



SUGGESTED ORDER OF BUSINESS

REGULAR MEETING, GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**SOUTHWESTERN COLLEGE
HIGHER EDUCATION CENTER AT NATIONAL CITY
880 NATIONAL CITY BLVD., ROOM 7201 A & B
NATIONAL CITY, CA 91950**

TIM NADER, GOVERNING BOARD PRESIDENT
NORMA L. HERNANDEZ, GOVERNING BOARD VICE PRESIDENT
NICK AGUILAR, GOVERNING BOARD MEMBER
JEAN ROESCH, Ed.D., GOVERNING BOARD MEMBER
TERRI VALLADOLID, GOVERNING BOARD MEMBER
CLAUDIA DURAN, STUDENT GOVERNING BOARD MEMBER
DENISE WHITTAKER, INTERIM SECRETARY TO GOVERNING BOARD
AND INTERIM SUPERINTENDENT/PRESIDENT

6:15 p.m. Call to Order / Announcement of Closed Session Agenda
7:00 p.m. Reconvene in Open Session

Wednesday, June 8, 2011

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 at least forty-eight hours in advance of the meeting for information on such accommodation.

In compliance with Government Code section 54957.5, non-exempt writing that are distributed to a majority or all of the board in advance of a meeting, may be viewed at Southwestern College, Office of the Superintendent/President, 900 Otay Lakes Road, Chula Vista, CA 91910; at our website by clicking on the following link www.swccd.edu; or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Mary Ganio, Executive Assistant to the Superintendent/President, at 619.482.6301 or email at mganio@swccd.edu.

Persons wishing to address the Governing Board under Oral Communication should complete a yellow request card (available at the reception table) and indicate on the card if they wish to speak under Oral Communication, or when a specific agenda item is considered. Cards should be submitted to the Board secretary prior to the start of the meeting.

	ITEM
Call to Order	1. CALL TO ORDER (Nader) 6:15 p.m., Room 7201 A & B Present: Absent: Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive.
Announcement Closed Session Agenda	2. ANNOUNCEMENT OF CLOSED SESSION AGENDA (Nader) Members of the public may be present to hear the closed session announcements and will be given an opportunity to speak on any closed session items at this time. Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table).

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	ITEM																								
	<div>2A. CONFERENCE WITH LABOR NEGOTIATOR Negotiator: Michael Kerns Employee Organizations: CSEA, SCEA, SCCDAA, Confidentials Government Code Section 54957.6</div> <div>2B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Government Code Section 54956.9(b) (2 cases)</div> <div>2C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Government Code Section 54957</div> <div>2D. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Government Code Section 54956.9(b) (1 potential case)</div> <div>2E. LIABILITY CLAIM Claimant: Elijah Cohen Agency claimed against: Southwestern Community College Child Development Center, Southwestern Community College District Government Code 54956.95</div> <div>2F. STUDENT EXPULSION Expulsion of Student Matter #SU11.1 Education Code Section 76030, et seq.</div> <div>2G. PUBLIC EMPLOYEE APPOINTMENT Title: [Superintendent/President Search] Government Code Section 54957</div>																								
Closed Session	<div>3. ADJOURN TO CLOSED SESSION (Nader) Room 7214</div>																								
Reconvene in Open Session	<div>4. RECONVENE IN OPEN SESSION (Nader) 7:00 p.m., Room 7201 A & B</div> <div>Present:</div> <div>Absent:</div>																								
Pledge of Allegiance	<div>5. PLEDGE OF ALLEGIANCE (Nader)</div>																								
Closed Session Announcement	<div>6. ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable) (Nader)</div>																								
Action	<div>7. APPROVAL OF MINUTES (ENCLOSURE) (Whittaker)</div> <table><tr><td></td><td>Aguilar</td><td></td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td></td><td>Valladolid</td><td></td><td>Duran-Student Advisory Vote</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Aguilar		Hernandez		Nader		Roesch		Valladolid		Duran-Student Advisory Vote												
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	Regular Meeting, May 11, 2011																								
Student Board Member Oath	<div>8. SWEARING IN OF NEW STUDENT BOARD MEMBER (Nader) Claudia Duran, Associated Student Organization President/Student Board Member</div>																								

	ITEM
Presentation(s)	<p>9. PRESENTATION(S)</p> <p><u>EMPLOYEE OF THE QUARTER JULY-SEPTEMBER:</u> Sylvia Banda-Ramirez, Senior Project Clerk</p> <p>Presenters: Michael Kerns, Vice President for Human Resources; Nelson Riley, Student Employment Services Supervisor; Bruce MacNintch, CSEA President</p>
Oral Communication	<p>10. ORAL COMMUNICATION (Nader)</p> <p>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.</p> <p>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."</p>
Recusal from Agenda Items	<p>11. ANNOUNCEMENT OF RECUSAL FROM AGENDA ITEMS (Whittaker)</p> <p>The Superintendent/President respectfully asks if any of the Governing Board members need to recuse themselves from any item where there might be a potential Conflict of Interest.</p>
Academic Senate Report	<p>12. ACADEMIC SENATE REPORT (Nader)</p> <p>PROFESSOR ANGELINA E. STUART, PRESIDENT, ACADEMIC SENATE</p>
Union/ Association Reports	<p>13. UNION/ASSOCIATION REPORTS (Nader)</p> <p>13A. PROFESSOR ANDREW MACNEILL, PRESIDENT, SOUTHWESTERN COLLEGE EDUCATION ASSOCIATION (SCEA)</p> <p>13B. BRUCE MACNINTCH, PRESIDENT, CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)</p> <p>13C. AARON STARCK, PRESIDENT, SOUTHWESTERN COMMUNITY COLLEGE DISTRICT ADMINISTRATORS ASSOCIATION (SCCDAA)</p>
ASO Report	<p>14. ASSOCIATED STUDENT ORGANIZATION (ASO) REPORT (Nader)</p> <p>GUSTAVO PEREZ, ASO VICE PRESIDENT FOR PUBLIC RELATIONS</p>

	ITEM
Public Hearing	<p>15. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (C.S.E.A.) AND SOUTHWESTERN COMMUNITY COLLEGE DISTRICT'S JOINT REQUEST TO NEGOTIATE</p> <p>(Kerns)</p> <p>Public Hearing on the California School Employees Association and the Southwestern Community College District's initial proposal for negotiation of the collective bargaining agreement. [Government Code Section 3547(a)].</p> <p>C. S.E.A. and the District wish to open the following articles of the collective bargaining unit agreement effective July 1, 2008 through June 30, 2011, for negotiations of the 2011-2014 successor agreement:</p> <p>ARTICLE IV Evaluations ARTICLE V C.S.E.A. Rights and District Rights ARTICLE VI Hours of Employment ARTICLE VII Pay and Allowances ARTICLE IX Health and Welfare Benefits ARTICLE XI Vacation Plan ARTICLE XII Leaves ARTICLE XV Layoff and Reemployment ARTICLE XVI Grievance Procedure ARTICLE XVII Educational Incentive Program ARTICLE XVIII Safety ARTICLE XXI Negotiations ARTICLE XXII Terms</p>

Action	ITEM																									
	16. APPROVE CONSENT CALENDAR (ITEMS A THROUGH K)																									
		Aguilar		Hernandez		Nader		Roesch		Valladolid	Duran-Student Advisory Vote															
	Adoption of the Consent Calendar will be made by one motion and second of the Board and by a unanimous vote.																									
	16A. RATIFY/APPROVE FACILITY USE REQUEST(S)																									
	(Temple)																									
	Recommend ratification/approval of facility use requests listed below:																									
	<table><tr><td>Organization</td><td>Facility Requested</td><td>Purpose</td><td>Date</td><td>Total Charge</td></tr><tr><td>Chula Vista Pumas</td><td>DeVore Stadium Soccer Field</td><td>Goya Cup Memorial Day Soccer Tournament</td><td>5/28/11 - 5/29/11</td><td>\$4,120</td></tr><tr><td></td><td>Football Practice Field, Inner Track Field & Softball Field</td><td></td><td></td><td></td></tr></table>											Organization	Facility Requested	Purpose	Date	Total Charge	Chula Vista Pumas	DeVore Stadium Soccer Field	Goya Cup Memorial Day Soccer Tournament	5/28/11 - 5/29/11	\$4,120		Football Practice Field, Inner Track Field & Softball Field			
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16B. RATIFY/APPROVE EMPLOYMENT OF CONSULTANT(S)																										
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Recommend ratification/approval of employment of consultants listed below:																										
<table><tr><td>Department (Meadows)</td><td>Consultant</td><td>Purpose</td><td>Date</td><td>Fee</td></tr><tr><td>Arts & Communication</td><td>African Museum— Casa del Rey Moro</td><td>Art Presentation and Exhibit in Student Art Gallery Agreement No. A3262.11</td><td>3/10/11</td><td>Not to exceed \$600</td></tr></table>											Department (Meadows)	Consultant	Purpose	Date	Fee	Arts & Communication	African Museum— Casa del Rey Moro	Art Presentation and Exhibit in Student Art Gallery Agreement No. A3262.11	3/10/11	Not to exceed \$600						
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ITEM					
Department	Consultant	Purpose	Date	Fee	
(Kerns) Human Resources (Staff Development)	Fred Pryor Seminars/ CareerTrack	Classified Staff Development Day Training Workshops Agreement No. A3269.11	06/01/11	Not to exceed	\$2,999
(Kerns) Human Resources	State of California/ Department of Industrial Relations/ State Mediation & Conciliation Service	Arbitrator Lists Agreement No. A3248.11	07/01/11 – 06/30/12	Not to Exceed	\$500
16C. <u>RATIFY/APPROVE FILING OF APPLICATION(S)</u> (Whittaker/Gilstrap)					
Ratification/approval of filing of applications to meet deadlines as listed below:					
Chancellor's Office, California Community Colleges, "CTE Transitions Allocation," in the amount of \$46,970, July 1, 2011 through June 30, 2012.					
National Science Foundation (NSF), "High Tech Gardens," in the amount of \$377,358, January 2012 through January 2015.					
National Institute for Health (NIH), "Predictive Structure-Based Models of Malaria Resistance," in the amount of \$225,000, May 1, 2012 through April 30, 2015.					
Environmental Protection Agency (EPA), "Environmental Job Training Program," in the amount of \$291,497, July 1, 2011 through June 30, 2013.					
16D. <u>RATIFY/APPROVE ACCEPTANCE OF FUNDS</u> (Whittaker/Gilstrap)					
Ratification/approval of acceptance of funds as listed below:					
BOG Chancellor's Office, California Community Colleges, "Mathematics, Engineering, Science Achievement (MESA) Program," in the amount of \$50,500, July 1, 2010 through June 30, 2011. Application for funds in the amount of \$50,568 was approved by the Governing Board June 9, 2010. The award was reduced by \$68.					
Small Business Association for Jobs Act Program in the amount of \$462,854, January 1, 2011 through December 31, 2012. This application was approved by the Governing Board on January 19, 2011.					
U.S. Small Business Administration, "Small Business Development Centers – Supplemental," in the amount of \$88,947, for CY 2010 (January 1, 2010 through December 31, 2010). This revised amount of the grant is \$1,097,923. The application was approved by the Governing Board on September 9, 2009. "					

	ITEM
	<p>16E. <u>ACCEPTANCE OF GIFT(S)</u> (Temple)</p> <p>Recommend acceptance of gift(s) for anticipated use as indicated below:</p> <p>Eight (8) PC computers, donated by David Le Blanc, Audioserv, to be used by the Electronics Department in the School of Business, Professional & Technical Education.</p> <p>\$10,000 cash, donated by The Lipp Family Foundation, to be used in the School of Mathematics, Science, and Engineering.</p> <p>1998 Ford Crown Victoria – Police Patrol Vehicle, donated by the City of National City, National City Police Department, to be used by the Police Academy at the Higher Education Center, Otay Mesa.</p> <p>Emergency Supplies/Equipment Storage Point Of Distribution (POD), donated by the County of San Diego, Office of Emergency Services, to be used for emergency drills and in the case of emergencies.</p> <p>Urine Analyzer and Micro-Hematocrit Centrifuge, donated by San Diego/Imperial Health Workforce Initiative, to be used by the Medical Laboratory Technician Program, at the Higher Education Center, National City.</p>
	<p>16F. <u>APPROVE JUNE 8, 2011 CURRICULUM SUMMARY REPORT (ENCLOSURE)</u> (Meadows)</p> <p>Recommend approval of June 8, 2011 Curriculum Summary Report.</p> <p>The June 8, 2011 Curriculum Summary Report (CSR) is a compilation of the new and revised curriculum proposed by faculty and submitted to the Curriculum Committee (CC), a subcommittee of the Academic Senate April 4–May 13, 2011. Faculty submit proposals for new and/or revised curriculum to the CC. The CC reviews and scrutinizes curriculum for academic rigor, transferability and/or occupational competencies, student benefit, and institutional fit, as stated in Title 5 and the State Chancellor's Curriculum Handbook. Once these and other considerations are met, the CSR is forwarded to the Superintendent/President and Governing Board for review and approval before being sent to the State Chancellor's Office. The Southwestern College CC reviewed and approved 5 new courses, 1 course modification, 1 course inactivation and 8 program modifications.</p>
	<p>16G. <u>APPROVE COURSE MATERIALS FEE SUMMARY (ENCLOSURE)</u> (Meadows)</p> <p>Recommend approval of course materials fees, effective with the fall 2011 semester.</p>
	<p>16H. <u>PURCHASE OF PROFESSIONAL SERVICES</u> (Temple)</p> <p>Request approval to purchase Professional Services for the implementation of Imagenow Software in an amount not to exceed \$90,000 to Perceptive Software in accordance with District Governing Board Resolution No.1648 approved on May 12, 2010.</p>
	<p>16I. <u>AUTHORIZATION FOR RENEWAL OF ANNUAL SOFTWARE MAINTENANCE AGREEMENTS (ENCLOSURE)</u> (Temple)</p> <p>Notice of Action to Renew Annual Software Maintenance Agreements to Continue Support of Existing Programs.</p>

ITEM	
16J. (Temple)	<u>CONFIRMATION OF PURCHASE ORDERS (ENCLOSURE)</u> General Fund Nos. 108272 – 108289 Manual Requisitioning Sequence General Fund Nos. 200892 - 201517 On-Line Requisitioning Sequence Blanket Fund Nos. B1903 – B1904
16K. (Temple)	<u>PAYMENT OF BILLS – APRIL 1-30, 2011 (ENCLOSURE)</u>

ITEM																									
Action	17. APPROVAL OF TENTATIVE BUDGET FOR 2011-2012 (ENCLOSURE) (Temple)																								
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Discussion	17A. Board input on budget development.																								
Action	17B. Approve adoption of the Tentative Budget based on the assumptions herein and instruct staff to continue the budget planning process.																								
Action	18. IMPLEMENTATION OF SUPPLEMENTAL EARLY RETIREMENT PROGRAM (SERP) (Temple)																								
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	Approve implementation of SERP. On April 13, 2011 the Governing Board adopted resolution #1692 establishing a SERP, subject to the plan being cost effective. We are recommending the GB implement the SERP as it is cost effective.																								
Action	19. HUMAN RESOURCES – ACADEMIC (ITEMS A THROUGH E) (Kerns)																								
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	19A. REDUCTION IN SERVICE LEAVE Pursuant to provisions set forth in Article V, Section 5.16 of the 2009-2011 SCEA Contract, the following employees are eligible and request participation in the Reduction in Service Leave for the 2011-12 academic year: <table><tr><td>Name</td><td>Position/Department</td><td>Reduction In Service</td></tr><tr><td>Nira Clark</td><td>Professor School of Mathematics, Science & Engineering</td><td>From 100% to 50%</td></tr><tr><td>Naomi Davis</td><td>Librarian Library</td><td>From 100% to 80%</td></tr></table>	Name	Position/Department	Reduction In Service	Nira Clark	Professor School of Mathematics, Science & Engineering	From 100% to 50%	Naomi Davis	Librarian Library	From 100% to 80%															
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Nira Clark	Professor School of Mathematics, Science & Engineering	From 100% to 50%																							
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ITEM

19B. VOLUNTARY EARLY RETIREMENT CONTINUATION OF SERVICE (V.E.R.C.O.S.)

