

Board Minutes

Sonoma County Junior College District

April 14, 2015

The regular meeting of the Board of Trustees of the Sonoma County Junior College District convened at 3:00 p.m., Tuesday, April 14, 2015 in Conference Room 4733, Bertolini on the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance: Dorothy Battenfeld, Jordan Burns, Richard W. Call, Don Edgar, Jeff Kunde and W. Terry Lindley. Maggie Fishman was absent.

APPROVAL OF CLOSED SESSION AGENDA

M/S/C (Burns/Lindley) the Closed Session Agenda was approved as listed on the Tuesday, April 14, 2015 agenda.

PUBLIC COMMENTS ON CLOSED SESSION AGENDA

Muwafaqu Al Asad addressed the Board regarding his concerns with the tenure review process.

The Board recessed into Closed Session at 3:00 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 4:03 p.m., Tuesday, April 14, 2015 in the Student Activities Center, Bertolini on the Santa Rosa Campus of Santa Rosa Junior College. Trustees in attendance: Dorothy Battenfeld, Jordan Burns, Richard W. Call, Don Edgar, Jeff Kunde, W. Terry Lindley and Student trustee Omar Paz, Jr. Maggie Fishman was absent.

Board President Kunde called the meeting to order.

1. ANNOUNCEMENT OF REPORTABLE ACTION TAKEN IN CLOSED SESSION

There were no reportable actions taken in Closed Session.

2. APPROVAL OF MINUTES

M/S/C (Call/Lindley) The Board of Trustees unanimously approved the Minutes of the March 10, 2015 Regular Meeting of the Board of Trustees and the Minutes of the March 25, 2015 Special Meeting of Board of Trustees.

3. SWEDISH STUDENTS PRESENTATION

The students from SvenEriksonsgymnasiet in Boras, Sweden made a presentation to the Board, thanking the college for the hospitality they'd been shown and for the beautiful grounds of the campus.

The then sang a song in Swedish.

4. PRESENTATION OF "EMPLOYEE OF THE MONTH" – Cece Jones, Administrative Assistant III, Dean, Business and Professional Studies

Joshua Adams, Dean II, Business and Professional Studies, presented Cece Jones with her award, including a plaque, Summer Repertory Theater tickets, a gift certificate to Culinary Café and one for Zappos.

Cece thanked everyone, saying that Josh is the “best supervisor ever.” She said that the faculty, staff and administration at SRJC inspire her everyday.

5. PUBLIC HEARING ON UTILIZATION OF THE CATEGORIAL FLEXIBILITY PROVISION

There were no public comments on the proposed redirection of \$1,000 of Equal Employment Opportunity funding to Disabled Students Programs and Services per Education Code Section 84043.

6. PUBLIC COMMENTS

SEIU Local 1021, SRJC Chapter President Hilleary Izard reviewed the progress on their healthcare initiative. She stressed the need to work together as employer and employee in order to help control rising healthcare costs. She said that by working with other groups, SEIU is trying to put pressure on providers to increase transparency concerning healthcare costs.

Senior Vice President, Academic Affairs/Assistant Superintendent Mary Kay Rudolph announced that she just received a draft copy accreditation report, saying that back in October she was concerned that SRJC would be sanctioned in the area regarding Student Learning Outcomes. Anne O'Donnell was our SLO coordinator and she helped move the SLO up to 100% on the Friday before the Accreditation Team arrived. Anne delayed her retirement to help out. Mary Kay then presented her a plaque, titling her the “2015 SLO Princess”.

Herman Zaragoza, of MEChA, said that due to the growing Latino population in Santa Rosa, he would like the board to acknowledge the growing numbers by redistricting Area 3, 4, 5.

Diana Kingsbury, on behalf of the Black Student Union and MEChA, said that she would like to encourage the board to take action with the redistricting of Area 3, 4, 5, particularly by forming an ad hoc committee to discuss the issue.

Former student Jessica Jones thanked the Board for the March 25 Study Session on redistricting. She encouraged the Board to continue to move forward with redistricting in order to create more equitable, representative trustee boundaries.

Vice President, Petaluma Jane Saldana-Talley introduced Dr. Matthew Long, Dean of Student Services, Petaluma Campus. Matthew was an Associated Dean of Student Service an Academic Affairs at Gateway Community College located in Connecticut. Matthew started his career at Sonoma Community College. She also introduced Catherine Williams, Dean of Instruction & Enrollment Management, Petaluma Campus, pointing out that this is the first time since 2009, that Petaluma has had a full permanent contingent of administrator support staff.

Theresa Molino presented Hiro Narita, a world famous cinematographer and Emmy nominee, who donated 100 artifacts to the SRJC museum in memory of his late wife.

Vice President, Student Services Ricardo Navarrette introduced the new Director, Student Equity, Genevieve Bertone. She formerly worked at Santa Monica College, where she managed the college sustainability program. Born and raised in Oklahoma, she received her BA in Philosophy. She later received her master's in Urban Planning, where her thesis focused on the role educational institutions play in community development and sustainability. She taught a variety of classes and is currently working on her doctorate. Genevieve is passionate about student success, equity and the role education plays in the quality of life.

Dean, Health Sciences Deb Chigazola introduced Judy Coffey, Senior Vice President from Kaiser Permanente. Judy said that Kaiser is proud to partner with SCOE, SRJC and the CTE Foundation to support the Sonoma County Regional Healthcare Academy. She then presented a check for \$150,000 in order to show Kaiser's continued support for the success of the Sonoma County Regional Healthcare Academy at SRJC.

