



SUGGESTED ORDER OF BUSINESS

SPECIAL MEETING OF THE GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

POLICY COMMITTEE

YOLANDA SALCIDO, GOVERNING BOARD PRESIDENT
TERRI VALLADOLID, GOVERNING BOARD VICE PRESIDENT
NICK AGUILAR, GOVERNING BOARD MEMBER
JORGE DOMINGUEZ, PH.D., GOVERNING BOARD MEMBER
JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
CHRIS DEBAUCHE, STUDENT GOVERNING BOARD MEMBER
RAJ K. CHOPRA, PH.D., SECRETARY TO GOVERNING BOARD
AND SUPERINTENDENT/PRESIDENT

Written notice is hereby given in accordance with Government Code Section 54956 that a special meeting of the Governing Board of the Southwestern Community College District will be held as noted below:

DATE: Tuesday, March 23, 2010
TIME: 5:30 p.m.
LOCATION: Southwestern College
Building 100, Conference Room A
900 Otay Lakes Road
Chula Vista, CA 91910

Compliance with Americans With Disabilities Act

Southwestern Community College District, in compliance with the American Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact Mary Ganio at (619) 482-6301 in advance of the meeting for information on such accommodation.

	ITEM
Call to Order	1. CALL TO ORDER (Salcido) Building 100, Conference Room A Attendance at this special meeting (Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive). Present:
Oral Communication	2. ORAL COMMUNICATION Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table) and indicate on the card if they wish to be called under Oral Communication, or when a specific agenda item is considered. An oral presentation to the Board does <i>not</i> constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may <i>briefly</i> respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."
Action	3. APPROVAL OF MINUTES (ENCLOSURE) Policy Meeting, July 23, 2009

	ITEM
	4. POLICY REVIEW (ENCLOSURE) The Policy Committee will meet to review existing policies, as related to accreditation: Policy No. 1200 District Mission – Accreditation Oversight Committee (AOC) Workgroup One Policy No. 2710 Conflict of Interest - AOC Workgroup 10 Policy No. 2715 Code of Ethics – AOC Workgroup 10 Policy No. 2510 Participation in Decision Making (Shared Governance) – AOC Workgroup 8 Policy No. 2432 Selection of Vice Presidents – AOC Workgroup 9
Adjournment	5. ADJOURNMENT (Salcido)

Raj K. Chopra, Ph.D.
Superintendent/President



MINUTES

SPECIAL MEETING OF THE GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

POLICY COMMITTEE

JEAN ROESCH, ED.D., GOVERNING BOARD PRESIDENT
YOLANDA SALCIDO, GOVERNING BOARD VICE PRESIDENT
NICK AGUILAR, GOVERNING BOARD MEMBER
JORGE DOMINGUEZ, PH.D., GOVERNING BOARD MEMBER
TERRI VALLADOLID, GOVERNING BOARD MEMBER
CHRIS DEBAUCHE, STUDENT BOARD MEMBER
RAJ K. CHOPRA, PH.D., SECRETARY TO GOVERNING BOARD
AND SUPERINTENDENT/PRESIDENT

Written notice is hereby given in accordance with Government Code Section 54956 that a special meeting of the Governing Board of the Southwestern Community College District will be held as noted below:

DATE: Thursday, July 23, 2009
TIME: 8:30 a.m.
LOCATION: Southwestern College
Building 100, Conference Room A
900 Otay Lakes Road
Chula Vista, CA 91910

Compliance with Americans With Disabilities Act

Southwestern Community College District, in compliance with the American Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact Mary Ganio at (619) 482-6301 in advance of the meeting for information on such accommodation.