Pursuant to Article VII, Section 7.9, of the 2009-11 SCEA Contract, the following academic employees are eligible for and request participation in the Voluntary Early Retirement Continuation of Service Program (V.E.R.C.O.S.).

- *Diane Branman, Counselor, School of Counseling & Matriculation
- *Corey Breininger, Professor, School of Business, Professional & Technical Education
- Robert Flores, Professor, School of Health, Exercise Science & Athletics
- *Gregory Hazlett, Professor, School of Business, Professional & Technical Education
- *Irene Hollman, Professor, School of Mathematics, Science & Engineering
- *James Jimenez, Counselor, School of Counseling & Personal Development
- *Gloria Johnson, Professor, School of Health, Exercise Science & Athletics
- *Vern Jorgensen, Professor, School of Business, Professional & Technical Education
- *Patricia Kelly, Professor, School of Language & Literature
- *Steve Kowit, Professor, School of Language & Literature
- *Alana-Patris Loyer, Professor, School of Arts & Communication
- *Shery Medler, Professor, School of Mathematics, Science & Engineering
- *Michael Riddle, Professor, School of Mathematics, Science & Engineering
- *Meredith Sinclair, Professor, School of Business, Professional & Technical Education
- *Barbara Speidel-Haughey, Learning Assistance Service Coordinator, Learning Resource Center
- *Eileen Zamora, Professor, School of Language & Literature

*Contingent upon the successful implementation of the Supplemental Employee Retirement Plan (SERP).

19C. ACADEMIC TRANSACTIONS (ENCLOSURE)

Recommend approval of academic transactions. Transactions may include academic assignments/stipends, academic assignments/reassigned time, minimum qualifications equivalency and adjunct faculty hires.

19D. HOURLY ACADEMIC EMPLOYMENT (ENCLOSURE)

Recommend approval of adjunct faculty employment for the 2011 summer semester and further recommend the Superintendent/President be authorized to employ additional hourly academic staff as may be needed for the 2011 summer semester.

19E. RATIFY RESIGNATIONS/RETIREMENTS

Recommend ratification of resignations/retirement of the listed academic employee(s) who have resigned/retired. Their resignation/retirement has been accepted by the Superintendent/President under delegation of powers.

<u>Employee</u>	<u>Position</u>	<u>Effective Date</u>
Irma Alvarez (retirement)	Dean Higher Education Center at Otay Mesa & San Ysidro	6/30/11
Patricia Axsom** (retirement)	Dean School of Business, Professional & Technical Education	6/30/11
Russell Bonine** (retirement)	Professor School of Business, Professional & Technical Education	5/20/11
Diane Branman*** (retirement)	Counselor School of Counseling & Matriculation	6/30/11
Corey Breininger** (retirement)	Professor School of Business, Professional & Technical Education	5/20/11

ITEM		
<u>Employee</u>	<u>Position</u>	<u>Effective Date</u>
Helen Elias** (retirement)	Director Disability Support Services	6/30/11
Robert Flores (retirement)	Professor School of Health, Exercise Science & Athletics	5/20/11
Rosalinda Gonzalez** (retirement)	Professor School of Social Sciences & Humanities	5/20/11
Gregory Hazlett* (retirement)	Professor School of Business, Professional & Technical Education	5/20/11
Irene Hollman*** (retirement)	Professor School of Mathematics, Sciences & Engineering	5/20/11
James Jimenez*** (retirement)	Counselor School of Counseling & Matriculation	6/30/11
Cheryl Johnson** (retirement)	Professor School of Languages & Literature	5/20/11
Gloria Johnson*** (retirement)	Professor School of Health, Exercise Science & Athletics	5/20/11
Vern Jorgensen*** (retirement)	Professor School of Business, Professional & Technical Education	5/20/11
Patricia Kelly* (retirement)	Professor School of Language & Literature	5/20/11
Steve Kowit*** (retirement)	Professor School of Language & Literature	6/30/11
Alana-Patris Loyer*** (retirement)	Professor School of Arts & Communication	6/30/11
Shery Medler*** (retirement)	Professor School of Mathematics, Science & Engineering	5/20/11
Michael Riddle*** (retirement)	Professor School of Mathematics, Science & Engineering	5/20/11
Michael Schnorr** (retirement)	Professor School of Arts & Communication	6/30/11
Meredith Sinclair*** (retirement)	Professor School of Business, Professional & Technical Education	5/20/11
Walter Smith** (retirement)	Professor School of Business, Professional & Technical Education	5/20/11
Barbara Speidel- Haughey* (retirement)	Learning Assistance Services Coordinator Learning Resource Center	6/30/11
Eileen Zamora** (retirement)	Professor School of Language & Literature	6/1/11
*Retirement contingent upon Governing Board approval of Voluntary Early Retirement Continuation of Service Program.		

	ITEM
	<p data-bbox="302 176 1534 239">**Retirement contingent upon successful implementation of the Supplemental Employee Retirement Plan (SERP).</p> <p data-bbox="302 239 1534 333">***Retirement contingent upon Governing Board approval of Voluntary Early Retirement Continuation of Service Program and the successful implementation of the Supplemental Employee Retirement Plan (SERP).</p>

Action	ITEM																							
	20. HUMAN RESOURCES – CLASSIFIED (ITEMS A THROUGH H) (Kerns)																							
	<table><tr><td></td><td><i>Aguilar</i></td><td></td><td><i>Hernandez</i></td><td></td><td><i>Nader</i></td><td></td><td><i>Roesch</i></td><td></td><td><i>Valladolid</i></td><td></td><td><i>Duran-Student Advisory Vote</i></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		<i>Aguilar</i>		<i>Hernandez</i>		<i>Nader</i>		<i>Roesch</i>		<i>Valladolid</i>		<i>Duran-Student Advisory Vote</i>											
		<i>Aguilar</i>		<i>Hernandez</i>		<i>Nader</i>		<i>Roesch</i>		<i>Valladolid</i>		<i>Duran-Student Advisory Vote</i>												
	20A. <u>RE-ESTABLISHMENT OF PROJECT-FUNDED/CLASSIFIED BARGAINING UNIT POSITION(S)</u>																							
	Request approval to re-establish the following temporary, project-funded position. This position was eliminated upon termination of the American Recovery & Reinvestment Act (ARRA) project funds. Funding was re-established under the ARRA by the Green Building Grant, effective for the period July 1, 2011 through June 30, 2012.																							
	<table><tr><td><u>Position</u></td><td><u>School/Center/Department</u></td><td><u>Range/ Months of Service</u></td><td><u>Monthly Salary</u></td></tr><tr><td>Project Clerk-American Recovery & Reinvestment Act (ARRA)*</td><td>School of Business, Professional & Technical Education</td><td>Range 10/.47 FTE 12 months</td><td>\$1,323.99</td></tr></table>	<u>Position</u>	<u>School/Center/Department</u>	<u>Range/ Months of Service</u>	<u>Monthly Salary</u>	Project Clerk-American Recovery & Reinvestment Act (ARRA)*	School of Business, Professional & Technical Education	Range 10/.47 FTE 12 months	\$1,323.99															
	<u>Position</u>	<u>School/Center/Department</u>	<u>Range/ Months of Service</u>	<u>Monthly Salary</u>																				
	Project Clerk-American Recovery & Reinvestment Act (ARRA)*	School of Business, Professional & Technical Education	Range 10/.47 FTE 12 months	\$1,323.99																				
	*Continued employment of incumbent (Rosalva Sandoval) is contingent upon ARRA funding terms and conditions.																							
20B. <u>EMPLOYMENT OF CLASSIFIED BARGAINING UNIT PERSONNEL</u>																								
Recommend approval of listed employment as indicated below:																								
<table><tr><td><u>Employee</u></td><td><u>Position</u></td><td><u>Department</u></td><td><u>Months of Service/FTE</u></td><td><u>Range/ Step</u></td><td><u>Mon. Salary</u></td><td><u>Effective Date</u></td></tr><tr><td>Anngelia Creighton (replacement)</td><td>Training Services Coordinator</td><td>Staff Development</td><td>12 months/ 1.0 FTE</td><td>32/1</td><td>\$4,854.00</td><td>6/9/11</td></tr></table>	<u>Employee</u>	<u>Position</u>	<u>Department</u>	<u>Months of Service/FTE</u>	<u>Range/ Step</u>	<u>Mon. Salary</u>	<u>Effective Date</u>	Anngelia Creighton (replacement)	Training Services Coordinator	Staff Development	12 months/ 1.0 FTE	32/1	\$4,854.00	6/9/11										
<u>Employee</u>	<u>Position</u>	<u>Department</u>	<u>Months of Service/FTE</u>	<u>Range/ Step</u>	<u>Mon. Salary</u>	<u>Effective Date</u>																		
Anngelia Creighton (replacement)	Training Services Coordinator	Staff Development	12 months/ 1.0 FTE	32/1	\$4,854.00	6/9/11																		
20C. <u>EMPLOYMENT OF CLASSIFIED ADMINISTRATIVE PERSONNEL (ENCLOSURE)</u>																								
Recommend approval of listed employment as indicated below:																								
<table><tr><td><u>Employee</u></td><td><u>Position</u></td><td><u>Department</u></td><td><u>Months of Service/FTE</u></td><td><u>Range/ Step</u></td><td><u>Mon. Salary</u></td><td><u>Effective Date</u></td></tr><tr><td>Benny Seaberry, Ed.D. (replacement)</td><td>Director of Information Technology</td><td>Information Technology</td><td>12 months/ 1.0 FTE</td><td>43/9 +Dr.</td><td>*\$12,829.67</td><td>6/9/11</td></tr></table>	<u>Employee</u>	<u>Position</u>	<u>Department</u>	<u>Months of Service/FTE</u>	<u>Range/ Step</u>	<u>Mon. Salary</u>	<u>Effective Date</u>	Benny Seaberry, Ed.D. (replacement)	Director of Information Technology	Information Technology	12 months/ 1.0 FTE	43/9 +Dr.	*\$12,829.67	6/9/11										
<u>Employee</u>	<u>Position</u>	<u>Department</u>	<u>Months of Service/FTE</u>	<u>Range/ Step</u>	<u>Mon. Salary</u>	<u>Effective Date</u>																		
Benny Seaberry, Ed.D. (replacement)	Director of Information Technology	Information Technology	12 months/ 1.0 FTE	43/9 +Dr.	*\$12,829.67	6/9/11																		
*Includes \$2,000 annual Doctoral stipend.																								

ITEM

20D. APPROVE CHANGE(S) IN CONTRACT SERVICE

Recommend approval of changes in contract service as listed below:

<u>Employee</u>	<u>Position</u> <u>Months/Service</u> <u>Range/Step</u> <u>Monthly Salary</u>	<u>To</u>	<u>Position</u> <u>Months/Service</u> <u>Range/Step</u> <u>Monthly Salary</u>	<u>Effective</u> <u>Date</u>
Areli Albarran	Financial Aid Technician 12 months/1.0 FTE Range 20/Step 1 \$3,608.00		Financial Aid Specialist 12 months/1.0 FTE Range 24/Step 1 \$3,983.00	6/9/11

20E. 39-MONTH RE-EMPLOYMENT STATUS

Pursuant to Education Code 88195 the following individual is in the 39-month re-employment status effective as indicated:

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Effective Date</u>
Pearl Hibsman	Education Center Technician	Higher Education Center at National City	5/6/11

Pursuant to Education Code Section 88117 the following individuals are in the 39-month re-employment status effective as indicated:

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Effective Date</u>
Claudia Gavaldon	Project Clerk-Biotechnology Education & Training Sequence Investment	School of Mathematics, Science & Engineering	7/1/11
Robert Stretch	Veteran Services Project Technician-American Council on Education/Wal-Mart Foundation	Veteran Services	7/1/11
Linda Ware	Project Clerk-Basic Skills Initiative	School of Counseling & Personal Development	7/1/11
Brett White	Project Carpenter/Cabinetmaker-Prop AA	Maintenance	7/1/11
Cindy Wilson	Project Clerk-Basic Skills Initiative	School of Mathematics, Science & Engineering	7/1/11

20F. CLASSIFIED TRANSACTIONS (ENCLOSURE)

Request approval of classified transactions. Transactions include short-term non-academic and emergency assignments.

20G. ELIMINATION OF TEMPORARY, PROJECT-FUNDED POSITIONS (ENCLOSURE)

Recommend adoption of resolution eliminating the following temporary, project-funded positions, due to project funding termination, effective August 31, 2011:

Gear Up Project Coordinator
Gear Up Senior Project Clerk

ITEM		
20H.	<u>RATIFY RESIGNATIONS/RETIREMENTS</u>	
	Recommend ratification of resignations/retirement of the listed classified employee(s) who have resigned/retired. Their resignation/retirement has been accepted by the Superintendent/President under delegation of powers.	
	<u>Employee</u>	<u>Position</u>
	Richard Allen Sr.* (retirement)	Vehicle & Equipment Mechanic Maintenance
		<u>Effective Date</u>
		6/30/11
	Brent Chartier* (resignation)	Chief of Police Campus Police
		6/30/11
	Kenneth Clark* (retirement)	Small Business Services Coordinator Small Business Development Center
		6/30/11
	Gloria DeLeon* (retirement)	Senior Library Assistant Library
		6/30/11
	Mariana Gomez* (retirement)	Clerical Assistant II School of Languages & Literature
		6/30/11
	James Hammond* (retirement)	College Trainer School of Health, Exercise Science & Athletics
		6/20/11
	Rosa Jimenez* (retirement)	Center Operations Supervisor Higher Education Center at Otay Mesa
		6/30/11
	Patricia Kelly* (retirement)	Administrative Secretary II Higher Education Center at Otay Mesa
		6/30/11
	Ann Lindshield (retirement)	Instructional Assistant I Disability Support Services
		5/31/11
	Debra McHorney* (retirement)	Athletic Equipment Technician/Physical Education Attendant Health, Exercise Science & Athletics
		6/20/11
	Thomas Neiswonger* (retirement)	Welder/Metal Fabricator Maintenance
		6/30/11
	Jackie Osborne* (resignation)	Director of Human Resources Human Resources
		6/30/11
	Lucero Preciado (resignation)	Project Clerk-Tech Prep/Perkins Career Technical Education
		6/09/11
	Steve Rowe (resignation)	Instructional Lab Technician-Science School of Mathematics, Science & Engineering
		5/31/11
	Edith Ruvalcaba* (retirement)	Student Services Specialist Career Center
		6/30/11
	Monika Saucedo* (retirement)	Administrative Secretary I Disability Support Services
		5/31/11
	Linda Thrower (retirement)	Director of Financial Aid Financial Aid
		6/30/11
	*Retirement is contingent upon the successful implementation of the Supplemental Employee Retirement Plan (SERP).	