Ian Maurer, on behalf of the Associated Students, reminded everyone that students elections are the coming week and the students will be voting on a referendum for a student center fee. To pass the referendum, at least 4,093 students need to participate in the election. He asked that every

member of the college community help encourage students to vote. Without the referendum, the Associated Students funding will remain the same.

Karen Frindell, President Elect of All Faculty Association (AFA), announced that AFA passed a resolution in favor of redistricting the SRJC trustee area 3, 4, 5. She encouraged the Board to move forward with the redistricting process.

Janis Watkins, former SRJC student representing the North Bay Organizing Project and Sonoma County Conservation Action, encouraged the Board to keep working toward three equal trustee areas in Area 3, 4, 5. She urged them to avoid a slower approach to redistricting.

Erika Hernandez, co-chair of MEChA, thanked the Board for holding a study session on redistricting, saying that the Board should champion this issue of diversity and sustainability with the full support of students.

7. MONTHLY UPDATE

Oral reports from members of the Board of Trustees and President.

A. Board Facilities Committee

Trustee Call gave the following report:

DONOR AND FACILITY PROCEDURE

The background and the need to formalize a process was shared by Kate McClintock and Tony Ichsan.

1500 MENDOCINO AVENUE

An update was provided on the 1500 Mendocino Avenue site and the District is working with a non-profit interested in purchasing the property.

PROGRAM PLANNING & PROJECT DEVELOPMENT SERVICES

Tony provided the background and Laura Rivera reviewed the Request for Proposal (RFP) scope and submission assessment, and the results of the firm that can meet the scope of work. This is a board item on tonight's agenda.

ACCJC and OCR (ACCESS CONSULTANTS) UPDATE

An update was provided on the site visit exit meeting with both teams being very complimentary of our facilities and grounds.

DEVELOPING HISPANIC SERVING INSTITUTION/MULTI-CULTURAL EDUCATION TRANSFER ACCELERATION-HSI/META⁴ SPACE REQUIREMENT UPDATE

A review of the proposed location and layout for the Mi Casa" Multi-cultural Innovation Center for Academic Success and Achievement, and student space/offices was provided. The location meets the program needs, and Facilities Planning will continue to work with the end-users to finalize the plan.

STUDENT GARDEN AT THE PETALUMA CAMPUS

After meeting with FPO, Jane Saldaña-Talley and David Kratzmann, Earth & Space Sciences Instructor, shared with the Board Facilities the plan for a student operated educational garden. They will continue to work with Tony to meet facility and code requirements.

B. College President Report

President Chong gave the following report:

- Debbie Weatherly was selected to be a winner of the 4CS Classified Senate President Service Award for the 2014-15 year.
- The President's Office student worker Y Pham was accepted into Cornell.
- The President's Circle Lunch for donors who have contributed over \$150,000 went very well. He thanked Terry Lindley for attending and Kate McClintock for organizing.
- He attended the Classified Staff Recognition Dinner and thanked Kathy Matthies for

- organizing.
- He attended the SRJC Football Luau with Trustees Call, Burns, Battenfeld and former Trustees Zumwalt and Maggini. The event raised funds for the football program.
- He visited the University of Nebraska, Lincoln to discuss Asian leadership.
- He attended The Asian Pacific Americans in Higher Education conference in San Francisco and thanked Li Collier for attending.
- There will be two Celebrations of Life on campus on April 26:
 - Nick Anast, 11am Under the Oaks
 - Bob Mastin, 1pm in Bertolini, Student Activities Center
- He was selected to be the Grand Marshall of the Burbank Rose Parade on May 16.

Trustee Kunde commented that the Board appreciates all the effort that went into the Study Session on the March 25 Study Session. He said that it's not a simple subject and that the Board needs more data and that Dr. Chong will be bringing it to them for further consideration.

C. Student Trustee Report

Student Trustee Paz gave the following Student Trustee Report:

- He thought the Study Session went well and that it was a good opportunity for the public to express their opinions.
- He went to Cypress College to discuss shared practices with their Associated Students on behalf of Student Senate for California Community Colleges (SSCCC).
- On April 7 parents of the 43 disappeared students from Ayotzinapa visited SRJC.
- He participated in a tour of the college to students from Sonoma Valley High School.
- He announced that the Phi Theta Kappa continues to provide food to students in need. They are located in Barnett 2 days per week.
- The Latino/-a Graduation is coming up on May 22 at 5pm in Bertolini, Student Activities Center.
- He encouraged support for the student elections.
- SSCCC is moving forward with incorporating into a 501(c)(3) nonprofit.

D. Board Member Comments

- Trustee Burns thanked everyone who came out to the March 25 Study Session. He also thanked the organizers of his Public Safety Training Center tour, the Classified Staff Recognition receptions and the SRJC Football Luau.

8. **REPORTS**

A. Academic Senate

Academic Senate President Robin Fautley gave the following report:

- The hiring of 20 faculty is underway.
- Academic Senate elections are in progress. Eric Thompson has voted to be Senate President-Elect and will take the reins May 2016. Six Senators were reelected. There will be five new Senators and Nancy Persons will be returning to the Senate. An "At-Large" election will be held for four vacated seats. They are actively seeking Senate committee assignment requests for next year.
- State Academic Plenary and Area B: On March 27 Senate VP Eric Thompson and Robin attended a meeting of Area B representatives to the State Academic Senate. This meeting provides a chance to learn about current issues and preview resolutions voted on at the State Academic Senate Plenary.
- SRJC was well-represented at the Senate Plenary last week. Laura Aspinall represented Student Services with support from Ricardo Navarrette; Art Hsieh represented CTE with support from Perkins Funds; and Nancy Persons represented Senate faculty leadership with support from Dr. Chong. Plenary attend keynotes, breakouts, and hear debate over resolutions.
- At the Classified Employee Recognition Dinner last Thursday the Senate's Outstanding Classified Employee Award went to Cheryl Sherwood. She does an extraordinary job maintaining the landscaping from West Bailey Hall to Armory Drive

and Elliot Avenue. She is the renowned for beautifying the stage at SRJC events, her mentorship of student workers, and her support of academic classes.