	ITEM
Call to Order	1. CALL TO ORDER 8:45 a.m. (Salcido) Building 100, Conference Room A Attendance at this special meeting (Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive). Present: Jean Roesch, Yolanda Salcido <i>Also in attendance were staff members Michael Kerns and Patti Blevins.</i>
Oral Communication	2. ORAL COMMUNICATION Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table) and indicate on the card if they wish to be called under Oral Communication, or when a specific agenda item is considered. An oral presentation to the Board does <i>not</i> constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may <i>briefly</i> respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."
Action	3. APPROVAL OF MINUTES (ENCLOSURE) Policy Meeting, June 17, 2009 <i>The minutes were approved by consensus.</i>

	ITEM
Adjournment	4. POLICY REVIEW (ENCLOSURE) The policy committee will meet to review existing policies and discuss items which have been referred to the committee for consideration. ▪ Review of Policy No. 2720 "Communications Among Board Members" <i>Discussion was held and it was determined that Policy No 2720 will go forward to the Board in July as Second Reading.</i>
	5. ADJOURNMENT 9:05 a.m. (Salcido) Raj K. Chopra, Ph.D. Governing Board Secretary
	Yolanda Salcido Governing Board Vice President

DISTRICT MISSION & PHILOSOPHY

Reference: *Accreditation Standard One*

Mission Statement

Southwestern Community College District is committed to meeting the educational goals of its students in an environment that promotes intellectual growth and develops human potential.

Philosophy

The mission of Southwestern Community College District is to serve its diverse and multicultural community by providing dynamic, quality education which promotes the personal, career, and educational goals of its members. To this end, the District encourages participation by all to improve the quality of life for individuals, and to promote the social, economic and cultural development of their communities. To fulfill that mission, the District believes in:

Quality education to meet individual needs. The District recognizes that students are individuals with different degrees of preparedness, and different reasons for seeking an education, and as such, respond to different instructional approaches and must have the freedom to enroll in classes appropriate to their ability levels. The District thus aims to provide excellent instruction matched to the needs and abilities of its students.

Quality education to meet educational needs. The District subscribes to the principle that each person has worth, integrity and dignity, and that each can grow in the attainment of intellectual curiosity, creativity, cultural appreciation and moral and spiritual values.

Quality education to meet career needs. The District further recognizes that community residents should have the opportunity to develop skills needed for employment and a meaningful career; these skills can be further developed, strengthened and refined at the District to meet the requirements of the dynamic and rapidly changing technological culture in which we live.

Quality education to meet community needs. The District believes that learning is a lifelong process and that the District should play an active role in stimulating the quality of life of the community through its educational endeavors. The District's aim is to prepare students for their role as informed mature participants in a democratic society, for it recognizes that the rights of citizens are inseparably associated with their responsibilities. Southwestern Community College District recognizes its unique role in multicultural communication and education and is committed to promoting an understanding and appreciation for the diversity of cultures in our community.

The District Mission & Philosophy shall be evaluated and revised on a regular basis.

CONFLICT OF INTEREST

References: Government Code Sections 1090 et seq., 1126, and 87200 et seq.;
Title 2 Section 18730 et seq.

Governing Board members shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as Governing Board members.

A Governing Board member shall not be considered to be financially interested in a contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Governing Board member who has a remote interest in any contract considered by the Board shall disclose his or her interest during a Governing Board meeting and have the disclosure noted in the official Board minutes. The Governing Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Governing Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties as an officer of the District.

In compliance with law and regulation, the Superintendent/President shall establish administrative procedures to provide for disclosure of assets of income of Governing Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Governing Board members shall file statements of economic interest with the filing officer identified by the administrative procedures.

Governing Board members are encouraged to seek counsel from the District's legal advisor in every case where any question regarding possible conflict of interest arises.

CODE OF ETHICS

References: Accreditation Standard IV.B.1.a, e, and h

The Governing Board maintains high standards of ethical conduct for its members. Members of the Governing Board are responsible to:

1. Give evidence of good citizenship in community and state affairs;
2. Accept the legal and ethical commitments and responsibilities of the Governing Board to residents of the District to the staff, to the taxpayers and, most importantly, to the students served;
3. Dedicate themselves to the highest ideals of honor and integrity in all public and personal relationships;
4. Not accept or solicit loans or gifts from employees of the Southwestern Community College District or their family members;
5. Recognize that a Governing Board member has no legal authority as an individual, that decisions can be made only by a majority vote of the entire Board at a Board meeting, and that no individual Governing Board member has authority to direct staff or programs at the District;
6. Render all decisions regarding the issues at hand based on the available facts and independent judgment, and to refuse to surrender that judgment to any other individual or special interest group;
7. Be aware of the cultural and economic make-up, and the geographic distribution of the members of our community, and to make responsible decisions to meet the educational goals of a diverse population;
8. Encourage the free expression of opinion by all Governing Board members and to seek systematic communications between the Board and students, staff and all elements of the community;
9. Abide by majority decisions of the Governing Board, while retaining the right to seek changes in decisions through ethical and constructive channels;
10. Keep confidential all information and discussions conducted during closed sessions of the Governing Board;