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	ITEM																								
Action	21. HUMAN RESOURCES – COMMENDATION RESOLUTIONS (ENCLOSURE) (Kerns)																								
	<table><tr><td></td><td>Aguilar</td><td></td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td></td><td>Valladolid</td><td></td><td>Duran-Student Advisory Vote</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Aguilar		Hernandez		Nader		Roesch		Valladolid		Duran-Student Advisory Vote												
		Aguilar		Hernandez		Nader		Roesch		Valladolid		Duran-Student Advisory Vote													
	<p>Recommend adoption of commendation resolutions for individual(s) listed:</p> <p>Irma Alvarez, Dean, Higher Education Center at Otay Mesa & San Ysidro completing 37 years of service</p> <p>Patricia Axsom, Dean, School of Business, Professional & Technical Education completing 28 years of service</p> <p>Diane Branman, Counselor, School of Counseling & Matriculation completing 39 years of service</p> <p>Corey Breiningner, Professor, School of Business, Professional & Technical Education completing 27 years of service</p> <p>Kenneth Clark, Small Business Services Coordinator, Small Business Development Center completing 22 years of service</p> <p>Gloria DeLeon, Senior Library Assistant, Library completing 24.5 years of service</p> <p>Robert Flores, Professor, School of Health, Exercise Science & Athletics completing 21 years of service</p> <p>Mariana Gomez, Clerical Assistant II, School of Language & Literature completing 27 years of service</p> <p>Rosalinda Gonzalez, Professor, School of Social Sciences & Humanities completing 21 years of service</p> <p>James Hammond, College Trainer, School of Health, Exercise Science & Athletics completing 24.5 years of service</p> <p>Gregory Hazlett, Professor, School of Business, Professional & Technical Education completing 30.5 years of service</p> <p>Irene Hollman, Professor, School of Mathematics, Sciences & Engineering completing 27 years of service</p> <p>James Jimenez, Counselor, School of Counseling & Matriculation completing 39.5 years of service</p> <p>Gloria Johnson, Professor, School of Health, Exercise Science & Athletics completing 41 years of service</p> <p>Vern Jorgensen, Professor, School of Business, Professional & Technical Education completing 43 years of service</p> <p>Patricia Kelly, Professor, School of Language & Literature completing 23 years of service</p>																								

	ITEM
	<p>Patricia Kelly, Administrative Secretary II, Higher Education Center at Otay Mesa completing 26 years of service</p> <p>Steve Kowit, Professor ,School of Language & Literature completing 21 years of service</p> <p>Ann Lindshield, Instructional Assistant I, Disability Support Services completing 22 years of service</p> <p>Alana-Patris Loyer, Professor, School of Arts & Communication completing 41 years of service</p> <p>Debra McHorney, Athletic Equipment Technician/Physical Education Attendant, School of Health, Exercise Science & Athletics completing 20 years of service</p> <p>Shery Medler Professor, School of Mathematics, Science & Engineering completing 27 years of service</p> <p>Thomas Neiswonger, Welder/Metal Fabricator, Maintenance completing 31 years of service</p> <p>Michael Riddle, Professor, School of Mathematics, Science & Engineering completing 36 years of service</p> <p>Edith Ruvalcaba, Student Services Specialist, Career Center completing 23 years of service</p> <p>Monika Saucedo, Administrative Secretary I, Disability Support Services completing 33 years of service</p> <p>Meredith Sinclair Professor, School of Business, Professional & Technical Education completing 30 years of service</p> <p>Walter John Smith Professor, School of Business, Professional & Technical Education completing 21 years of service</p> <p>Barbara Speidel-Haughey, Learning Assistance Services Coordinator, Learning Resource Center completing 31 years of service</p> <p>Linda Thrower, Director of Financial Aid, Veterans, Evaluations completing 17 years of service</p> <p>Eileen Zamora, Professor, School of Language & Literature completing 21 years of service</p>

	ITEM																							
Action	22. FACILITIES (Temple)																							
	<table><tr><td></td><td>Aguilar</td><td></td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td></td><td>Valladolid</td><td></td><td>Duran-Student Advisory Vote</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Aguilar		Hernandez		Nader		Roesch		Valladolid		Duran-Student Advisory Vote											
		Aguilar		Hernandez		Nader		Roesch		Valladolid		Duran-Student Advisory Vote												
	22A. AWARD/REJECTION OF BID(S) (Temple)																							
	22A1.a Award of RFP No. 118 (ENCLOSURE) Recommend award of RFP No. 118 – Emergency Planning Consultants for Comprehensive Emergency Management Program Development, with Emergency Planning Consultants, to review, update and deliver the District’s Emergency Plan, for the period June 9, 2011 to June 8, 2013, inclusive, in an amount not to exceed \$81,000.																							
	22A1.b Agreement with Emergency Planning Consultants (ENCLOSURE) Approve Agreement No. A3267.11 with Emergency Planning Consultants (EPC), for Comprehensive Emergency Management Program Development, for the period June 9, 2011 to June 8, 2013, inclusive, in an amount not to exceed \$81,000.																							
	22B. AWARD OF RFQ																							
	22B1.a Award of RFQ No. 130 (ENCLOSURE) Recommend award of RFQ No. 130 – RBF Consulting, for engineering services, for the period June 9, 2011 to December 31, 2012, inclusive, in an amount not to exceed \$74,150, plus \$1,000 for direct expenses, for a contract total not to exceed \$75,150.																							
	22B1.b Agreement with RBF Consulting (ENCLOSURE) Approve Agreement No. A3215.11, related to RFQ No. 130, with RBF Consulting, for engineering services, for the period June 9, 2011 to December 31, 2012, inclusive, in an amount not to exceed \$74,150, plus \$1,000 for direct expenses, for a contract total not to exceed \$75,150.																							

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	ITEM																								
Action	23. APPROVAL OF AGREEMENTS – COST TO DISTRICT (ITEMS A THROUGH C)																								
	<table><tr><td></td><td>Aguilar</td><td></td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td></td><td>Valladolid</td><td></td><td>Duran-Student Advisory Vote</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Aguilar		Hernandez		Nader		Roesch		Valladolid		Duran-Student Advisory Vote												
		Aguilar		Hernandez		Nader		Roesch		Valladolid		Duran-Student Advisory Vote													
	23A. BUSINESS AND FINANCIAL AFFAIRS																								
	(Temple)																								
	23A1. AGREEMENT WITH SOUTHERN CALIFORNIA SOILS AND TESTING, INC. (ENCLOSURE)																								
	Approve Agreement No. A3252.11, related to RFQ No. 113, with Southern California Soils and Testing, Inc., for consulting services, for the period June 9, 2011 to December 31, 2012, inclusive, in an amount not to exceed \$31,180.25.																								
	23A2. AMENDMENT NO. 1 TO AGREEMENT NO. A3210.11 WITH SOUTHERN CALIFORNIA SOILS AND TESTING, INC. (ENCLOSURE)																								
	Ratify Amendment No. 1 to Agreement No. A3210.10 with Southern California Soils and Testing, Inc. for consulting services, for the period December 9, 2010 to December 20, 2011, inclusive, for the “Central Plant, Field House, and Stadium Improvements” project, in an amount of \$18,000, for a new contract total, in an amount not to exceed \$36,000.																								
23A3. AMENDMENT NO. 1 TO AGREEMENT NO. A3021.10 WITH BCA ARCHITECTS, INC. (ENCLOSURE)																									
Ratify Amendment No. 1 to Agreement No. A3021.10, with BCA Architects, Inc. (BCA), as it relates to the “Corner Lot” project for additional architectural and specialty consultant services, for the period, July 24, 2010 to January 19, 2013, inclusive, in an amount of \$1,343,156, for a new contract total, in an amount not to exceed \$4,665,656.																									

	ITEM
	<p>23A7. RATIFICATION OF AMENDMENT NO. 1 TO AGREEMENT NO. A2066.07 WITH BCA ARCHITECTS, INC. (ENCLOSURE)</p> <p>Ratify Amendment No. 1 to Agreement No. A2066.07 with BCA Architects, Inc. (BCA) as it relates to the “Snack Bar/Café” project, for professional architectural design services, inclusive, in an amount not to exceed \$283,469, plus \$13,000 for direct expenses, including the original contract of \$50,000, for a new contract total, inclusive, in an amount not to exceed \$346,469.</p> <p>23A8. RATIFICATION OF AMENDMENT NO. 2 TO AGREEMENT NO. A2066.07 WITH BCA ARCHITECTS, INC. (ENCLOSURE)</p> <p>Ratify Amendment No. 2 to Agreement No. A2066.07 with BCA Architects, Inc. for additional architectural design services on the “Snack Bar/Café” project, inclusive, in an amount not to exceed \$68,240, for a new contract total, in an amount not to exceed \$414,710.</p> <p>23B. <u>HUMAN RESOURCES</u> (Kerns)</p> <p>23B1. AGREEMENT WITH THE BODINE GROUP (ENCLOSURE)</p> <p>Approve Agreement No. A3247.11 with The Bodine Group, for consulting services to facilitate interest-based negotiations, for the period July 1, 2011 to June 30, 2012, inclusive, in an amount not to exceed \$30,000. The expenditures incurred by the District will be submitted for reimbursement pursuant to SB160 Cost Mandate regulations.</p> <p>23B2. AGREEMENT WITH LIEBERT CASSIDY WHITMORE (ENCLOSURE)</p> <p>Approve Agreement No. A3268.11 with Liebert Cassidy Whitmore, for workshops through the Southern California Community College District Employment Relations Consortium, for the period July 1, 2011 to June 30, 2012, inclusive, in the amount of \$2,500.</p> <p>23B3. AGREEMENT WITH SHEILA FORSBERG (ENCLOSURE)</p> <p>Approve Agreement No. A3249.11 with Sheila Forsberg, to conduct job analysis audits and provide ongoing technical assistance, for the period July 1, 2011 to June 30, 2012, inclusive, in an amount not to exceed \$20,000.</p>
	<p>23C. <u>STUDENT AFFAIRS</u> (Suarez)</p> <p>23C1. AMENDMENT NO. 1 TO AGREEMENT NO. A3009.10 WITH NETWORK INTERPRETING SERVICES (ENCLOSURE)</p> <p>Approve Amendment No. 1 to Agreement No. A3009.10 with Network Interpreting Services, to renew agreement for American Sign Language interpreting services, for the period July 1, 2011 to June 30, 2012, inclusive, in an amount not to exceed \$115,000.</p> <p>23C2. AMENDMENT NO. 2 TO AGREEMENT NO. A3010.10 WITH WESTERN INTERPRETING NETWORK (ENCLOSURE)</p> <p>Approve Amendment No. 2 to Agreement No. A3010.10 with Western Interpreting Network, to renew agreement for American Sign Language interpreting services, for the period July 1, 2011 to June 30, 2012, inclusive, in an amount not to exceed \$236,000.</p>

	ITEM
	<p data-bbox="492 178 1576 210">23C3. HEALTH SERVICES AGREEMENT WITH ALFRED SHIHATA, M.D. (ENCLOSURE)</p> <p data-bbox="583 241 1576 331">Approve Agreement No. A3250.11 with Alfred Shihata, M.D., for medical services to students at Southwestern Community College District, for the period August 11, 2011 to August 31, 2012, inclusive, in an amount not to exceed \$16,000.</p> <p data-bbox="492 363 1523 422">23C4. COMMUNITY PARTNERSHIP PROGRAM AGREEMENT WITH CHULA VISTA NATURE CENTER (ENCLOSURE)</p> <p data-bbox="583 453 1589 543">Approve Agreement No. A3257.11 with Chula Vista Nature Center, for the Community Partnership Program, for the period July 1, 2011 to June 30, 2014, inclusive, at a cost based on Shared Cost Selection Chart.</p>

	ITEM										
Action	24. APPROVAL OF AGREEMENTS – INCOME / NO COST TO DISTRICT (ITEMS A THROUGH B)										
		Aguilar		Hernandez		Nader		Roesch		Valladolid	Duran-Student Advisory Vote
	<div>24A. <u>ACADEMIC AFFAIRS</u> (Meadows)</div> <div><div>24A1. AGREEMENT WITH FOUNDATON FOR CALIFORNIA COMMUNITY COLLEGES (ENCLOSURE)</div><div>Ratify Agreement No. AR3261.11 with Foundation for California Community Colleges, for the implementation of the California Connects Microsoft Certification, American Recovery and Reinvestment Act (ARRA) Grant in collaboration with the Mathematics, Engineering, Science Achievement (MESA) Program, for the period February 1, 2011 to June 30, 2013, inclusive, in the amount of \$8,000 income to the District.</div></div> <div><div>24A2. AGREEMENT WITH CHANCELLOR’S OFFICE CALIFORNIA COMMUNITY COLLEGES (ENCLOSURE)</div><div>Ratify Agreement No. AR3258.11 with the California Community College’s Chancellor’s Office, categorical funding of the Mathematics, Engineering, Science Achievement (MESA) Program, for the period July 1, 2010 to June 30, 2011, inclusive, in the amount of \$50,500 income to the District.</div></div> <div><div>24A3. AGREEMENT WITH GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT (ENCLOSURE)</div><div>Ratify Agreement No. AR3256.11 with Grossmont-Cuyamaca Community College District, for the Green Entrepreneurial Training Program, for the period May 4, 2011 to June 30, 2011, inclusive, in the amount of \$11,000 income to the District.</div></div> <div><div>24A4. AGREEMENT WITH SCRIPPS HEALTH (ENCLOSURE)</div><div>Approve Agreement No. A3260.11 with Scripps Health, dba Scripps Clinic, Scripps Costal Medical Center, Scripps Green Hospital, Scripps Memorial Hospital Encinitas, Scripps Memorial Hospital La Jolla, Scripps Mercy Hospital Chula Vista, and Scripps Mercy Hospital, to provide clinical training experiences, for the period July 1, 2011 to June 30, 2014, inclusive, at no cost to the District.</div></div> <div><div>24A5. AGREEMENT WITH THE DEPARTMENT OF HOMELAND SECURITY, U.S. CUSTOMS AND BORDER PROTECTION, U.S. BORDER PATROL SAN DIEGO SECTOR AIR MOBILE UNIT (ENCLOSURE)</div><div>Approve Memorandum of Understanding No.M3259.11 with the Department of Homeland Security, U.S. Customs and Border Protection, U.S. Border Patrol San Diego Sector Air Mobile Unit, to establish an agreement for facilities use, for the period June 9, 2011 to June 8, 2012, inclusive, at no cost to the District.</div></div> <div><div>24A6. AGREEMENT WITH SAN DIEGO COMMUNITY COLLEGE DISTRICT (ENCLOSURE)</div><div>Ratify Memorandum of Understanding No. MR3263.11 with San Diego Community College District, to establish a partnership for student internship positions, for the period May 6 to June 30, 2011, inclusive, in the amount of \$9,000 income to the District.</div></div>										

	ITEM
	<div data-bbox="300 174 454 241">24B. (Temple)</div> <div data-bbox="492 174 954 205"><u>BUSINESS AND FINANCIAL AFFAIRS</u></div> <div data-bbox="492 237 1469 300">24B1. AMENDMENT NO. 3 TO AGREEMENT NO. A2947.10 WITH GKKWORKS (ENCLOSURE)</div> <div data-bbox="583 331 1555 422">Ratify Amendment No.3 to Agreement No. A2947.10 with gkkworks, as it relates to the "Building 550 Classrooms & 560 Faculty Offices" project for the period April 15, 2010 to September 15, 2010, resulting in a credit amount of \$194,331.</div> <div data-bbox="492 453 1445 516">24B2. AMENDMENT TO AGREEMENT WITH THE PEPSI BOTTLING GROUP (ENCLOSURE)</div> <div data-bbox="583 548 1576 638">Approve Amendment No. 3 to Agreement No. AR2338.08 with Bottling Group, LLC dba The Pepsi Bottling Group, to extend the expiration of the current agreement by one-year to July 15, 2012, in the estimated amount of \$60,000 income to the District.</div> <div data-bbox="492 669 1585 701">24B3. AMENDMENT NO. 1 TO AGREEMENT WITH CITY OF SAN DIEGO (ENCLOSURE)</div> <div data-bbox="583 732 1580 823">Approve Amendment No. 1 to Agreement No. AR3132.10 with the City of San Diego, to provide training and related services, for the period extending through September 30, 2011, inclusive, at no cost to the District.</div> <div data-bbox="492 854 1495 917">24B4. AMENDMENT NO. 1 TO AGREEMENT WITH BYTESOLUTIONS, INC., DBA BYTES, INC. (ENCLOSURE)</div> <div data-bbox="583 949 1585 1066">Approve Amendment No. 1 to Agreement No. A3239.11 with ByteSolutions, Inc., dba Bytes, Inc., to continue development of a system that notifies small businesses of upcoming contracting opportunities offered by the San Diego County Water Authority, for the period July 1, 2011 to June 30, 2012, inclusive, at no cost to the District.</div> <div data-bbox="492 1098 1503 1161">24B5. AMENDMENT NO. 2 TO AGREEMENT WITH SAN DIEGO COUNTY WATER AUTHORITY (ENCLOSURE)</div> <div data-bbox="583 1192 1588 1310">Approve Amendment No. 2 to Agreement No. AR2670.09 with San Diego County Water Authority, to provide specified training and outreach services to small businesses, for the period June 30, 2011 to June 30, 2012, inclusive, at no cost to the District.</div>