- On April 26 there is a memorial to honor beloved colleague Nick Anast who died in a kayaking accident on Tomales Bay. One of Nick's contributions to SRJC were the many skeletons he articulated with students. Fresno the giraffe is one of these skeletons that stands prominently in the Mahoney Library. He is remembered for such things as for his devotion to students, providing Biology majors with internship opportunities, his science fair and Day Under the Oaks demonstrations of bones and brains, and for bringing heart and soul to our department. They are grateful that his memory is being honored with awards for "best teacher of the year."

B. Classified Senate

Classified Senate President Kathy Matthies gave the following report:

- The Classified Senate's recent focus has been its annual fundraiser, the dinner and silent auction that took place on April 9. She thanked everyone who participated and who helped organize the event.
- Classified employees were also recognized that week with a reception from Dr. Chong at both the Petaluma Campus and Santa Rosa. She thanked Dr. Chong and Board members who attended.
- She acknowledged the Swedish Exchange Student Program. This year she volunteered to be a host "mom" and was very grateful for the opportunity. She thanked Lisa Beach for her dedication and organization.

C. Associated Students

Associated Student President Josh Pinola gave the following report:

- He acknowledged Nick Anast's passing and said that he was known as extremely important to the college community.
- He thanked the students who participated in public comment on redistricting. He was glad to hear that the Board is interested this and encouraged them to provide more specifics.
- Participation up in student government elections. The coming week's election will also include the student center fee referendum.
- Earth Week will start April 20.
- He reminded everyone about the upcoming dance.
- He expressed his gratitude for the Board's and the Foundation's assistance to Associated Students.

9. **CONSENT AGENDA**

M/S/C (Edgar/Call) the Board of Trustees unanimously approved Consent Agenda items 9A-9L.

A. **INSTRUCTOR LOAD REPORTS FOR SPRING 2015**

Approved the changes to the Spring 2015 Instructor Load Report since the March Board meeting.

B. **CURRICULUM REVIEW COMMITTEE RECOMMENDATIONS**

Approved the recommendations of the Curriculum Review Committee from its meetings in March, 2015.

C. **CCCT BOARD OF DIRECTORS ELECTION**

Approved the nominees as listed for the CCCT Board of Directors.

Trustee Kunde announced that Trustee Edgar is nominated for this board.

D. SANTA ROSA CLASSROOM MEDIA UPGRADES PERMISSION TO BID AND AWARD OF BID

Approved the Santa Rosa Classroom Media Upgrades permission to bid and award of bid, contingent upon the amount being within budget.

E. COMMUNITY EDUCATION SUMMER 2015 COURSES

Approved the Community Education courses for Summer 2015.

F. INSTRUCTIONALLY RELATED FEES FOR FALL 2015

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

G. RATIFICATION OF CONTRACTS

Approved ratification of contracts for the period February 18, 2015 – March 24, 2015.

H. DECLARATION OF SURPLUS PROPERTY

Approved the declaration of surplus property.

I. PROGRAM PLANNING AND PROJECT DEVELOPMENT SERVICES

Approved Program Planning and Project Development Services awarding contract to Facilities Program & Planning Services, Inc. based on their qualifications, relevant experience, and ability to best meet the requirements of the District; the contract will be for a period of 2 (two) years contingent upon satisfactory performance on an as needed basis.

J. CONTRACT FOR TELEPHONE SURVEYING WITH CALIFORNIA STATE UNIVERSITY, FULLERTON, SOCIAL SCIENCE RESEARCH CENTER

Approved the contract with California State University, Fullerton, Social Science Research Center to conduct the telephone phase of the California Community College 2015 CTE Employment Outcomes Survey, and authorize the President or his designee to sign the contract.

K. SANTA ROSA CAMPUS "SCHOLARS DRIVE" RAMP AND CURB ACCESSIBILITY IMPROVEMENTS PERMISSION TO BID AND AWARD OF BID

Approved the Santa Rosa Campus "Scholars Drive" Ramp and Curb Accessibility Permission to Bid and Award of Bid, contingent upon the amount being within budget.

L. REVISION TO TRAVEL AND ADMINISTRATIVE ALLOWANCES FOR ELIGIBLE ADMINISTRATORS

Approved the proposed revisions to the travel and administrative allowances for eligible administrators.

Senior Vice President of Finance and Administrative Services/Assistant Superintendent Doug Roberts explained the rules within CalSTRS that changed, necessitating changes in travel and administrative allowances.

Because of these changes, which would cause some employees to receive less remuneration upon retirement, the District adjusted their allowances to offset this loss. The total cost to the District will be approximately \$11,000/year.

M. RESOLUTION # 10-15, 2015 DAY UNDER THE OAKS

M/S/C (Burns/Lindley) the Board of Trustees unanimously approved Resolution # 10-15, officially recognizing Sunday, May 3, 2015 as the 33rd annual Larry Bertolini Day Under the Oaks at Santa Rosa Junior College.

The vote on Resolution #10-15 was as follows:

Student Trustee Paz*	<u>aye</u>
Trustee Battenfeld	<u>aye</u>
Trustee Burns	<u>aye</u>
Trustee Call	<u>aye</u>
Trustee Edgar	<u>aye</u>
Trustee Fishman	<u>absent</u>
Trustee Lindley	<u>aye</u>
Trustee Kunde	<u>aye</u>

*Advisory vote

Ayes: 6 Nays: 0 Absent/Abstain: 1

Dean, Student Affairs and Engagement Programs Robert Ethington explained that Day Under the Oaks was suspended for a four year hiatus, then returned in 2013 at about the same time that Larry Bertolini passed away. His family had been making large donations to the college and it was an easy choice to acknowledge his family's support by renaming the event the "Larry Bertolini Day Under the Oaks."