CODE OF ETHICS

11. Bring direct and indirect credit to the District through personal effort in business, social, professional, and personal relationships;
12. Avoid any conflict of interest or the appearance of impropriety that could result because of their position as Governing Board members, and to not intentionally use Board membership, the goodwill or name of the College or District for personal gain or prestige;
13. Fulfill the responsibilities of their commission without regard to prejudice, provinciality, partisanship, or animosity;
14. Recognize that the District is a major employer and that the Governing Board's actions will affect the capacity of many people to practice the profession or trade in which they have so much personal investment;
15. Refrain from using District time, personnel, supplies, and equipment for non-District activities;
16. Work with other Governing Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent/President;
17. Ensure public input into Governing Board deliberations and adhere to the law and spirit of the open meeting laws and regulations;
18. Be informed and educated about the District, educational issues and the responsibilities of trusteeship and devote adequate time to perform the work of the Governing Board.

The Governing Board will promptly address any violation by a Board member or Board members of the Code of Ethics in the following manner:

The Superintendent/President and Governing Board President are authorized to consult with legal counsel when they become aware of or are informed about alleged violations of legal or unethical behavior, including but not limited to conflicts of interest, use of public resources or violations of laws concerning open government or confidentiality of closed session information. Violations of law may be referred to the District's General Counsel, the District Attorney or the Attorney General, as appropriate.

Violations of the Code of Ethics will be addressed by the President of the Board, who will first discuss the alleged violation with the Board member to reach a resolution. If resolution

CODE OF ETHICS

is not achieved and further action is deemed necessary by the President of the Board, s/he may either bring recommendations for further action directly to the full Board or appoint an ad hoc committee to examine the matter and recommend further courses of action to the full Board. If the President of the Governing Board is alleged to have violated the Code of Ethics, the Vice President of the Governing Board is authorized to pursue resolution.

Based upon the findings and/or recommendations of the President, Vice President or any ad hoc committee, the Governing Board may act in any of the following ways:

- The Governing Board may determine that a workshop or retreat on standards of conduct, ethics or other related topics would best address the issue(s).
- The Governing Board may issue a public statement in which it expresses concern with an individual Board member's behavior.
- The Governing Board may elect to take no further action.
- The Governing Board may pursue any other remedies available under California law.

PARTICIPATION IN LOCAL DECISION-MAKING

*References: Education Code Sections 70902(b)(7);
Title 5, Sections 53200 et seq., 51023.5, and 51023.7;
Accreditation Standard IV.A*

Southwestern Community College District believes that the high quality of decision-making, planning and programs and services offered by the College is dependent upon the most creative thinking, ideas and contributions by the entire College community. The Governing Board honors the concept of participatory governance in all areas defined by State laws and regulations, while retaining its own rights and responsibilities as the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Governing Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

1. Academic Senate (Title 5 Sections 53200-53206.)

The Governing Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed with the Academic Senate.

2. Staff (Title 5 Section 51023.5.)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the CSEA will be given every reasonable consideration.

3. Students (Title 5 Section 51023.7.)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

PARTICIPATION IN LOCAL DECISION-MAKING

Except for unforeseeable emergency situations, the Governing Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

SELECTION OF THE VICE PRESIDENTS

References: Title 5 Sections 53000, et seq.

The Governing Board may conduct final interviews of the top three (3) candidates recommended by the Superintendent/President for the following administrative positions:

- Vice President for Academic Affairs
- Vice President for Administrative Affairs
- Vice President for Human Resources
- Vice President for Student Affairs

The process shall be fair and open and comply with relevant regulations. The final authorization to hire the Vice Presidents rests with the Governing Board.