	ITEM											
Action	25. ADOPT RESOLUTION(S) (ITEMS A THROUGH C) (Temple)											
		Aguilar		Hernandez		Nader		Roesch		Valladolid		Duran-Student Advisory Vote
	<p>Recommend adoption of the resolutions listed below:</p> <p>25A. <u>RESOLUTION FOR THE CONSIDERATION AND ADOPTION OF MITIGATED NEGATIVE DECLARATION</u> (ENCLOSURE)</p> <p>Approve the adoption of Resolution 1684, adopting the Final Mitigated Negative Declaration and associated Mitigation, Monitoring and Reporting program for Southwestern College projects.</p> <p>25B. <u>RESOLUTION AUTHORIZING TRASH & RECYCLING SERVICES FOR THE DISTRICT</u> (ENCLOSURE)</p> <p>Recommend adoption of Resolution No. 1700 Authorizing Trash & Recycling Services for the District utilizing the Chula Vista Elementary School District, Bid 07/08-13.</p> <p>25C. <u>RESOLUTION DESIGNATING AUTHORIZED AGENT TO RECEIVE MAIL AND PICK UP WARRANTS AT THE COUNTY OFFICE OF EDUCATION</u> (ENCLOSURE)</p> <p>Recommend adoption of Resolution No. 1701 designating authorized agent(s) to receive mail and pick up warrants at the County Office of Education.</p>											

	ITEM										
Action	26. ADOPT DISTRICT POLICIES AND PROCEDURES – SECOND READING (ITEMS A THROUGH B)										
	(Kerns)										
		Aguilar		Hernandez		Nader		Roesch		Valladolid	
	26A. POLICIES (ENCLOSURE) As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following policy appears before the Governing Board for adoption. Recommend adoption of district policies listed below: 26A1. DISTRICT POLICY NO. 2340 – AGENDAS (ENCLOSURE) This policy was presented for First Reading on May 11, 2011. (Revises District Policy No. 2340 – Agendas) 26B. PROCEDURES (ENCLOSURE) As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following procedure appears before the Governing Board for approval. Recommend adoption of district procedure listed below: 26B1. DISTRICT PROCEDURE NO. 2340 – AGENDAS (ENCLOSURE) This procedure was presented for First Reading on May 11, 2011. (This is a new procedure)										

26A1. DISTRICT POLICY NO. 2340 – AGENDAS (ENCLOSURE)

This policy was presented for First Reading on May 11, 2011.
(Revises District Policy No. 2340 – Agendas)

26B. PROCEDURES (ENCLOSURE)

As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following procedure appears before the Governing Board for approval. Recommend adoption of district procedure listed below:

26B1. DISTRICT PROCEDURE NO. 2340 – AGENDAS (ENCLOSURE)

This procedure was presented for First Reading on May 11, 2011.
(This is a new procedure)

	ITEM
<i>Information</i>	27. NON-ACTION ITEMS (ITEMS A THROUGH C)
	27A. <u>DISTRICT POLICIES – FIRST READING</u>
	As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following policies appear before the Governing Board for First Reading:
	27A1. <u>District Policy No. 1100 – The Southwestern Community College District (ENCLOSURE)</u>
	First Reading. Information only. (Revises District Policy No. 1100 – The Southwestern Community College District)
	27A2. <u>District Policy No. 2430 – Delegation Of Authority to the Superintendent/President (ENCLOSURE)</u>
	First Reading. Information only. (Revises District Policy No. 2430 – Delegation of Authority to the Superintendent/President)
	27A3. <u>District Policy No. 4350 – Student Learning Outcomes and Administrative Unit Outcomes Assessment (ENCLOSURE)</u>
	First Reading. Information only. (This is a new policy)
	27A4. <u>District Policy No. 4500 – Student News Media and Journalism Publications (ENCLOSURE)</u>
	First Reading. Information only. (Replaces District Policy No. 6063 – Student Newspaper Policy)
	27A5. <u>District Policy No. 4710 – Faculty Recognition Award (ENCLOSURE)</u>
	First Reading. Information only. (Replaces District Policy No. 5311 – Faculty Recognition Award)
	27A6. <u>District Policy No. 5075 – Course Adds and Drops (ENCLOSURE)</u>
	First Reading. Information only. (Replaces District Policy No. 6021 – Class Changes)
	27A7 <u>District Policy No. 7160 – Professional Development (ENCLOSURE)</u>
	First Reading. Information only. (This is a new policy)
	27B. <u>DISTRICT PROCEDURES – FIRST READING</u>
	27B1. <u>District Procedure No. 2715 – Code of Ethics (ENCLOSURE)</u>
	This procedure was presented for First Reading on May 11, 2011. (Revises District Procedure No. 2715 – Code of Ethics)

	ITEM
Governing Board Reports	32. GOVERNING BOARD REPORTS (Nader) <ul style="list-style-type: none">32A. STUDENT BOARD MEMBER CLADIA DURAN32B. BOARD MEMBER TERRI VALLADOLID32C. BOARD MEMBER JEAN ROESCH, Ed.D.32D. BOARD MEMBER NICK AGUILAR32E. BOARD VICE PRESIDENT NORMA L. HERNANDEZ Superintendent/President Search Update32F. BOARD PRESIDENT TIM NADER
Closed Session	33. CLOSED SESSION / REPORT OF ACTION(S) (If Applicable) (Nader)
Adjournment	34. ADJOURNMENT (Nader)
Information	35. NEXT REGULAR MEETING Wednesday, July 13, 2011 Southwestern College 900 Otay Lakes Road Room 214 Chula Vista, CA 91910

Denise Whittaker
Interim Superintendent/President

ITEM #7



MINUTES

REGULAR MEETING, GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

MEETING TO BE HELD
AT
CORONADO UNIFIED SCHOOL DISTRICT BOARD ROOM
201 SIXTH STREET
CORONADO, CA 92118

TIM NADER, GOVERNING BOARD PRESIDENT
NORMA L. HERNANDEZ, GOVERNING BOARD VICE PRESIDENT
NICK AGUILAR, GOVERNING BOARD MEMBER
JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
TERRI VALLADOLID, GOVERNING BOARD MEMBER
MANUEL R. LOPEZ, JR., STUDENT GOVERNING BOARD MEMBER
DENISE WHITTAKER, INTERIM SECRETARY TO GOVERNING BOARD
AND INTERIM SUPERINTENDENT/PRESIDENT

6:15 p.m. Call to Order / Announcement of Closed Session Agenda
7:00 p.m. Reconvene in Open Session

Wednesday, May 11, 2011

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 at least forty-eight hours in advance of the meeting for information on such accommodation.

In compliance with Government Code section 54957.5, non-exempt writing that are distributed to a majority or all of the board in advance of a meeting, may be viewed at Southwestern College, Office of the Superintendent/President, 900 Otay Lakes Road, Chula Vista, CA 91910; at our website by clicking on the following link www.swccd.edu; or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Mary Ganio, Executive Assistant to the Superintendent/President, at 619.482.6301 or email at mganio@swccd.edu.

Persons wishing to address the Governing Board under Oral Communication should complete a yellow request card (available at the reception table) and indicate on the card if they wish to speak under Oral Communication, or when a specific agenda item is considered. Cards should be submitted to the Board secretary prior to the start of the meeting.

	ITEM
Call to Order	1. CALL TO ORDER (Nader) 6:20 p.m., Coronado Unified School District Board Room Present: Nader, Hernandez, Aguilar, Roesch, Valladolid Absent: Lopez (Student Board Member) Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive.
Announcement Closed Session Agenda	2. ANNOUNCEMENT OF CLOSED SESSION AGENDA (Nader) Members of the public may be present to hear the closed session announcements and will be given an opportunity to speak on any closed session items at this time. Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table). No speakers appeared. Nader expressed his appreciation to the Coronado School District for the use of the facility.

	ITEM
	<p>2A. CONFERENCE WITH LABOR NEGOTIATOR Negotiator: Michael Kerns Employee Organizations: CSEA, SCEA, SCCDAA, Confidentials Government Code Section 54957.6</p> <p>2B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Government Code Section 54957</p> <p>2C. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Government Code Section 54956.9(b) (1 case)</p> <p>2D. LIABILITY CLAIMS Claimant: Elijah Cohen Agency claimed against: Southwestern Community College Child Development Center, Southwestern Community College District Government Code 54956.95</p> <p>2E. CONFERENCE WITH LABOR NEGOTIATORS Unrepresented Employees: Permanent Superintendent/President and Vice Presidents Government Code sections 54957 and 54957.6</p>
Closed Session	<p>3. ADJOURN TO CLOSED SESSION (Nader) 6:21 pm., Coronado Unified School District Board Conference Room</p>
Reconvene in Open Session	<p>4. RECONVENE IN OPEN SESSION (Nader) 7:15 p.m., Coronado Unified School District Board Room</p> <p>Present: Nader, Hernandez, Aguilar, Roesch, Valladolid, Lopez (Student Board Member)</p>
Pledge of Allegiance	<p>5. PLEDGE OF ALLEGIANCE (Nader)</p>
Closed Session Announcement	<p>6. ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable) (Nader) Nader announced that after conferring with legal counsel, the Board unanimously voted to deny the claim made against the District in Case #448886. He reported that the Board did complete the closed session agenda.</p> <p>Nader announced corrections to the agenda:</p> <ul style="list-style-type: none"> Item 14H Approve Course Materials Fees Summary Withdrawn from agenda Item 16A Employment of Classified Bargaining Unit Personnel Strikeout Daniel Menyon Insert Rizza Dela Cuadra Item 17A1 Agreement with the American National Red Cross This is a no cost agreement. Item should be moved under Item 18 – Approval of Agreements – Income/No Cost to District Item 19B Resolution Of The Governing Board Of The Southwestern Community College District, San Diego County, California, Authorizing The Issuance Of Southwestern Community College District, San Diego County, California, Election Of 2008 General Obligation Bonds, Series C (ENCLOSURE) Correction to Enclosure, Page 21, Section 35, First sentence: “The District shall pay to the Paying Agent from time to time all reasonable compensation in the amount of \$1,000 <u>\$1,500</u> plus \$500....”

Page 3 of 13

	ITEM																								
Action (Carried)	<div>7. APPROVAL OF MINUTES (ENCLOSURE) (Whittaker)</div> <table><tr><td>S</td><td>Aguilar</td><td></td><td>Hernandez</td><td></td><td>Nader</td><td>M</td><td>Roesch</td><td></td><td>Valladolid</td><td></td><td>Lopez-Student Advisory Vote</td></tr><tr><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td></tr></table>	S	Aguilar		Hernandez		Nader	M	Roesch		Valladolid		Lopez-Student Advisory Vote		Aye		Aye		Aye		Aye		Aye		Aye
S	Aguilar		Hernandez		Nader	M	Roesch		Valladolid		Lopez-Student Advisory Vote														
	Aye		Aye		Aye		Aye		Aye		Aye														
Presentation(s)	<div>8. PRESENTATION(S)</div> <div>Regular Meeting, April 13, 2011 (Amended) Special Meeting, April 7, 2011 Special Meeting, April 27, 2011</div> <div>RECOGNITION OF SOUTHWESTERN COLLEGE SUN NEWSPAPER:</div> <div><ul style="list-style-type: none">California Newspaper Publishers Association named the Southwestern College Sun California's best community college newspaperJournalism Association of Community Colleges presented the Sun with its Pacesetter Award</div> <div>Presenters: Mark Meadows, Ph.D., Vice President for Academic Affairs; Donna Arnold, Dean, School of Arts & Communication; Max Branscomb, Sun Advisor</div>																								
Oral Communication	<div>9. ORAL COMMUNICATION (Nader)</div> <div>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.</div> <div>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."</div> <div>Janet Mazzearella, addressed the Board regarding faculty issues including concerns regarding sabbaticals, the Faculty Hiring Prioritization (FHP) and Basic Skills Initiative (BSI) Instructors. Nader requested that the Superintendent/President provide a report at the next meeting.</div> <div>Silvia Lugo thanked the Board for re-establishing her in her former position.</div>																								
Recusal from Agenda Items	<div>10. ANNOUNCEMENT OF RECUSAL FROM AGENDA ITEMS (Whittaker)</div> <div>The Superintendent/President respectfully asks if any of the Governing Board members need to recuse themselves from any item where there might be a potential Conflict of Interest.</div> <div>There were no announcements from the Board.</div>																								
Academic Senate Report	<div>11. ACADEMIC SENATE REPORT (Nader)</div> <div>PROFESSOR ANGELINA E. STUART, PRESIDENT, ACADEMIC SENATE</div>																								
Union/ Association Reports	<div>12. UNION/ASSOCIATION REPORTS (Nader)</div> <div>12A. PROFESSOR ANDREW MACNEILL, PRESIDENT, SOUTHWESTERN COLLEGE EDUCATION ASSOCIATION (SCEA)</div> <div>12B. BRUCE MACNINTCH, PRESIDENT, CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)</div> <div>12C. TERRY DAVIS, PRESIDENT, SOUTHWESTERN COMMUNITY COLLEGE DISTRICT ADMINISTRATORS ASSOCIATION (SCCDAA)</div>																								