He also said that both Nick Anast and Garth Dugan, who have passed away, will be honored at the event this year.

Trustee Edgar also announced that the Bear Cub Athletic Trust is putting on a 3K fun run the morning of this event and encouraged everyone to participate.

N. RESOLUTION #13-15, STUDENT EMPLOYEE APPRECIATION WEEK

M/S/C (Burns/Edgar) the Board of Trustees unanimously approved adoption of Resolution #13-15, establishing District observance of Student Employee Appreciation Week during the second full week in April each year.

The vote on Resolution #13-15 was as follows:

Student Trustee Paz*	<u>aye</u>
Trustee Battenfeld	<u>aye</u>
Trustee Burns	<u>aye</u>
Trustee Call	<u>aye</u>
Trustee Edgar	<u>aye</u>
Trustee Fishman	<u>absent</u>
Trustee Lindley	<u>aye</u>
Trustee Kunde	<u>aye</u>

*Advisory vote

Ayes: 6 Nays: 0 Absent/Abstain: 1

ACTION AGENDA

10. HUMAN RESOURCES

M/S/C (Call/Battenfeld) the Board of Trustees unanimously approved Action items 10A-G of the Human Resources personnel actions.

A. MANAGEMENT

Management Staffing

Employment

- 1. Adams, Joshua** **Change in Administrative/Travel Allowance**
Dean II, Business and Professional Studies
1.0 FTE, 12 Months/Year, Range 14.5, Step C
From: \$10,176.00/Month (\$10,051.00, Plus \$125.00, Travel Allowance)
To: \$10,226.00/Month (\$10,051.00, Plus \$175.00, Travel Allowance)
Effective Date: 01-01-15
- 2. Arnold, Charisse** **Change in Administrative/Travel Allowance**
Director, Public Safety – In-Service Programs/Department of Public Safety
1.0 FTE, 12 Months/Year, Range 12.0, Step E
From: \$8,581.00/Month (\$8,431.00, Plus \$150.00, Travel Allowance)
To: \$8,606.00/Month (\$8,431.00, Plus \$175.00, Travel Allowance)
Effective Date: 01-01-15
- 3. Brownlee, Robert** **Temporary Promotion**
From: Police Sergeant/District Police
1.0 FTE 12 Months/Year, Range 10.0, Step E, \$6,843.50/Month (\$6,781.00, Plus \$62.50, Uniform Allowance)
To: Interim Chief of Police/District Police
1.0 FTE, 12 Months/Year, Range 14.5, Step A, \$9,179.50/Month (\$9,117.00, Plus \$62.50, Uniform Allowance)
Effective: 03-30-15 to 06-30-15
- 4. Chapman, April** **Change in Administrative/Travel Allowance**
Dean III, Public Safety/Department of Public Safety
1.0 FTE, 12 Months/Year, Range 15.0, Step E
From: \$11,883.00/Month (\$11,683.00, Plus \$200.00, Travel Allowance)
To: \$11,913.00/Month (\$11,683.00, Plus \$230.00, Travel Allowance)
Effective Date: 01-01-15
- 5. Chigazola, Deborah** **Change in Administrative/Travel Allowance**
Dean II, Health Sciences
1.0 FTE, 12 Months/Year, Range 14.5, Step B
From: \$9,672.00/Month (\$9,572.00, Plus \$100.00, Administrative Allowance)
To: \$9,747.00/Month (\$9,572.00, Plus \$175.00, Travel Allowance)
Effective Date: 01-01-15

6. **Chong, Frank** **Change in Administrative/Travel Allowance**
Superintendent/President/President's Office
1.0 FTE, 12 Months/Year
From: \$22,568.77/Month (\$20,900.75, Plus \$418.02,
 Doctoral Stipend, Plus \$625.00, Car Allowance,
 Plus \$625.00, Administrative Allowance)
To: \$22,758.77/Month (\$20,900.75, Plus \$418.02,
 Doctoral Stipend, Plus \$1,440.00, Administrative
 Allowance)
Effective Date: 01-01-15
7. **Collins, Randolph** **Change in Administrative/Travel Allowance**
Director, Public Safety - Fire Technology/Department of Public
Safety
1.0 FTE, 12 Months/Year, Range 12.0, Step E
From: \$8,581.00/Month (\$8,431.00, Plus \$150.00, Car
 Allowance)
To: \$8,606.00/Month (\$8,431.00, Plus \$175.00, Travel
 Allowance)
Effective Date: 01-01-15
8. **Conrad, Scott** **Removal of Stipend and Addition of Doctoral Stipend**
Director, Information Technology/Information Technology
1.0 FTE, 12 Months/Year, Range 15.0, Step E
From: \$12,168.00/Month (\$11,683.00, Plus \$485.00,
 Stipend)
To: \$11,916.66/Month (\$11,683.00, Plus \$233.66,
 Doctoral Stipend)
Effective Date: 03-01-15
9. **Farkas, Abe** **Change in Administrative/Travel Allowance**
Dean III, Curriculum and Educational Support
Services/Curriculum and Educational Support Services
1.0 FTE, 12 Months/Year, Range 15.0, Step E
From: \$12,041.66/Month (\$11,683.00, Plus \$233.66,
 Doctoral Stipend, Plus \$125.00, Car Allowance)
To: \$12,091.66/Month (\$11,683.00, Plus \$233.66,
 Doctoral Stipend, Plus \$175.00, Travel Allowance)
Effective Date: 01-01-15
10. **Furukawa-
Schlereth, Karen** **Change in Administrative/Travel Allowance**
Vice President of Human Resources
1.0 FTE, 12 Months/Year, Independently Adjusted
From: \$15,873.98/Month (\$13,990.00, Plus \$1,433.98,
 10% Longevity, Plus \$200.00, Car Allowance, Plus
 \$250.00 Administrative Allowance)
To: \$15,943.98/Month (\$13,990.00, Plus \$1,433.98,
 10% Longevity, Plus \$520.00, Administrative
 Allowance)
Effective Date: 01-01-15
11. **Jolley, Kate** **Change in Administrative/Travel Allowance**
Director, Fiscal Services/Accounting
1.0 FTE, 12 Months/Year, Range 14.5, Step E
From: \$12,266.80/Month (\$11,081.00, Plus \$1,135.80,
 10% Longevity, Plus \$50.00, Car Allowance)
To: \$12,391.80/Month (\$11,081.00, Plus \$1,135.80,
 10% Longevity, Plus \$175.00, Travel Allowance)
Effective Date: 01-01-15

