/09/15

PUBLIC SAFETY EVALUATOR

Addition:

<u>Name</u>	<u>Effective</u>
Hoffman, Robert	08/21/14

PUBLIC SAFETY – FIRE TECHNOLOGY	MASTER PAF NO:	15M-5009
	BOARD DATE:	06-10-14
	MAXIMUM DOLLAR AMOUNT:	\$23,540.00
	MAXIMUM HOURS:	1,177
BUDGET CODE: 10-40-75-0000-2134-2333	DURATION:	06/10/14 – 06/09/15

PUBLIC SAFETY EVALUATOR**Addition:**

<u>Name</u>	<u>Effective</u>
Burris, Kevin	06/27/14

F. NON-STUDENT HOURLY EMPLOYMENT ACTIONS

As listed on pages **99 — 110** of the agenda.

G. APPROVAL TO HIRE PRIOR TO THE NEXT BOARD MEETING**CLASSIFIED**

<u>Position</u>	<u>Department</u>	<u>Category</u>
1. Administrative Assistant III	Child Development	Replacement: L. Kelly
2. Administrative Assistant III	English	Replacement: L. Alton
3. Help Desk Technician	Information Technology	Replacement: J. Basham
4. Instructional Assistant, Senior – 86.25%	College Skills/Tutorial	Replacement: B. Wilson & M. Fifield

MANAGEMENT

1. Dean II, Business and Professional Studies	Business and Professional Studies	Replacement: A. DeClouette
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9. AUGUST 15 – SEPTEMBER 18 WARRANTS

M/S/C (Call/Lindley) the Board of Trustees unanimously approved warrants expended during the period August 15, 2014 – September 18, 2014.

Operating Expenditures:

General Fund	\$2,261,891
Capital Projects Fund	39,314
General Obligation Bond Projects Fund	23,121
Dormitory Interest/Redemption Fund	1,517
Child Development Fund	1,283
College Farm Fund	38,003
Auxiliary Enterprise Fund	5,985
Vending Fund	0
Parking Fund	12,581
Repair & Replacement Fund	0
Self Insurance Fund	123,806
Retiree Benefits Trust Fund	0
Student Representation Fee Fund	55
Development Fund	95
Total Operating Expenditures	<u>\$2,507,651</u>

Payroll Expenditures:

Regular - July	\$2,811,900
Student - July	101,439
Supplemental - August	1,932,307
Total Payroll Expenditures	<u>\$4,845,646</u>

TOTAL WARRANTS FOR PERIOD

\$7,353,297

10. 2014 INSTITUTIONAL EFFECTIVENESS ASSESSMENT REPORT

M/S/C (Burdo/Edgar) the Board of Trustees unanimously approved the *Institutional Effectiveness Assessment Report: Benchmarks for Santa Rosa Junior College* (August 2014) as submitted.

KC Greaney gave a presentation on the Institutional Effectiveness Assessment Report, to close last year's mission statement.

Key findings were:

- Noteworthy high outcomes for student transfer, student success and retention
- Lower outcomes for Basic Skills—English and ESL
- 7.6% of Sonoma County residents have taken a class at SRJC
- Annual percentage of Sonoma County High School Graduates that go directly to SRJC is stable/rising slightly (over 50% in 2012)

INFORMATION

11. AB86 STATUS REPORT

Victor Cummings, Dean of Language Arts and Academic Foundations, and Nancy Miller, AB86 Director, gave a status report on the state sponsored AB86 Adult Education Planning and Program Development Initiative and the Sonoma County Adult Education Consortium.

Cummings introduced Mary Kay, who gave background on AB86, bill to provide grant funds based on the collaborative effort between the California Department of Education and the California Community Colleges Chancellor's Office to increase efficiency of adult education programs offered.

Nancy Miller explained that outcome is to develop a consistent collaborative process that covers all areas of adult education. She reviewed the seven tenets of AB86 including current levels and types of adult education, identification of current needs in focus areas, system alignment, systems and services needed to fill the gaps, strategies for student success, professional development and leveraging resources.

Final regional plans are due to the state on March 31, 2015.

Student Trustee Paz asked why Petaluma was chosen to receive funds.

Cummings answered that because of budgetary changes since 2008 Petaluma is essentially the only functioning adult school left in the county.

Miller clarified that other districts were allowed to flex that money and chose not to use it for adult education.

12. ADJOURNMENT

The regular Meeting was adjourned at 5:18 pm.

B. Robert Burdo
Clerk, Board of Trustees