ITEM																																																																																										
ASO Report	13. ASSOCIATED STUDENT ORGANIZATION (ASO) REPORT (Nader) NICK SERRANO, ASO VICE PRESIDENT FOR PUBLIC RELATIONS																																																																																									
Action	14. APPROVE CONSENT CALENDAR (ITEMS A THROUGH J)																																																																																									
Items A, B, C, D, E, F, H (Carried)	<table><tr><td></td><td>Aguilar</td><td>S</td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td>M</td><td>Valladolid</td><td></td><td>Lopez-Student Advisory Vote</td></tr><tr><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td></tr></table> <p>Adoption of the Consent Calendar will be made by one motion and second of the Board and by a unanimous vote.</p> <p>Valladolid pulled Item 14G. Aguilar pulled Items 14I and 14J.</p> <p>14A. <u>RATIFY/APPROVE FACILITY USE REQUEST(S)</u> (Temple) Recommend ratification/approval of facility use requests listed below:</p> <table><tr><th>Organization</th><th>Facility Requested</th><th>Purpose</th><th>Date</th><th>Total Charge</th></tr><tr><td>Sweetwater Union High School District</td><td>DeVore Stadium</td><td>SUHSD Graduation Ceremonies</td><td>5/31/11 - 6/4/11</td><td>\$2,850.00</td></tr><tr><td>Veterans Benefits Seminar</td><td>Student Union East</td><td>Veterans Informational Meeting/Workshop</td><td>5/15/11</td><td>\$105.00</td></tr><tr><td>Bonita Vista High School</td><td>Mayan Hall</td><td>Band Concert</td><td>5/22/11</td><td>\$475.00</td></tr><tr><td>Bonita Vista High School Spring Concert</td><td>Mayan Hall</td><td>Choral Concert</td><td>5/25/11 - 5/26/11</td><td>\$1,750.00</td></tr><tr><td>Lakeview Baptist Church</td><td>L238 North & South</td><td>Pastor's Anniversary Banquet</td><td>5/15/11</td><td>\$150.00</td></tr><tr><td>South Bay Aquatics</td><td>Pool</td><td>Swim Practice</td><td>2/22/11 - 5/20/11</td><td>\$4,538.00</td></tr><tr><td>National University</td><td>Classroom 562</td><td>Partnership Classes</td><td>5/2/11 - 11/23/11</td><td>\$9,020.00</td></tr></table> <p>14B. <u>RATIFY/APPROVE EMPLOYMENT OF CONSULTANT(S)</u> Recommend ratification/approval of employment of consultants listed below:</p> <table><tr><th>Department (Meadows)</th><th>Consultant</th><th>Purpose</th><th>Date</th><th>Fee</th></tr><tr><td>Arts & Communication</td><td>Dramatist Play Services, Inc.</td><td>Stage Performance Rights for "The Musical Comedy Murder of 1940" by John Bishop. Agreement No. A3242.11</td><td>7/19/11– 7/31/11</td><td>Not to exceed \$675</td></tr><tr><td>Arts & Communication</td><td>Susan J. Barrett</td><td>Oboe Performance for spring 2011 Recital Series. Agreement No. A3243.11</td><td>5/11/11</td><td>Not to exceed \$250</td></tr><tr><td>Arts & Communication</td><td>Jessica McCambly</td><td>Visiting Artist Lecture for Art Gallery Agreement No. A3244.11</td><td>5/12/11</td><td>Not to exceed \$150</td></tr><tr><td>Arts & Communication</td><td>Mariangeles Soto-Diaz</td><td>Visiting Artist Lecture for Art Gallery Agreement No. A3245.11</td><td>5/12/11</td><td>Not to exceed \$150</td></tr></table>		Aguilar	S	Hernandez		Nader		Roesch	M	Valladolid		Lopez-Student Advisory Vote		Aye		Aye		Aye		Aye		Aye		Aye	Organization	Facility Requested	Purpose	Date	Total Charge	Sweetwater Union High School District	DeVore Stadium	SUHSD Graduation Ceremonies	5/31/11 - 6/4/11	\$2,850.00	Veterans Benefits Seminar	Student Union East	Veterans Informational Meeting/Workshop	5/15/11	\$105.00	Bonita Vista High School	Mayan Hall	Band Concert	5/22/11	\$475.00	Bonita Vista High School Spring Concert	Mayan Hall	Choral Concert	5/25/11 - 5/26/11	\$1,750.00	Lakeview Baptist Church	L238 North & South	Pastor's Anniversary Banquet	5/15/11	\$150.00	South Bay Aquatics	Pool	Swim Practice	2/22/11 - 5/20/11	\$4,538.00	National University	Classroom 562	Partnership Classes	5/2/11 - 11/23/11	\$9,020.00	Department (Meadows)	Consultant	Purpose	Date	Fee	Arts & Communication	Dramatist Play Services, Inc.	Stage Performance Rights for "The Musical Comedy Murder of 1940" by John Bishop. Agreement No. A3242.11	7/19/11– 7/31/11	Not to exceed \$675	Arts & Communication	Susan J. Barrett	Oboe Performance for spring 2011 Recital Series. Agreement No. A3243.11	5/11/11	Not to exceed \$250	Arts & Communication	Jessica McCambly	Visiting Artist Lecture for Art Gallery Agreement No. A3244.11	5/12/11	Not to exceed \$150	Arts & Communication	Mariangeles Soto-Diaz	Visiting Artist Lecture for Art Gallery Agreement No. A3245.11	5/12/11	Not to exceed \$150
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ITEM					
Department	Consultant	Purpose	Date	Fee	
Business, Professional & Technical Education	Amanda Womble	Parenting workshops, Teacher workshops & training, classroom observations and presentations. Agreement No. A3241.11	5/12/11– 10/1/11	Not to exceed \$1,500	
Business, Professional & Technical Education	Kathryn Ingram	Child behavioral observations, staff and family meetings, staff and family workshops. Agreement No. A3240.11	5/12/11– 10/1/11	Not to exceed \$1,500	
14C. (Whittaker)	<u>RATIFY/APPROVE FILING OF APPLICATION(S)</u>				
	Ratification/approval of filing of applications to meet deadlines as listed below:				
	California Community Colleges Chancellor's Office, "CERT Training," in the amount of \$25,000, dates unknown at this time.				
	Grant application/Memorandum of Understanding (MOU) among members of The San Diego/Imperial County Community Colleges Association for a grant through the United States Department of Labor, "Trade Adjustment Assistance Community College and Career Training Project," 3 years in the amount of \$816, 201 (specific dates unknown).				
14D. (Meadows)	<u>RATIFY/APPROVE ACCEPTANCE OF FUNDS</u>				
	Ratification/approval of acceptance of funds as listed below:				
	Chancellor's Office, California Community Colleges, "CalWORKs/TANF," in the amount of \$283,143 (CalWORKs Program, \$168,483; Work Study, \$45,435; TANF, \$69,225), July 1, 2010 through June 30, 2011.				
14E. (Temple)	<u>ACCEPTANCE OF GIFT(S)</u>				
	Recommend acceptance of gift(s) for anticipated use as indicated below:				
	Power head from a Mercury outboard motor, donated by Captain Michael Horsthemke of the M/Y Moonshadow NOA, to be used by the automotive program, in the School of Business, Professional and Technical Education.				
14F. (Temple)	<u>RATIFY VOLUNTEER SERVICES (ENCLOSURE)</u>				
	Recommend ratification of volunteer services effective January 2011 through May 2011.				

ITEM											
Item 14G (Carried)	14G. <u>APPROVE MAY 11, 2011 CURRICULUM SUMMARY REPORT (ENCLOSURE)</u> (Meadows)										
		Aguilar		Hernandez		Nader	S	Roesch	M	Valladolid	Lopez-Student Advisory Vote
		Aye		Aye		Aye		Aye		Aye	Aye
<p>Recommend approval of May 11, 2011 Curriculum Summary Report.</p> <p>The May 11, 2011 Curriculum Summary Report (CSR) is a compilation of the new and revised curriculum proposed by faculty and submitted to the Curriculum Committee (CC), a subcommittee of the Academic Senate March 3, 2011. Faculty submit proposals for new and/or revised curriculum to the CC. The CC reviews and scrutinizes curriculum for academic rigor, transferability and/or occupational competencies, student benefit, and institutional fit, as stated in Title 5 and the State Chancellor's Curriculum Handbook. Once these and other considerations are met, the CSR is forwarded to the Superintendent/President and Governing Board for review and approval before being sent to the State Chancellor's Office. The Southwestern College CC reviewed and approved 4 new courses, 3 course modifications and 4 course inactivations.</p>											
Item 14H (Withdrawn)	14H. <u>APPROVE COURSE MATERIALS FEES SUMMARY (ENCLOSURE)</u> (Meadows)										
	Recommend approval of course materials fees, effective with the fall 2011 semester.										
Items 14 and 14J (Carried)		Aguilar	S	Hernandez		Nader		Roesch	M	Valladolid	Lopez-Student Advisory Vote
		Abstain		Aye		Aye		Aye		Aye	Aye
	14I. <u>CONFIRMATION OF PURCHASE ORDERS (ENCLOSURE)</u> (Temple) General Fund Nos. 108053 - 108271 Manual Requisitioning Sequence General Fund Nos. 200476 - 200891 On-Line Requisitioning Sequence Blanket Fund Nos. B1900 – B1902										
14J. <u>PAYMENT OF BILLS – March 1-31, 2011 (ENCLOSURE)</u> (Temple)											

ITEM																																							
Action	15. HUMAN RESOURCES – ACADEMIC (ITEMS A THROUGH C) (Kerns)																																						
Item 15A (Carried)	15A. EMPLOYMENT OF ACADEMIC ADMINISTRATORS (ENCLOSURE) <table border="1"> <tr> <td>M</td><td>Aguilar</td><td></td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td>S</td><td>Valladolid</td><td></td><td>Lopez-Student Advisory Vote</td></tr> <tr> <td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td></tr> </table> <p>Recommend approval of employment effective as indicated:</p> <table> <tr> <th>Employee</th><th>Position</th><th>Department</th><th>Months of Service</th><th>Range/ Class</th><th>Monthly Salary</th><th>Effective Date</th></tr> <tr> <td>Vickie Kimbrough- Walls</td><td>Director of Dental Hygiene Program</td><td>Higher Education Center at National City & Crown Cove Aquatic Center</td><td>12 months/ 1.0 FTE</td><td>F/5</td><td>\$9,504.00</td><td>5/12/11</td></tr> </table>	M	Aguilar		Hernandez		Nader		Roesch	S	Valladolid		Lopez-Student Advisory Vote		Aye		Aye		Aye		Aye		Aye		Aye	Employee	Position	Department	Months of Service	Range/ Class	Monthly Salary	Effective Date	Vickie Kimbrough- Walls	Director of Dental Hygiene Program	Higher Education Center at National City & Crown Cove Aquatic Center	12 months/ 1.0 FTE	F/5	\$9,504.00	5/12/11
M	Aguilar		Hernandez		Nader		Roesch	S	Valladolid		Lopez-Student Advisory Vote																												
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Employee	Position	Department	Months of Service	Range/ Class	Monthly Salary	Effective Date																																	
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Item 15B (Carried)	15B. REDUCED FACULTY SERVICE <table border="1"> <tr> <td>S</td><td>Aguilar</td><td>M</td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td></td><td>Valladolid</td><td></td><td>Lopez-Student Advisory Vote</td></tr> <tr> <td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td></tr> </table> <p>Pursuant to provisions set forth in Article VII, Section 7.8 of the 2009-2011 SCEA Contract, the following employee is eligible and requests participation in the Reduced Faculty Service program, effective with the 2011-12 academic year:</p> <table> <tr> <th>Name</th><th>Position/Department</th><th>Reduction In Service</th></tr> <tr> <td>Cheryl Johnson</td><td>Professor of Reading School of Language and Literature</td><td>From 100% to 53.33%</td></tr> <tr> <td>Glenda McGee</td><td>Professor of English and Reading School of Language and Literature</td><td>From 100% to 95%</td></tr> </table>	S	Aguilar	M	Hernandez		Nader		Roesch		Valladolid		Lopez-Student Advisory Vote		Aye		Aye		Aye		Aye		Aye		Aye	Name	Position/Department	Reduction In Service	Cheryl Johnson	Professor of Reading School of Language and Literature	From 100% to 53.33%	Glenda McGee	Professor of English and Reading School of Language and Literature	From 100% to 95%					
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Item 15C (Carried)	15C. ACADEMIC TRANSACTIONS (ENCLOSURE) <table border="1"> <tr> <td>M</td><td>Aguilar</td><td></td><td>Hernandez</td><td></td><td>Nader</td><td>S</td><td>Roesch</td><td></td><td>Valladolid</td><td></td><td>Lopez-Student Advisory Vote</td></tr> <tr> <td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td></tr> </table> <p>Recommend approval of academic transactions. Transactions may include academic assignments/stipends, academic assignments/reassigned time, minimum qualifications equivalency and adjunct faculty hires.</p>	M	Aguilar		Hernandez		Nader	S	Roesch		Valladolid		Lopez-Student Advisory Vote		Aye		Aye		Aye		Aye		Aye		Aye														
M	Aguilar		Hernandez		Nader	S	Roesch		Valladolid		Lopez-Student Advisory Vote																												
	Aye		Aye		Aye		Aye		Aye		Aye																												

ITEM																																											
Action	16. HUMAN RESOURCES – CLASSIFIED (ITEMS A THROUGH E) (Kerns)																																										
	16A. EMPLOYMENT OF CLASSIFIED BARGAINING UNIT PERSONNEL																																										
Item 16A (Carried) Approved as amended	<table><tr><td>S</td><td>Aguilar</td><td>M</td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td></td><td>Valladolid</td><td></td><td>Lopez-Student Advisory Vote</td></tr><tr><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td></tr></table>	S	Aguilar	M	Hernandez		Nader		Roesch		Valladolid		Lopez-Student Advisory Vote		Aye		Aye		Aye		Aye		Aye		Aye																		
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	Aye		Aye		Aye		Aye		Aye		Aye																																
	<p>Recommend approval of employment effective as indicated:</p> <table><thead><tr><th>Employee</th><th>Position</th><th>Department</th><th>Months of Service</th><th>Range/ Step</th><th>Monthly Salary</th><th>Effective Date</th></tr></thead><tbody><tr><td>Daniel Menyon Rizza Dela Cuadra (replacement)</td><td>Accountant</td><td>Financial Services</td><td>12 months/ 1.0 FTE</td><td>37/1</td><td>\$5,492.00</td><td>5/12/11</td></tr><tr><td>Olimpia Reyes (replacement)</td><td>Accountant</td><td>Financial Services</td><td>12 months/ 1.0 FTE</td><td>37/1</td><td>\$5,492.00</td><td>5/12/11</td></tr><tr><td>Maria del Rosario Knoll (new)</td><td>*Project Clerk- CCAMPIS Grant</td><td>Child Development Center</td><td>10 months/ .375 FTE</td><td>16/1</td><td>\$1,056.38</td><td>5/12/11- 6/13/14</td></tr><tr><td colspan="7">*Continued employment is contingent upon grant terms and conditions</td></tr><tr><td>Desiree Dolores (replacement)</td><td>*Project Technician</td><td>Small Business Development Center Network</td><td>12 months/ 1.0 FTE</td><td>19/1</td><td>\$3,521.00</td><td>5/12/11</td></tr></tbody></table>	Employee	Position	Department	Months of Service	Range/ Step	Monthly Salary	Effective Date	Daniel Menyon Rizza Dela Cuadra (replacement)	Accountant	Financial Services	12 months/ 1.0 FTE	37/1	\$5,492.00	5/12/11	Olimpia Reyes (replacement)	Accountant	Financial Services	12 months/ 1.0 FTE	37/1	\$5,492.00	5/12/11	Maria del Rosario Knoll (new)	*Project Clerk- CCAMPIS Grant	Child Development Center	10 months/ .375 FTE	16/1	\$1,056.38	5/12/11- 6/13/14	*Continued employment is contingent upon grant terms and conditions							Desiree Dolores (replacement)	*Project Technician	Small Business Development Center Network	12 months/ 1.0 FTE	19/1	\$3,521.00	5/12/11
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	Aye		Aye		Aye		Aye		Aye		Aye																																
	<p>Recommend approval of classified transactions. Transactions include short-term non-academic and emergency assignments.</p>																																										
	16C. ESTABLISHMENT OF NEW PROJECT-FUNDED CLASSIFIED BARGAINING UNIT POSITION(S)																																										
Item 16C (Carried)	<table><tr><td>M</td><td>Aguilar</td><td></td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td>S</td><td>Valladolid</td><td></td><td>Lopez-Student Advisory Vote</td></tr><tr><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td></tr></table>	M	Aguilar		Hernandez		Nader		Roesch	S	Valladolid		Lopez-Student Advisory Vote		Aye		Aye		Aye		Aye		Aye		Aye																		
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	<p>Request approval to establish new, project-funded classification.</p> <table><tr><td>Project Small Business Advisor*</td><td>Small Business Development Center</td><td>Range 36 12 months/1.0 FTE</td><td>\$5,357.00</td></tr><tr><td>Project Clerk-Small Business Development Center*</td><td>Small Business Development Center</td><td>Range 10 12 months/.875 FTE</td><td>\$2,464.88</td></tr></table> <p>*Continued employment is contingent upon grant terms and conditions.</p>	Project Small Business Advisor*	Small Business Development Center	Range 36 12 months/1.0 FTE	\$5,357.00	Project Clerk-Small Business Development Center*	Small Business Development Center	Range 10 12 months/.875 FTE	\$2,464.88																																		
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ITEM

16D. RATIFY RESIGNATIONS/RETIREMENTS

Item 16D
(Carried)

	<i>Aguilar</i>	<i>S</i>	<i>Hernandez</i>		<i>Nader</i>		<i>Roesch</i>	<i>M</i>	<i>Valladolid</i>		<i>Lopez-Student Advisory Vote</i>
	<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>

Recommend ratification of resignations/retirement of the listed classified employee(s) who have resigned/retired. Their resignation/retirement has been accepted by the Superintendent/President under delegation of powers.