- 12. Larsen, Lauralyn** **Change in Administrative/Travel Allowance**
Dean III, Counseling and Special Programs/Counseling
1.0 FTE, 12 Months/Year, Range 15.0, Step E
From: \$11,808.00/Month (\$11,683.00, Plus \$125.00, Car Allowance)
To: \$11,858.00/Month (\$11,683.00, Plus \$175.00, Travel Allowance)
Effective Date: 01-01-15
- 13. Long, Matthew** **Change in Administrative/Travel Allowance**
Dean II, Student Services/Petaluma Campus
1.0 FTE, 12 Months/Year, Range 14.5, Step C
From: \$10,402.02/Month (\$10,051.00, Plus \$201.02, Doctoral Stipend, Plus \$150.00, Administrative Allowance)
To: \$10,427.02/Month (\$10,051.00, Plus \$201.02, Doctoral Stipend, Plus \$175.00, Travel Allowance)
Effective Date: 02-27-15
- 14. Marvin, Brian** **Change in Administrative/Travel Allowance**
Director, Public Safety – Modular Law Enforcement/Ranger Academy/Department of Public Safety
1.0 FTE, 12 Months/Year, Range 12.0, Step E
From: \$8,581.00/Month (\$8,431.00, Plus \$150.00, Administrative Allowance)
To: \$8,606.00/Month (\$8,431.00, Plus \$175.00, Travel Allowance)
Effective Date: 01-01-15
- 15. Miller, Jerald** **Change in Administrative/Travel Allowance**
Dean III, Career & Technical Education & Economic Development
1.0 FTE, 12 Months/Year, Range 15.0, Step E
From: \$13,005.89/Month (\$11,127.00, Plus \$1,753.89, 15% Longevity, Plus \$125.00, Administrative Allowance)
To: \$13,055.89/Month (\$11,127.00, Plus \$1,753.89, 15% Longevity, Plus \$175.00, Travel Allowance)
Effective Date: 01-01-15
- 16. Navarrette, Ricardo** **Change in Administrative/Travel Allowance**
Vice President of Student Services/Assistant Superintendent
1.0 FTE, 12 Months/Year, Independently Adjusted
From: \$16,645.17/Month (\$13,990.00, Plus \$2,205.17, 15% Longevity, Plus \$200.00, Car Allowance, Plus \$250.00, Administrative Allowance)
To: \$16,715.17/Month (\$13,990.00, Plus \$2,205.17, 15% Longevity, Plus \$520.00, Administrative Allowance)
Effective Date: 01-01-15
- 17. Roberts, Doug** **Change in Administrative/Travel Allowance**
Senior Vice President of Finance and Administrative Services/Assistant Superintendent
1.0 FTE, 12 Months/Year, Independently Adjusted
From: \$14,440.00/Month (\$13,990.00, Plus \$200.00, Car Allowance, Plus \$250.00, Administrative Allowance)
To: \$14,510.00/Month (\$13,990.00, Plus \$520.00, Administrative Allowance)
Effective Date: 01-01-15

18. **Rudolph, Mary Kay** **Change in Administrative/Travel Allowance**
Senior Vice President of Academic Affairs/Assistant
Superintendent
1.0 FTE, 12 Months/Year, Independently Adjusted
From: \$14,719.80/Month (\$13,990.00, Plus \$279.80,
Doctoral Stipend, Plus \$200.00, Car Allowance,
Plus \$250.00, Administrative Allowance)
To: \$14,789.80/Month (\$13,990.00, Plus \$279.80,
Doctoral Stipend, Plus \$520.00, Administrative
Allowance)
Effective Date: 01-01-15
19. **Saldaña-Talley, Jane** **Change in Administrative/Travel Allowance**
Vice President, Petaluma Campus
1.0 FTE, 12 Months/Year, Independently Adjusted
From: \$14,719.80/Month (\$13,990.00, Plus \$279.80,
Doctoral Stipend, Plus \$200.00, Car Allowance,
Plus \$250.00, Administrative Allowance)
To: \$14,789.80/Month (\$13,990.00, Plus \$279.80,
Doctoral Stipend, Plus \$520.00, Administrative
Allowance)
Effective Date: 01-01-15
20. **Shannon, Vanessa** **Change in Administrative/Travel Allowance**
Interim Dean II, Student Services, Petaluma Campus
1.0 FTE, 12 Months/Year, Range 14.5, Step C
From: \$10,201.00/Month (\$10,051.00, Plus \$150.00,
Administrative Allowance)
To: \$10,226.00/Month (\$10,051.00, Plus \$175.00,
Travel Allowance)
Effective: 01-01-15 to 02-28-15
- And**
- Addition of Travel Allowance**
Director, Gateway to College/Petaluma Campus
1.0 FTE, 12 Months/Year, Range 12.0, Step E
From: \$8,431.00/Month
To: \$8,606.00/Month (\$8,431.00, Plus \$175.00, Travel
Allowance)
Effective Date: 03-01-15
21. **Srinivasan, Ganesan** **Change in Administrative/Travel Allowance**
Dean II, Agriculture/Natural Resources and Culinary Arts
1.0 FTE, 12 Months/Year, Range 14.5, Step E
From: \$11,452.62/Month (\$11,081.00, Plus \$221.62,
Doctoral Stipend, Plus \$150.00, Administrative
Allowance)
To: \$11,477.62/Month (\$11,081.00, Plus \$221.62,
Doctoral Stipend, Plus \$175.00, Travel Allowance)
Effective Date: 01-01-15
22. **Wegman, Patricia** **Change in Administrative/Travel Allowance**
Dean III, Student Conduct and Disabled Students Programs &
Services
1.0 FTE, 12 Months/Year, Range 15.0, Step E
From: \$13,649.53/Month (\$11,683.00, Plus \$1,841.53,
15% Longevity, Plus \$125.00, Car Allowance)
To: \$13,699.53/Month (\$11,683.00, Plus \$1,841.53,
15% Longevity, Plus \$175.00, Travel Allowance)
Effective Date: 01-01-15

23. **Williams, Catherine** **Change in Administrative/Travel Allowance**
Dean II, Instruction and Enrollment Management/Petaluma
Campus
1.0 FTE, 12 Months/Year, Range 14.5, Step B
From: \$9,913.44/Month (\$9,572.00, Plus \$191.44,
 Doctoral Stipend, Plus \$150.00, Administrative
 Allowance)
To: \$9,938.44/Month (\$9,572.00, Plus \$191.44,
 Doctoral Stipend, Plus \$175.00, Travel Allowance)
Effective Date: 01-01-15

Resignation

1. **McCaffrey,
Matthew** Chief of Police/District Police
1.0 FTE, 12 Months/Year, Range 14.5, Step E,
\$11,143.50/Month (\$11,081.00, Plus \$62.50, Uniform
Allowance)
Hire Date: 09-28-12
Effective Date: 03-27-15

Management Staffing

1. **Finance and Administrative Services**
New Job Title and Revised Job Description
Incumbent: **Susan St. Clair**
From: **Executive Assistant, Business Services**
 1.0 FTE, 12 Months/Year, Range 7.5
To: **Executive Assistant, Finance and Administrative Services**
 1.0 FTE, 12 Months/Year, Range 7.5

B. FACULTY

Leaves of Absence

1. **Kylingstad, Nancy** **Request for Paid Leave of Absence**
Adjunct Faculty/English as a Second Language
Class C, Step 4
Effective: 01-12-15 to 05-22-15
2. **Quiroz, T. Norberto** **Request for Paid Leave of Absence**
Counselor/Counseling, Petaluma
1.0 FTE, Class B, Step 16, \$87,833.00/Year
Effective: 03-25-15 to 05-23-15
3. **Reed, Claire** **Revision of Effective Dates for**
 Request for Paid Leave of Absence
Adjunct Faculty/Health Sciences
Class A, Step 5
From: Effective: 03-04-15 to 04-03-15
To: Effective: 03-05-15 to 04-03-15

Reduced Workload

1. **Vallejo, Laura**

Pre-Retirement Workload Reduction

Instructor/Child Development

Class D, Step 16

From: 1.0 FTE, \$100,663.00/Year

To: .80 FTE, \$80,530.40/Year

(.80 FTE Fall Semester; .80 FTE Spring Semester)

Per Ed Code Sections 22713 & 87483; and

AFA Contract, Article 24.02

Effective: 08-13-15 to end of Spring Semester 2025

Resignation

1. **Becnel, Christopher**

Adjunct Faculty/Business Administration

Class D, Step 4

Effective Date: 07-09-14

2. **Earl, R. Daniel**

Adjunct Faculty/Music

Class B, Step 6

Effective Date: 05-25-15

3. **Ellis, Lauri**

Adjunct Faculty/Health Sciences

Class A, Step 5

Effective Date: 03-27-15

4. **Hanes, David**

Adjunct Faculty/Life Sciences

Class D, Step 5

Effective Date: 05-22-15

C. CLASSIFIED
Employment

1. **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: 03-16-15 to 06-30-15

2. **Harvey, Lorinda**

Temporary Increase in Hours and Addition of Shift Differential

Box Office Technician/Theatre Arts

12 Months/Year, Grade J, Step 5

From: .475 FTE, \$2,004.50/Month

To: .725 FTE, \$3,154.45/Month (\$3059.50, Plus \$94.95, 5% Shift Differential)

Effective: 03-23-15 to 03-28-15 and 05-11-15 to 05-16-15

And

Addition of Shift Differential Only

Box Office Technician/Theatre Arts

.475 FTE, 12 Months/Year, Grade J, Step 5

From: \$24.35/Hour

To: \$25.57/Hour (\$24.35, Plus \$1.22, 5% Shift Differential for 43 Hours)

Effective: 10-03-14 to 10-12-14

3. **Salazar, Glen**

Continuation of Temporary Increase in Hours

Matriculation Technician I/Southwest Santa Rosa Center

12 Months/Year, Grade I, Step 1

From: .80 FTE, \$2,772.00/Month (\$2,640.00, Plus

\$132.00, 5% Bilingual Stipend)
To: 1.0 FTE, \$3,465.00/Month (\$3,300.00, Plus
\$165.00, 5% Bilingual Stipend)
Effective: 12-10-14 to 06-30-15