<u>Employee</u>	<u>Position/Department</u>	<u>Effective Date</u>
Robert Graham (resignation)	Accountant Financial Services	5/05/11

16E. CLASSIFIED CONFIDENTIAL EMPLOYEE HANDBOOK (ENCLOSURE)
(Kerns)

Item 16E
(Carried)

<i>S</i>	<i>Aguilar</i>	<i>M</i>	<i>Hernandez</i>		<i>Nader</i>		<i>Roesch</i>		<i>Valladolid</i>		<i>Lopez-Student Advisory Vote</i>
	<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>

Recommend approval of the revised Confidential Handbook. The Classified Confidential Employee Handbook has been revised to reflect the agreement reached within the Meet & Confer process between the Southwestern Community College District and Confidential Employee Group. This handbook provides information which applies specifically to Confidential employees. Deletions of old language are designated by strikeout; new language is designated by underline.

ITEM																																																	
Action	<div>17. APPROVAL OF AGREEMENTS – COST TO DISTRICT (ITEMS 17A1 THROUGH 17A2)</div> <div>17A. BUSINESS AND FINANCIAL AFFAIRS (Temple)</div> <div>17A1. AGREEMENT WITH THE AMERICAN NATIONAL RED CROSS (ENCLOSURE)</div> <table><tr><td>S</td><td>Aguilar</td><td></td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td>M</td><td>Valladolid</td><td></td><td>Lopez-Student Advisory Vote</td></tr><tr><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td></tr></table> <div>Approve Agreement No. A3246.11 with The American National Red Cross (ANRC) San Diego/Imperial Counties Chapter, for an indefinite period of time beginning May 12, 2011, at no cost to the District.</div> <div>Item 17A1 moved under Item 18 – Approval of Agreements – Income/No Cost to District</div> <div>17A2. CONTRACT OF PURCHASE, ELECTION OF 2008 GENERAL OBLIGATION BONDS, SERIES C (ENCLOSURE) (Temple)</div> <table><tr><td></td><td>Aguilar</td><td>M</td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td>S</td><td>Valladolid</td><td></td><td>Lopez-Student Advisory Vote</td></tr><tr><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td></tr></table> <div>Approve contract of purchase with the underwriters, Alta Vista Financial, RBC Capital Markets LLC, and Cabrera Capital Markets, LLC.</div> <div>Item 19B Resolution Of The Governing Board Of The Southwestern Community College District, San Diego County, California, Authorizing The Issuance Of Southwestern Community College District, San Diego County, California, Election Of 2008 General Obligation Bonds, Series C, was moved, by unanimous consent, to this point of the agenda.</div> <div>19B Hernandez motioned to approve, seconded by Valladolid, and unanimously carried.</div>	S	Aguilar		Hernandez		Nader		Roesch	M	Valladolid		Lopez-Student Advisory Vote		Aye		Aye		Aye		Aye		Aye		Aye		Aguilar	M	Hernandez		Nader		Roesch	S	Valladolid		Lopez-Student Advisory Vote		Aye		Aye		Aye		Aye		Aye		Aye
S	Aguilar		Hernandez		Nader		Roesch	M	Valladolid		Lopez-Student Advisory Vote																																						
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Item 17A (Carried)																																																	
Item 17A2 (Carried)																																																	
Item 19B (Carried)																																																	
Action (Carried)	<div>18. APPROVAL OF AGREEMENTS – INCOME / NO COST TO DISTRICT</div> <table><tr><td>M</td><td>Aguilar</td><td></td><td>Hernandez</td><td></td><td>Nader</td><td></td><td>Roesch</td><td>S</td><td>Valladolid</td><td></td><td>Lopez-Student Advisory Vote</td></tr><tr><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td></tr></table> <div>18A. ACADEMIC AFFAIRS (Meadows)</div> <div>AMENDMENT TO AGREEMENT WITH STATE OF CALIFORNIA, DEPARTMENT OF BOATING AND WATERWAYS (ENCLOSURE)</div> <div>Ratify Amendment No. 2 to Agreement No. AR3039.10 with the State of California, Department of Boating and Waterways, for the purchase of boating equipment and as supplemental funding in the form of scholarships for youth in the surrounding communities, for the period February 1, 2010 to January 31, 2025, inclusive, in an additional amount of \$41,000, bringing the contract amount to \$90,000 income to the District.</div> <div>The Board recessed at 8:44 p.m. and reconvened at 8:59 p.m.</div>	M	Aguilar		Hernandez		Nader		Roesch	S	Valladolid		Lopez-Student Advisory Vote		Aye		Aye		Aye		Aye		Aye		Aye																								
M	Aguilar		Hernandez		Nader		Roesch	S	Valladolid		Lopez-Student Advisory Vote																																						
	Aye		Aye		Aye		Aye		Aye		Aye																																						

19. ADOPT RESOLUTION(S) (ITEMS A THROUGH E)

M	Aguilar	S	Hernandez	Nader	Roesch	Valladolid	Lopez-Student Advisory Vote
	Aye		Aye	Aye	Aye	Aye	Aye

19A. RESOLUTION DESIGNATING AUTHORIZED AGENT TO SIGN SCHOOL ORDERS
(COMMERCIAL WARRANTS) (ENCLOSURE)

Recommend approval of Resolution No. 1695 as required by the San Diego County Office of Education (SDCOE) and in accordance with Education Code Section 42632 or 85232. This resolution lists the person(s) authorized to sign any and all orders in the name of Southwestern Community College District. Denise Whittaker will be the authorized signature affixed to all commercial warrants.

(Temple)

Approve Resolution No. 1698 authorizing the issuance of General Obligation Bonds in one or more series, not to exceed \$79,750,000.

(Temple)

Recommend adoption of Resolution No. 1694 to request that the Board of Supervisors of the County of San Diego direct the Treasurer of the County of San Diego to make a temporary transfer from the funds in custody to this District during the 2010-11 fiscal year to meet obligations incurred for maintenance purposes, if necessary.

(Whittaker)

Recommend adoption of Resolution No. 1696 to compensate Student Board Member Lopez in accordance with Policy No. 2725.

(Whittaker)

Recommend adoption of Resolution No. 1697 to compensate Board Member Roesch in accordance with Policy No. 2725.

Information	ITEM
	<p>20. NON-ACTION ITEMS (ITEMS A THROUGH C)</p> <p>20A. <u>DISTRICT POLICIES – FIRST READING</u> (Kerns)</p> <p>As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following policy appears before the Governing Board for First Reading:</p> <p>20A1. <u>Policy No. 2340 – Agendas (ENCLOSURE)</u></p> <p>First Reading. Information only. (Revises District Policy No.2340 – Agendas)</p> <p>20B. <u>DISTRICT PROCEDURES – FIRST READING</u> (Kerns)</p> <p>As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following procedures appear before the Governing Board for First Reading:</p> <p>20B1. <u>Procedure No. 2340 – Agendas (ENCLOSURE)</u></p> <p>First Reading. Information only. (This is a new procedure)</p> <p><i>The Board provided input and suggestions for revisions. After discussion, it was determined that the Policy Committee, considering the Board's input and legal opinion to determine whether the Brown Act allows counsel to report to the Board in closed session, would redraft the procedure and submit to the Board for adoption in June.</i></p> <p>20B2.a <u>Procedure No. 2715 – Code of Ethics (ENCLOSURE)</u></p> <p>This procedure was presented for First Reading on April 13 and April 27, 2011. (Revises District Procedure No. 2715 – Code of Ethics)</p> <p>20B2.b <u>Procedure No. 2715 – Code of Ethics – Suggested Revisions (ENCLOSURE)</u></p> <p>Additional revisions for consideration submitted by Trustee Aguilar as a result of input received by the Governing Board and Interim Superintendent/President.</p> <p>20B2.c <u>Policy No. 2715 – Code of Ethics (ENCLOSURE)</u></p> <p>Submitted for reference only.</p> <p>20C. <u>INFORMATION ITEMS</u></p> <p>(Temple)</p> <p>20C1. Comparative Statement of Revenues & Expenses Report for Period Ending March 31, 2011 (ENCLOSURE)</p> <p>(Temple)</p> <p>20C2. General Fund Cash Analysis for Period Ending March 31, 2011 (ENCLOSURE)</p> <p>(Temple)</p> <p>20C3. 311Q Report for Period Ending March 31, 2011 (ENCLOSURE)</p> <p>(Temple)</p> <p>20C4. Attachments Supporting Series C Prop R Bond Sale (ENCLOSURE)</p> <p>(Whittaker)</p> <p>20C5. 2011-2012 Southwestern Community College District Governing Board Performance Goals (ENCLOSURE)</p>

	ITEM			
Administrative Reports	21. ADMINISTRATIVE REPORTS (Nader)	21A.	MARK MEADOWS, Ph.D., VICE PRESIDENT FOR ACADEMIC AFFAIRS	
		21B.	ROBERT J. TEMPLE, INTERIM VICE PRESIDENT FOR BUSINESS AND FINANCIAL AFFAIRS	
		21C.	MICHAEL KERNS, VICE PRESIDENT FOR HUMAN RESOURCES	
		21D.	ANGELICA SUAREZ, Ph.D., VICE PRESIDENT FOR STUDENT AFFAIRS	
Superintendent/President's Report	22. SUPERINTENDENT/PRESIDENT'S REPORT (Nader)		DENISE WHITTAKER, INTERIM SUPERINTENDENT/PRESIDENT	
		22A.	ACCREDITATION UPDATE	
		22B.	FOLLOW-UP LOG (ENCLOSURE)	
Board Requests for Information	23. GOVERNING BOARD REQUESTS FOR INFORMATION (Nader)	<u>Information Requested</u>	<u>Board Member</u>	<u>Requested Date</u>
Governing Board Reports	24. GOVERNING BOARD REPORTS (Nader)	24A.	STUDENT BOARD MEMBER MANUEL R. LOPEZ, JR.	
		24B.	BOARD MEMBER TERRI VALLADOLID	
		24C.	BOARD MEMBER JEAN ROESCH, Ed.D.	
		24D.	BOARD MEMBER NICK AGUILAR	
		24E.	BOARD VICE PRESIDENT NORMA L. HERNANDEZ	
		24F.	BOARD PRESIDENT TIM NADER	
			Refer to Interim Superintendent/President Policy Development Re Public Records Act	
Closed Session	25. CLOSED SESSION / REPORT OF ACTION(S) (If Applicable) (Nader)			
Adjournment	26. ADJOURNMENT 10:10 p.m. (Nader)			
Information	27. NEXT REGULAR MEETING			
			Wednesday, June 8, 2011	
			Southwestern College	
			Higher Education Center at National City	
			880 National City Boulevard	
	DENISE WHITTAKER GOVERNING BOARD SECRETARY (INTERIM)			
			TIM NADER GOVERNING BOARD PRESIDENT	

ITEM #16F



Curriculum Committee

June 8, 2011 Curriculum Summary Report

April 4 through May 13, 2011

(Curriculum Changes)

*Southwestern College
900 Otay Lakes Road
Chula Vista, CA 91910*

Compiled by the Office of Instructional Services/Academic Affairs in conjunction with the Academic Senate

Index

Sections

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PROGRAM MODIFICATIONS

5

CURRICULUM SUMMARY REPORT

1

CURRICULUM
June
2011
SUMMARY

CURRICULUM ACTION	COUNT
NEW COURSES	5
COURSE MODIFICATIONS	1
COURSE INACTIVATIONS	1
PROGRAM MODIFICATIONS	8
TOTAL	15

NEW COURSES

2

NEW COURSES

COURSE	DESCRIPTION	RATIONALE	APPROVAL DATES
CS 200 PICTURING PASSION—CREATING THE RELATIONSHIP YOU DESIRE UNITS: () NC HOURS: (0.00)	This course will introduce participants to visualization techniques, communication skills, exercises, and digital photo projects all designed to increase intimacy and improve their existing romantic relationship. The course will conclude with the creation of a photoblog celebrating the couple's romantic relationship.	Articulation <input type="checkbox"/> Curriculum Expansion <input checked="" type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest	<div>EFFECTIVE DATE</div> <div>6/9/2011</div> <div>CC APPROVAL/EMERGENCY/OTHER</div> <div>4/8/2011</div> <div>GOVERNING BOARD APPROVAL</div> <div>6/8/2011</div>
CS 201 EXPLORING COMPLEMENTARY AND ALTERNATIVE MEDICINE UNITS: () NC HOURS: (48.00)	The students will learn the history, benefits and research of Complementary and Alternative Medicine (CAM) and explore new ways to look at health and causes of disease. Expert practitioners will be invited to present on their specific approaches and modalities of holistic medicine as guest speakers. The students will also discover how to enhance the effectiveness of conventional medicine and how to prevent chronic and degenerative diseases by integrating holistic approaches to their life style.	Articulation <input type="checkbox"/> Curriculum Expansion <input checked="" type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest	<div>EFFECTIVE DATE</div> <div>6/9/2011</div> <div>CC APPROVAL/EMERGENCY/OTHER</div> <div>5/11/2011</div> <div>GOVERNING BOARD APPROVAL</div> <div>6/8/2011</div>

NEW COURSES

COURSE	DESCRIPTION	RATIONALE	APPROVAL DATES
DH 295D INTRODUCTION TO DENTAL HYGIENE UNITS: (1) NC HOURS: (0.00)	Introduces the profession of dental hygiene and the Southwestern College Dental Hygiene program. Emphasizes career options of the dental hygienist, requirements and technical standards of the dental hygiene program, and methods to enhance student success. [D]	<div> <input type="checkbox"/> Articulation <input checked="" type="checkbox"/> Curriculum Expansion <input checked="" type="checkbox"/> Community Interest <input checked="" type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input checked="" type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest </div> <p>Confirm career path. Understand the rigors and responsibilities as stated in the 2009 Academic Program review. "In response to the sight downturn is success (retention) rates, the dental hygiene faculty and administration are researching the possibility of initiating a pre-dental hygiene course for students. This course will provide an overview of the dental hygiene profession and the Southwestern College Dental Hygiene Program curriculum in order for students to confirm their career path and increase their understanding of the rigor and responsibilities of participating in the Dental Hygiene Program."</p>	<div> EFFECTIVE DATE 6/9/2011 CC APPROVAL/ EMERGENCY/OTHER 4/4/2011 GOVERNING BOARD APPROVAL 6/8/2011 </div>
ORN 295F BASIC PERIOPERATIVE NURSING UNITS: (9) NC HOURS: (0.00)	Provides opportunities for the Registered Nurse seeking employment in the operating room. Introduces the guidelines from the Association of Operating Room Nurses that includes: aseptic technique, staff and patient safety, surgical management, consent, surgical high risk factors, sentinel events, and professional issues. [D]	<div> <input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input checked="" type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest </div>	<div> EFFECTIVE DATE 6/9/2011 CC APPROVAL/ EMERGENCY/OTHER 5/10/2011 GOVERNING BOARD APPROVAL 6/8/2011 </div>

NEW COURSES

COURSE	DESCRIPTION	RATIONALE	APPROVAL DATES
TA 295C STAGECRAFT UNITS: (2) NC HOURS: (0.00)	Provides practical experience in the technical aspects of drama productions. Emphasizes set construction and tool safety, building techniques, scenery painting, box office, and running crews. Participation in SWC theatre events as a technician is required. (Repeatable three times.) D]	<div> <input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input checked="" type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest </div> <p>Need to restructure current Technical Theatre Workshop series to connect the study of technical theatre skills to the application of those skills.</p>	<div>EFFECTIVE DATE</div> <div>6/9/2011</div> <div>CC APPROVAL/EMERGENCY/OTHER</div> <div>4/4/2011</div> <div>GOVERNING BOARD APPROVAL</div> <div>6/8/2011</div>