4. **Wright, Brett** Police Officer/District Police
1.0 FTE, 12 Months/Year, Grade P, Step 2, \$5,166.00/Month
Replacement: B. Wright
Effective Date: 03-16-15
(Addition of Uniform Allowance in the amount of \$62.50 per month effective 08-01-15)

Promotion/Transfer/Change in Status

1. **Garcia, Valarie** **Transfer**
From: Administrative Assistant II/Health Sciences
1.0 FTE, 12 Months/Year, Grade K, Step 5,
\$4,458.00/Month
To: Administrative Assistant II/Kinesiology, Athletics
& Dance
1.0 FTE, 12 Months/Year, Grade K, Step 5,
\$4,458.00/Month
Replacement: A. Wilmarth
Effective Date: 03-23-15
2. **Quiroz, Maria** **Promotion**
From: Testing Technician/Assessment
1.0 FTE, 12 Months/Year, Grade J, Step 3,
\$4,018.35/Month (\$3,827.00, Plus \$191.35, 5%
Bilingual Stipend)
To: Testing Specialist/Assessment
1.0 FTE, 12 Months/Year, Grade L, Step 2,
\$4,274.55/Month (\$4,071.00, Plus \$203.55, 5%
Bilingual Stipend)
Replacement: W. Zambrano
Effective Date: 03-09-15

Intent to Retire

1. **Cummings, Cathleen** Library Technician III/Library and Information Resources
1.0 FTE, 12 Months/Year, Grade M, Step 5, \$6,055.65/Month
(\$4,982.00, Plus \$1,073.65, 20% Longevity)
Date of Hire: 09-29-86
Resignation/Retirement Date: 07-24-15
CalPERS Retirement Date: 07-25-15
2. **Melanson, Rosalind** Admissions & Records Technician/Admissions, Records &
Enrollment Development
.90 FTE, 12 Months/Year, Grade I, Step 5, \$4,012.00/Month
Date of Hire: 06-13-05
Resignation/Retirement Date: 06-10-15
CalPERS Retirement Date: 06-11-15

Resignation

1. **Moore, D'Ann** Buyer, Senior/Purchasing
1.0 FTE, 12 Months/Year, Grade O, Step 5, \$6,199.36/Month
(\$5,623.00, Plus \$576.36, 10% Longevity)
Hire Date: 03-30-98
Effective Date: 01-16-15

2. **Quirt, Jessica** Child Care Master Teacher/Child Development – Children’s Center
.8438 FTE, 199 Days/Year, Grade L, Step 5, \$27.20/Hour
Hire Date: 02-25-08
Effective Date: 05-28-15

CLASSIFIED STAFFING

1. **Human Resources**
Increase in Time Base of Existing Position
Incumbent: n/a
From: Administrative Assistant I
.80 FTE, 12 Months/Year, Grade I
To: Administrative Assistant I
1.0 FTE, 12 Months/Year, Grade I
Effective Date: 04-14-15
2. **Student Equity**
New Position
Incumbent: n/a
Administrative Assistant II
1.0 FTE, 12 Months/Year, Grade K
3. **Student Services, Southwest Santa Rosa Center**
New Position
Incumbent: n/a
Program Specialist I, Student Success
1.0 FTE, 12 Months/Year, Grade L
4. **Student Success and Assessment Services**
New Position
Incumbent: n/a
Testing Specialist
1.0 FTE, 12 Months/Year, Grade L

D. REGULAR INSTRUCTIONAL ASSISTANTS

There are no recommended Instructional Assistant personnel actions.

E. PROFESSIONAL EXPERT PERSONNEL ACTIONS

Employment

<u>Name</u>	<u>Classification</u>	<u>Department</u>	<u>Max Hrs</u>	<u>Effective</u>
LaBaudour, Audrey	Business Advisor	AG/Natural Resources	50	02/24/15-04/10/15
Parmer, Janet	Film Prod/Mkt Coord	Disability Resources	100	02/05/15-06/09/15
Silverek, Don	Emergency Mgt Advisor	Facilities Planning & Op	300	12/09/14-06/10/15

MASTER PAF’S – REVISIONS

PUBLIC SAFETY – ADMINISTRATION OF JUSTICE	MASTER PAF NO:	15M-5003 (Rev A)
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BOARD APPROVED 06-10-14:	DOLLAR AMOUNT:	\$ 36,000.00
ADDITIONAL \$ REQUESTED, EFFECTIVE 01-13-15:		+ 44,000.00
NEW BALANCE:		\$ 80,000.00
BOARD APPROVED 06-10-14:	HOURS:	1,800
ADDITIONAL HOURS REQUESTED, EFFECTIVE 01-13-15:		+ 2,200
NEW BALANCE:		4,000
BUDGET CODE: 10-40-75-0000-2105-2333	DURATION:	06/10/14 – 06/09/15

PUBLIC SAFETY EVALUATOR

Additions:

<u>Name</u>	<u>Effective</u>	<u>Name</u>	<u>Effective</u>
Byrne, Margaret	04/10/15	Edwards, Joseph	01/20/15

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>
Walker, Kyler	02/18/15

PUBLIC SAFETY – FIRE TECHNOLOGY	MASTER PAF NO:	15M-5010
	BOARD DATE:	06-10-14
	MAXIMUM DOLLAR AMOUNT:	\$8,448.00
	MAXIMUM HOURS:	384
BUDGET CODE: 10-40-75-0000-2134-2333	DURATION:	06/10/14 – 06/09/15

RECRUIT TRAINING OFFICER

Addition:

<u>Name</u>	<u>Effective</u>
Davison, Jeffrey	02/10/15

F. NON-STUDENT HOURLY EMPLOYMENT ACTIONS

As listed on pages 109-112 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 I	Health Sciences	New Position: Board Approved 11-12-14
2. Administrative Assistant I	Human Resources	Replacement: E.

McPherson

- | | | | |
|----|----------------------------------|---|---------------------------------------|
| 3. | Administrative Assistant III | Art | Replacement: E. Banister |
| 4. | Curriculum Technician | Curriculum and Educational Support Services | Replacement: J. Hunter |
| 5. | Financial Aid Program Specialist | Financial Aid | New Position: Board Approved 12-09-14 |

11. **FEBRUARY 13, 2015- MARCH 12, 2015 WARRANTS**

M/S/C (Lindley/Call) the Board of Trustees unanimously approved warrants expended during the period February 13, 2015-March 12, 2015.

Operating Expenditures:

General Fund	\$2,613,769
Capital Projects Fund	70,228
General Obligation Bond Projects Fund	871,524
Dormitory Interest/Redemption Fund	0
Child Development Fund	4,124
College Farm Fund	31,416
Auxiliary Enterprise Fund	26,203
Vending Fund	0
Parking Fund	16,579
Self Insurance Fund	10,399
Retiree Benefits Trust Fund	0
Student Representation Fee Fund	65
Development Fund	834
Total Operating Expenditures	<u>\$3,645,141</u>

Payroll Expenditures:

Regular - January	\$5,647,500
Student - January	168,951
Supplemental - February	<u>2,107,467</u>
Total Payroll Expenditures	<u>\$7,923,918</u>

TOTAL WARRANTS FOR PERIOD \$11,569,059

12. **APPROVAL GRANTING STUDENT TRUSTEE RIGHT TO SECOND A MOTION**

President Kunde pulled this item to allow Trustee Fishman to take part in the vote upon her return at the next meeting.

13. **UTILIZATION OF THE CATEGORICAL FLEXIBILITY PROVISION**

M/S/C (Edgar/Lindley) the Board of Trustees unanimously approved the proposed redirection of \$1,000 of Equal Employment Opportunity funding to Disabled Students Programs per Education Code Section 84043.

14. **RESOLUTION # 11-15, IN SUPPORT OF ASSUMBLY BILL 288 CALLING UPON MEMBERS OF THE CALIFORNIA SENATE AND CALIFORNIA ASSEMBLY TO APPROVE COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) WHICH RELY ON CONCURRENT ENROLLMENT PARTNERSHIPS BETWEEN SCHOOL DISTRICTS AND COMMUNITY**

COLLEGE DISTRICTS

M/S/C (Lindley/Burns) the Board of Trustees approved Resolution #11-15, In Support of Assembly Bill 288 Calling Upon Members of the California Senate and California Assembly to Approve College and Career Access Pathways (CCAP) Which Rely on Concurrent Enrollment Partnerships Between School Districts and Community College Districts.

The vote on Resolution #11-15 was as follows:

Student Trustee Paz*	<u>aye</u>
Trustee Battenfeld	<u>aye</u>
Trustee Burns	<u>aye</u>
Trustee Call	<u>aye</u>
Trustee Edgar	<u>aye</u>
Trustee Fishman	<u>absent</u>
Trustee Lindley	<u>aye</u>
Trustee Kunde	<u>aye</u>

*Advisory vote

Ayes: 6 Nays: 0 Absent/Abstain: 1

15. RESOLUTION #12-15 IN SUPPORT OF SENATE BILL 148 – CAREER AND JOB SKILLS EDUCATION ACT

M/S/C (Burns/Edgar) the Board of Trustees unanimously approved Resolution #12-15, in support of Senate Bill 148 – Career and Job Skills Education Act.

The vote on Resolution #12-15 was as follows:

Student Trustee Paz*	<u>aye</u>
Trustee Battenfeld	<u>aye</u>
Trustee Burns	<u>aye</u>
Trustee Call	<u>aye</u>
Trustee Edgar	<u>aye</u>
Trustee Fishman	<u>absent</u>
Trustee Lindley	<u>aye</u>
Trustee Kunde	<u>aye</u>

*Advisory vote

Ayes: 6 Nays: 0 Absent/Abstain: 1

Trustee Burns thanked Dr. Chong and Mary Kay Rudolph for putting together this resolution in support of Senate Bill 148.

INFORMATION

16. STUDENT SUCCESS SCORECARD REPORT 2015

Director of Institutional Research, Dr. KC Greaney, presented the California Community Colleges Chancellor's Office 2015 "Student Success Scorecard," including results for SRJC compared with statewide averages.

She highlighted that SRJC outperforms state averages in several areas, such as in completion rates.

She also noted that SRJC shows a gender gap, with women outperforming men in completion rates, and inequities in completion rates among various ethnic groups.

17. INAUGURAL STUDENT-ATHLETE ORIENTATION DAY

Interim Dean/Athletics Director Ron Myers presented a short overview of the successful 2014-15 Inaugural Student-Athlete Orientation Day, including a video made by a student attendee of the orientation.

18. REVISIONS TO POLICY 8.5.2 AND PROCEDURE 8.5.2P, STUDENT CLUBS, ORGANIZATIONS OR AD HOC GROUPS, FIRST READING

Robert Ethington presented a first reading of the proposed revisions to Policy 8.5.2 and Procedure 8.5.2P, Student Clubs, Organizations or Ad Hoc Groups.

19. ADJOURNMENT

The regular Meeting was adjourned at 5:56 pm.

Jeff Kunde
President, Board of Trustees