COURSE MODIFICATIONS

3

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
CS 172 HIGH ENERGY LATIN DANCE	FROM TOTAL HOURS: 12 TO TOTAL HOURS: 24 FROM COURSE FEE: \$95 TO COURSE FEE: \$180 <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input type="checkbox"/> Example of Assignments	Class hours increased due to student request so this would also increase the price.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">EFFECTIVE DATE</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">FALL 2011</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">CC APPROVAL/ EMERGENCY/OTHER</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">4/13/2011</div> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">GOVERNING BOARD APPROVAL</div> <div style="border: 1px solid black; padding: 2px;">6/8/2011</div>

COURSE INACTIVATIONS

4

COURSE INACTIVATIONS

COURSE	RATIONALE	APPROVAL DATES
PD 1 SPEECH--LANGUAGE--HEARING ASSISTANCE	DSS does not have a Speech/Language Path to teach course	<div> <div>EFFECTIVE DATE</div> <div>FALL 2012</div> </div> <div> <div>CC APPROVAL/ EMERGENCY/OTHER</div> <div>4/14/2011</div> </div> <div> <div>GOVERNING BOARD APPROVAL</div> <div>6/8/2011</div> </div>

PROGRAM MODIFICATIONS

5

PROGRAM MODIFICATIONS

PROGRAM NAME AND TITLE	RATIONALE	APPROVAL DATES
<p>ARCHITECTURE (A.S.)</p> <p>MAJOR CODE: 01940</p>	<p>Changes in the Architecture profession to the use of Building Information Modeling (BIM) software requires that students have the option of taking CAD training or BIM training.</p>	<p>CATALOG YEAR</p> <p>FALL 2012</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>4/14/2011</p> <p>GOVERNING BOARD APPROVAL</p>
<p>ARCHITECTURE TECHNOLOG (A.S.)</p> <p>MAJOR CODE: 02840</p>	<p>Changes in the Architecture profession to the use of Building Information Modeling (BIM) software requires that students have the option of taking CAD training or BIM training.</p>	<p>CATALOG YEAR</p> <p>FALL 2012</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>4/14/2011</p> <p>GOVERNING BOARD APPROVAL</p>

PROGRAM MODIFICATIONS

PROGRAM NAME AND TITLE	RATIONALE	APPROVAL DATES
<p>ARCHITECTURE TECHNOLOGY—ADVANCED (Certificate of Achievement)</p> <p>MAJOR CODE: 02841</p>	<p>Changes in the Architecture profession to the use of Building Information Modeling (BIM) software requires that students have the option of taking CAD training or BIM training.</p>	<p>CATALOG YEAR</p> <p>FALL 2012</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>4/14/2011</p> <p>GOVERNING BOARD APPROVAL</p>
<p>CERTIFIED NURSING ASSISTANT (CNA) (Certificate of Proficiency)</p> <p>MAJOR CODE: 02371</p>	<p>CNA 10 has been restructured to model all the other course formats in the nursing program. The theoretical and the clinical components have been divided into two separate courses as advised by Human Resources.</p>	<p>CATALOG YEAR</p> <p>FALL 2012</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>5/5/2011</p> <p>GOVERNING BOARD APPROVAL</p>

PROGRAM MODIFICATIONS

PROGRAM NAME AND TITLE	RATIONALE	APPROVAL DATES
<p>COMPUTER AIDED DESIGN AND DRAFTING (A.S.)</p> <p>MAJOR CODE: A2571</p>	<p>Students seeking employment or an advanced degree in mechanical engineering now need a good foundation in parametric solid modeling. Solidworks is a common software tool that provides the student an opportunity to develop these skills.</p>	<p>CATALOG YEAR</p> <p>FALL 2012</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>4/14/2011</p> <p>GOVERNING BOARD APPROVAL</p>
<p>COMPUTER AIDED DESIGN AND DRAFTING--- ADVANCED (Certificate of Achievement)</p> <p>MAJOR CODE: A2576</p>	<p>Students seeking employment or four year mechanical engineering degrees need a strong foundation in parametric solid modeling and design. The Solidworks software provides the student an opportunity to learn these skills.</p>	<p>CATALOG YEAR</p> <p>FALL 2012</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>4/14/2011</p> <p>GOVERNING BOARD APPROVAL</p>

PROGRAM MODIFICATIONS

PROGRAM NAME AND TITLE	RATIONALE	APPROVAL DATES
<p>COMPUTER AIDED DESIGN AND DRAFTING—BASIC (Certificate of Proficiency)</p> <p>MAJOR CODE: 02569</p>	<p>Modification is needed to ensure students are provided an opportunity to use and learn advanced software skills using Solidworks software comparable to those skills used in industry.</p>	<p>CATALOG YEAR</p> <p>2012-2013</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>4/14/2011</p> <p>GOVERNING BOARD APPROVAL</p>
<p>SPANISH-TO-ENGLISH ASSOCIATE TEACHER CERTIFICATE (Certificate of Proficiency)</p> <p>MAJOR CODE: 02723</p>	<p>Restructured so students can better understand and clarifies the number of units required.</p>	<p>CATALOG YEAR</p> <p>FALL 2012</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>4/14/2011</p> <p>GOVERNING BOARD APPROVAL</p>

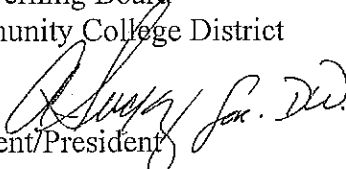
CSU Transferable to CSU
UC Transferable to UC
D Degree Applicable
ND Non-degree Applicable

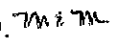
ITEM #16G


June 8, 2011

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Denise Whittaker 
Interim Superintendent/President

SUBMITTED BY: Mark Meadows, Ph.D. 
Vice President for Academic Affairs

INITIATED BY: Mink Stavenga, DBA 
Dean, Instructional Support Services

SUBJECT: Course Materials Fee Summary

RECOMMENDATION

Approval of course materials fees, effective with the fall 2011 semester.

OVERVIEW

The previous list of materials fees was reviewed and approved by the Governing Board in May 2010. Since that time, courses with materials costs have been added to the curriculum, and actual materials costs have increased or changed for other courses. This action would approve new and changed materials fees effective fall 2011. Education Code Section 56365 allows community colleges to require that students furnish certain materials of their own and enables districts to sell materials to students who wish to purchase the required materials from the district.

The fees associated with each of the courses on the attached list will assist the District in offsetting partial costs of paper and other material resources in accordance with Education Code Section 56365. Because it is necessary to notify students in advance of the new fee, the fee will be effective beginning fall 2011.

Southwestern College maintains 313 course materials fees. This report reflects 3 new course materials fees, 3 changed course materials fees, and 61 deleted course materials fees due to inactivation of courses.

FISCAL IMPACT/ACCOUNT

No cost to the District.

MS/hn

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
Accounting	ACCT 4	\$3.00	\$3.00	\$3.00	0.00	Materials	Computer paper
	ACCT 7	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	ACCT 8	\$3.00	\$3.00	\$3.00	0.00	Materials	Computer paper
	ACCT 12	\$3.00	\$3.00	\$3.00	0.00	Materials	Computer paper
	ACCT 101	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	ACCT 102	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
Administration of Justice	AJ 151	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	AJ 156	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	AJ 166	\$2.00	\$2.00	\$2.00	0.00	Materials	Masks, film, print cards, casting materials, evidence envelopes, printer paper
	AJ 171	\$5.00	\$5.00	\$5.00	0.00	Materials	Masks, film, print cards, casting materials, evidence envelopes, printer paper
Architecture	ARCH 112	\$5.00	\$5.00	\$5.00	0.00	Materials	12x18 paper, 18.24 paper, Ink & 12x18 paper, ink &
	ARCH 115	\$5.00	\$5.00	\$5.00	0.00	Materials	presentation paper, 8 1/2 x 11 bond, 12x18 paper, 18x24 paper, ink &
	ARCH 150	\$15.00	\$15.00	\$15.00	0.00	Materials	8 1/2 x 11 bond, 12x18 paper, 18x24 paper, ink &
	ARCH 151	\$15.00	\$15.00	\$15.00	0.00	Materials	8 1/2 x 11 bond, 12x18 paper, presentation paper, ink &
	ARCH 165	\$5.00	\$5.00	\$5.00	0.00	Materials	8.5x11 bond, 18x24 paper, ink &
	ARCH 252	\$15.00	\$15.00	\$15.00	0.00	Materials	presentation paper, 8 1/2 x 11 bond, 12x18 paper, 18x24 paper, ink &
	ARCH 253	\$15.00	\$15.00	\$15.00	0.00	Materials	presentation paper, 8 1/2 x 11 bond, 12x18 paper, 18x24 paper, ink &
	ARCH 265	\$5.00	\$5.00	\$5.00	0.00	Materials	18x24 paper, 12x18 paper, ink & 3/4" MDF, carpenter's glue, 8x5x11 bond
	ARCH 266	\$5.00	\$5.00	\$5.00	0.00	Materials	18x24 paper, 12x18 paper, ink & 3/4" MDF, carpenter's glue, 8x5x11 bond
	ARCH 270	\$7.00	\$6.00	\$6.00	0.00	Materials	18x24 paper, 12x18 paper, ink and
Art	ART 100	\$10.00	\$10.00	\$10.00	0.00	Materials	Newsprint paper, pastel chalk, graphite pencils, charcoal Mat board
	ART 101	\$10.00	\$10.00	\$10.00	0.00	Materials	Newsprint paper, pastel chalk, graphite pencils, charcoal
	ART 102	\$10.00	\$10.00	\$10.00	0.00	Materials	Wire, cardboard, glue, duct tape, chipboard
	ART 103	\$15.00	\$15.00	\$15.00	0.00	Materials	

Legend: Italicized=Added Fee
Strikethrough-Delete Fee
Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
	ART 105	\$10.00	\$10.00	\$10.00	0.00	Materials	Newsprint paper, pastel chalk, graphite pencils, charcoal
	ART 106	\$10.00	\$10.00	\$10.00	0.00	Materials	Newsprint paper, pastel chalk, graphite pencils, charcoal
	ART 107	\$10.00	\$10.00	\$10.00	0.00	Materials	Acrylic paint, canvas, wood, pencils, hardboard
	ART 108	\$10.00	\$10.00	\$10.00	0.00	Materials	Acrylic paint, canvas, wood, pencils, hardboard
	ART 110	\$15.00	\$15.00	\$15.00	0.00	Materials	Plastic, plaster, pencil rod, glue, nails, screws, dowels
	ART 111	\$15.00	\$15.00	\$15.00	0.00	Materials	Plastic, plaster, pencil rod, glue, nails, screws, dowels
	ART 116	\$15.00	\$15.00	\$15.00	0.00	Materials	Linoleum blocks, ink, paper, copper or zinc plates
	ART 117	\$15.00	\$15.00	\$15.00	0.00	Materials	Linoleum blocks, ink, paper, copper or zinc plates
	ART 131		\$40.00	\$40.00	0.00	Materials	Overlay with TELE 131 - same
	ART 148A	\$10.00	\$10.00	\$10.00	0.00	Materials	Color computer paper, frisket (special stencil materials), air brush connector
	ART 148B	\$10.00	\$10.00	\$10.00	0.00	Materials	Color computer paper, frisket (special stencil materials), air brush connector
	ART 148C	\$10.00	\$10.00	\$10.00	0.00	Materials	Color computer paper, frisket (special stencil materials), air brush connector
	ART 148D	\$10.00	\$10.00	\$10.00	0.00	Materials	Color computer paper, frisket (special stencil materials), air brush connector
	ART 159	\$20.00	\$20.00	\$20.00	0.00	Materials	Color computer paper, special papers, CD-roms and cases, mounting boards
	ART 160	\$20.00	\$20.00	\$20.00	0.00	Materials	Special papers, CD-roms and cases, mounting boards
	ART 161	\$20.00	\$20.00	\$20.00	0.00	Materials	Special papers, CD-roms and cases, mounting boards
	ART 164	\$20.00	\$20.00	\$20.00	0.00	Materials	Color computer paper, special paper, mounting boards, CD-rom and case

Legend: Italicized=Added Fee
Strikethrough-Delete Fee
Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
	ART 182	\$15.00	\$15.00	\$15.00	0.00	Materials	Wood, glue, nails, screws, dowels, dust mask, sink bits for drill
	ART 183	\$15.00	\$15.00	\$15.00	0.00	Materials	Wood, glue, nails, screws, dowels, dust mask, sink bits for drill
	ART 185A	\$15.00	\$15.00	\$15.00	0.00	Materials	Plaster, steel, pencil, wire, plastic, copper
	ART 185B	\$15.00	\$15.00	\$15.00	0.00	Materials	Copper, brass, solder, acetylene gas tanks
	ART 185C	\$15.00	\$15.00	\$15.00	0.00	Materials	Copper, brass, solder, acetylene gas tanks
	ART 185D	\$15.00	\$15.00	\$15.00	0.00	Materials	Copper, brass, solder, acetylene gas tanks
	ART 200	\$15.00	\$15.00	\$15.00	0.00	Materials	Hardboard, fabric, wood, nails, screws, plastic
	ART 170	\$25.00	\$25.00	\$25.00	0.00	Materials	Low flare glazes, high fire glaze materials, dust mask, cones
	ART 171	\$25.00	\$25.00	\$25.00	0.00	Materials	Low flare glazes, high fire glaze materials, dust mask, cones
	ART 172	\$25.00	\$25.00	\$25.00	0.00	Materials	Low flare glazes, high fire glaze materials, dust mask, cones
Art Ceramics	ART 173A	\$25.00	\$25.00	\$25.00	0.00	Materials	Low flare glazes, high fire glaze materials, dust mask, cones
	ART 173B	\$25.00	\$25.00	\$25.00	0.00	Materials	Low flare glazes, high fire glaze materials, dust mask, cones
	ART 177	\$25.00	\$25.00	\$25.00	0.00	Materials	Low flare glazes, high fire glaze materials, dust mask, cones
	ART 178	\$25.00	\$25.00	\$25.00	0.00	Materials	Low flare glazes, high fire glaze materials, dust mask, cones
	ART 118	\$10.00	\$10.00	\$10.00	0.00	Materials	Photographic paper, film
	ART 119	\$10.00	\$10.00	\$10.00	0.00	Materials	Photographic paper, film
	ART 120	\$10.00	\$10.00	\$10.00	0.00	Materials	Photographic paper, film
	ART 121	\$15.00	\$15.00	\$15.00	0.00	Materials	Photographic paper, film
	ART 122	\$15.00	\$15.00	\$15.00	0.00	Materials	Photographic paper, film
	ART 123	\$15.00	\$15.00	\$15.00	0.00	Materials	Photographic paper, film
Art Photography	ART 126	\$15.00	\$15.00	\$15.00	0.00	Materials	Photographic paper, film
	ART 127	\$15.00	\$15.00	\$15.00	0.00	Materials	Photographic paper, film
	ART 138	\$15.00	\$15.00	\$15.00	0.00	Materials	Photographic paper, film
	ART 118	\$10.00	\$10.00	\$10.00	0.00	Materials	Photographic paper, film
	ART 119	\$10.00	\$10.00	\$10.00	0.00	Materials	Photographic paper, film
	ART 120	\$10.00	\$10.00	\$10.00	0.00	Materials	Photographic paper, film

Legend: Italicized=Added Fee
Strikethrough-Delete Fee
Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
	ART 192	\$20.00	\$20.00	\$20.00	0.00	Materials	Color computer paper, special papers, CD-roms and cases, mounting boards, mounting tissues
	ART 199A	\$15.00	\$15.00	\$15.00	0.00	Materials	Photographic paper, film
	ART 199B	\$15.00	\$15.00	\$15.00	0.00	Materials	Photographic paper, film
Associate Degree Nursing	ADN 112L	\$63.00	\$35.00	\$35.00	0.00	Materials	Sterile Foley Catheter Tray, Pocket Organizer w/Penlight, Scissors, Wound Dressing Change Tray, Hemostats, Sterile Gloves, Isolation Gown & Mask
	ADN 113L	\$22.00	\$34.00	\$34.00	0.00	Materials	Medication Administration Kit
	ADN 221L	\$22.00	\$24.50	\$24.50	0.00	Materials	IV Training Kit
	ADN 223L	\$22.00	\$20.50	\$20.50	0.00	Materials	Central Venous Dressing Tray, Basic Trach Care Kit, Irrigation Tray with Piston Syringe, Suction Cath-N-Glove Kit, NG Tube 14 FR with connector,, Ostomy Drainage Pouch with Flange, Pediatric 8 FR Feeding Tube
Automotive Technology	AT 101	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety Glasses, Battery terminals, brake cleaner, tire patches
	AT 102	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety Glasses, Electrical solder, Electrical terminals, Electracal Fuses
	AT 103	\$13.00	\$0.00	\$0.00	0.00	Materials	Safety Glasses, Muffler Clamps, Muffler hangers, Fasteners
	AT 109	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, Ear plugs, break cleaner, break lubricant
	AT 110	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, ear plugs, penetrating fluid/lubricant, wheel weights
	AT 120	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, vacuum hose, fuel hose, throttle body cleaner

Legend: Italicized=Added Fee
Strikethrough-Delete Fee
Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
	AT 130		\$16.00	\$16.00	0.00	Materials	Safety Glasses, Electrical Wire, Battery Terminals, Electrical Tape, Electrical Terminals
	AT 131	\$13.00	\$18.00	\$18.00	0.00	Materials	Safety Glasses, Refrigerant Gas, Refrigerant Oil, Technical Information Hand Outs
	AT 140	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, silicone, penetrating fluid/lubricant
	AT 145	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, hose clamps, electrical wire, electrical connectors, fasteners
	AT 146	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, hose clamps, electrical wire, electrical connectors, fasteners
	AT 147	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, hose clamps, electrical wire, electrical connectors, fasteners
	AT 148	\$13.00	\$13.00	\$13.00	0.00	Materials	Fasteners, safety glasses, tire patch, oils, coolants, hose clamps, electrical wire, electrical connectors
	AT 149	\$13.00	\$13.00	\$13.00	0.00	Materials	Fasteners, safety glasses, tire patch, oils, coolants, hose clamps, electrical wire, electrical connectors
	AT 150	\$13.00	\$13.00	\$13.00	0.00	Materials	Fasteners, safety glasses, tire patch, oils, coolants, hose clamps, electrical wire, electrical connectors
	AT 151	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, coolants, hose clamps, electrical wire, electrical connectors, fasteners
	AT 152	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, coolants, hose clamps, electrical wire, electrical connectors, fasteners
	AT 153	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, coolants, hose clamps, electrical wire, electrical connectors, fasteners

Legend: Italicized=Added Fee
Strikethrough=Delete Fee
Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
	AT 220	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, throttle body cleaner, procedure/specification sheets, latex gloves
	AT 230		\$13.00	\$13.00	0.00	Materials	Safety glasses, transmission fluid, procedure/specification sheets
	AT 234	\$13.00	\$13.00	\$13.00	0.00	Materials	Wire tape, safety glasses, gloves, printer paper
	AT 244	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, latex gloves, procedure/specification sheets
	AT 245	\$13.00	\$13.00	\$13.00	0.00	Materials	Safety glasses, latex gloves, procedure/specification sheets
Business	BUS 35	\$3.00	\$3.00	\$3.00	0.00	Materials	Computer paper
	BUS 36	\$3.00	\$3.00	\$3.00	0.00	Materials	Computer paper
	BUS 70	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 71	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 73	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 74	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 75	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 78	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 81	\$1.00	\$1.00	\$1.00	0.00	Materials	Calculator tape (paper)
	BUS 129	\$3.00	\$3.00	\$3.00	0.00	Materials	Computer paper
	BUS 134	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 135	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 137	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	BUS 143	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	BUS 181	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 182	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 200A	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 200B	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	BUS 218	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	BUS 240	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	BUS 246	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	BUS 249	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	CNA 20L	\$12.00	\$12.00	\$12.00	0.00	Materials	Gait belt, PPE, hand sanitizer
	CNA 21L		\$12.00	\$12.00	0.00	Materials	Gait belt, PPE, hand sanitizer
	CD 175	\$25.00	\$25.00	\$25.00	0.00	Materials	First Aid Card issued from class training
	CD 275	\$15.00	\$15.00	\$15.00	0.00	Materials	Art supplies and tools for teaching

Legend: Italicized=Added Fee
Strikethrough=Delete Fee
Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
Computer-aided Design	CAD 220	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	CAD 222	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	CAD 223	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	CAD 224	\$5.00	\$5.00	\$5.00	0.00	Materials	Computer paper, machining foam for models (6" square)
	CAD 228	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	CAD 240	\$15.00	\$15.00	\$15.00	0.00	Materials	Computer paper, machining foam for models (24" square)
	CAD 272	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	CAD 276	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
Computer Information Systems	CAD 277	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	CAD 278	\$2.00	\$2.00	0.00	0.00	Materials	Computer paper
	CIS 10A	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB, small tool kit
	CIS 10B	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB, small tool kit
	CIS 14	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB
	CIS 64	\$3.00	\$3.00	0.00	0.00	Materials	Computer paper
	CIS 62	\$3.00	\$3.00	0.00	0.00	Materials	Computer paper
	CIS 92	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB
	CIS 101	\$3.00	\$3.00	\$3.00	0.00	Materials	Computer paper
	CIS 103A	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	CIS 103B	\$2.00	\$2.00	0.00	0.00	Materials	Computer paper
	CIS 103C	\$2.00	\$2.00	0.00	0.00	Materials	Computer paper
	CIS 104	\$2.00	\$2.00	0.00	0.00	Materials	Computer paper
	CIS 106	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	CIS 107	\$2.00	\$2.00	0.00	0.00	Materials	Computer paper
	CIS 108	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 109	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 114	\$4.00	\$4.00	0.00	0.00	Materials	Computer paper
	CIS 115	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 117	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 118	\$4.00	\$4.00	0.00	0.00	Materials	Computer paper
	CIS 121B	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 122B	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 123	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 124	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 125	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 126	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 129	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper

Legend: Italicized=Added Fee
 Strikethrough-Delete Fee
 Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
	CIS 130	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 133	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 134	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 135	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 136	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 137	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	CIS 139	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 140	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 141A	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 142	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 144A	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 144B	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 144C	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 146	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 147	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 150	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 151	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper
	CIS 152	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 153	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 154	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 155	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 157A	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 158	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 159A	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 159B	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 162	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 163	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 164	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 201	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 202	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 203	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 204	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 205	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 209	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 226	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 244A	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 244B	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 244C	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 244D	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 245	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper

Legend: Italicized=Added Fee
Strikethrough-Delete Fee
Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
Computer Literacy	CIS 246	\$1.00	\$1.00	\$1.00	0.00	Materials	Color printouts
	CIS 250	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 252	\$4.00	\$4.00	0.00	0.00	Materials	Computer paper
	CIS 253	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 254	\$4.00	\$4.00	0.00	0.00	Materials	Computer paper
	CIS 262	\$4.00	\$4.00	0.00	0.00	Materials	Computer paper
	CIS 272	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CIS 275	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
Culinary Arts	CIS 276	\$4.00	\$4.00	0.00	0.00	Materials	Computer paper
	CL 120	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	CA 170	\$0.00	\$25.00	\$25.00	0.00	Materials	Food supplies used in classroom
	CA 171		\$25.00	\$25.00	0.00	Materials	Food supplies used in classroom
	CA 172		\$25.00	\$25.00	0.00	Materials	Food supplies used in classroom
	CA 173		\$25.00	\$25.00	0.00	Materials	Food supplies used in classroom
	CA 182	\$25.00	\$25.00	\$25.00	0.00	Materials	Food supplies used in classroom
	CA 184	\$25.00	\$25.00	\$25.00	0.00	Materials	Food supplies used in classroom
Electronics	CA 185	\$25.00	\$25.00	\$25.00	0.00	Materials	Food supplies used in classroom
	CA 186	\$25.00	\$25.00	\$25.00	0.00	Materials	Food supplies used in classroom
	ELEC 10A	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB, small tool kit
	ELEC 10B	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB, small tool kit
	ELEC 14	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB, small tool kit
	ELEC 15	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	ELEC 20A	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	ELEC 20B	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
Electronics	ELEC 100	\$3.00	\$3.00	\$3.00	0.00	Materials	Computer paper
	ELEC 141	\$5.00	\$5.00	0.00	0.00	Materials	Computer paper, digital volt meter
	ELEC 143	\$5.00	\$5.00	0.00	0.00	Materials	Computer paper, digital volt meter
	ELEC 146	\$18.00	\$18.00	0.00	0.00	Materials	Computer paper, AC digital volt meter
	ELEC 148	\$19.00	\$19.00	0.00	0.00	Materials	Computer paper, AC digital volt meter
	ELEC 122	\$2.00	\$2.00	0.00	0.00	Materials	Computer paper
	ELEC 131	\$17.00	\$17.00	0.00	0.00	Materials	Computer paper, logic probe and pulser
	ELEC 138	\$1.00	\$1.00	0.00	0.00	Materials	Computer paper

Legend: Italicized=Added Fee
Strikethrough=Delete Fee
Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
EMT/Paramedic	ELEC-141	\$3.00	\$3.00	0.00		Materials-	Computer paper
	ELEC-142	\$1.00	\$1.00	\$1.00	0.00	Materials-	Computer paper
	ELEC-144	\$2.00	\$2.00	0.00		Materials-	Computer paper
	ELEC-145	\$4.00	\$4.00	0.00		Materials-	Computer paper
	ELEC-146	\$4.00	\$4.00	0.00		Materials-	Computer paper
	ELEC-147	\$1.00	\$1.00	\$1.00	0.00	Materials-	Computer paper
	ELEC-148	\$3.00	\$3.00	\$3.00	0.00	Materials-	Computer paper
	ELEC-149	\$1.00	\$1.00	\$1.00	0.00	Materials-	Computer paper
	ELEC-150	\$3.00	\$3.00	0.00		Materials-	Computer paper
	ELEC-152	\$2.00	\$2.00	0.00		Materials-	Computer paper
	ELEC-162	\$19.00	\$19.00	0.00		Materials-	Computer paper, rework training-kit
	ELEC-226	\$19.00	\$19.00	0.00		Materials-	Computer paper
	ELEC-228	\$19.00	\$19.00	0.00		Materials-	Computer paper, oscilloscope probe
	ELEC-238	\$4.00	\$4.00	0.00		Materials-	Computer paper
	ELEC-260	\$11.00	\$11.00	\$11.00	0.00	Materials-	Computer paper, 12 piece computer tool kit
	ELEC-265	\$2.00	\$2.00	\$2.00	0.00	Materials-	Computer paper
	ELEC-263	\$4.00	\$4.00	0.00		Materials-	Computer paper
	ELEC-266	\$2.00	\$2.00	\$2.00	0.00	Materials-	Computer paper
	ELEC-274	\$17.00	\$17.00	0.00		Materials-	Computer paper, AM/FM radio kit to assemble
	ELEC-272	\$17.00	\$17.00	0.00		Materials-	Computer paper, AM/FM radio kit to assemble
	ELEC-274	\$4.00	\$4.00	0.00		Materials-	Computer paper
	EMT 100	\$13.00	\$13.00	\$13.00	0.00	Materials	CPR certification card, CPR pocket mater
	EMT 104	\$0.00	\$14.00	44.00		Materials-	Pocket resuscitation mask, CPR certification card
	EMT 141	\$18.00	\$6.50			Materials-	Safety goggles, Penlight, IV tubing, IV bag
	EMT 112	\$0.00	\$40.00	\$0.00	(40.00)	Materials	Uniform shirt, protective equipment, stethoscope

Legend: Italicized=Added Fee
 Strikethrough-Delete Fee
 Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
	EMT 112L		\$40.00	\$40.00	0.00	Materials	Uniform shirt, protective equipment, stethoscope
	EMTP 200		\$20.00	\$20.00	0.00	Materials	Reflective Safety Vest, Protective equipment
	EMTP 200L		\$40.00	\$40.00	0.00	Materials	IV Bag, IV catheters, IV tubing, printer paper, syringe without needle, IV start kit, Normal saline
	EMTP 202			\$40.00	40.00	Materials	N-100 HEPA Masks
	EMTP 212L	\$24.00	\$34.00	7.00		Materials	IV bag, IV catheter with needle, IV tubing, printer paper, syringe with
	EMTP 213L	\$20.00	\$44.00			Materials	IV catheter with needle, printer paper
	EMTP 214L	\$3.00	\$2.00			Materials	Computer paper
English	ENGL 71	\$1.00	\$1.00	\$1.00	0.00	Materials	Resource material not found in textbook, Instructor generated teaching materials
	ENGL 114	\$1.00	\$1.00	\$1.00	0.00	Materials	Resource material not found in textbook, Instructor generated teaching materials
	ENGL 115	\$1.00	\$1.00	\$1.00	0.00	Materials	Resource material not found in textbook, Instructor generated teaching materials
	ENGL 116	\$0.00	\$1.00	\$1.00	0.00	Materials	Resource material not found in textbook, Instructor generated teaching materials
Exercise Science	ES/A 135A-C	\$87.50	\$87.50	\$87.50	0.00	Nondistrict Physical Education Facility	Fees for bowling facilities
	ES/A 147	\$45.00	\$45.00	\$45.00	0.00	Nondistrict Physical Education Facility	Golf course green fees

Legend: Italicized=Added Fee
Strikethrough-Delete Fee
Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
	ES/A 148	\$45.00	\$45.00	\$45.00	0.00	Nondistrict Physical Education Facility	Golf course green fees
	ES/A 149	\$45.00	\$45.00	\$45.00	0.00	Nondistrict Physical Education Facility	Golf course green fees
	ES/A 150	\$45.00	\$45.00	\$45.00	0.00	Nondistrict Physical Education Facility	Golf course green fees
Journalism	JOUR 171	\$20.00	\$20.00	\$20.00	0.00	Materials	Custom cut paper stock
	JOUR 172	\$20.00	\$20.00	\$20.00	0.00	Materials	Custom cut paper stock
	JOUR 173	\$20.00	\$20.00	\$20.00	0.00	Materials	Custom cut paper stock
	JOUR 174	\$20.00	\$20.00	\$20.00	0.00	Materials	Custom cut paper stock
	JOUR 200	\$25.00	\$25.00	\$25.00	0.00	Materials	Custom cut paper stock
	JOUR 201	\$25.00	\$25.00	\$25.00	0.00	Materials	Custom cut paper stock
	JOUR 202	\$25.00	\$25.00	\$25.00	0.00	Materials	Custom cut paper stock
	JOUR 203	\$25.00	\$25.00	\$25.00	0.00	Materials	Custom cut paper stock
Landscape & Nursery	LNT 138	\$50.00	\$50.00	\$125.00	75.00	Materials	Flowers, greens, containers, mechanics, add-ons
	LNT 140	\$75.00	\$75.00	\$150.00	75.00	Materials	Flowers, greens, containers, mechanics, add-ons
	LNT 141			\$150.00	150.00	Materials	Flowers and hardgoods
	LNT 147			\$200.00	200.00	Materials	Flowers and hardgoods
Legal	LEGL 224	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	LEGL 261	\$2.00	\$2.00	\$2.00	0.00	Materials	Computer paper; file folders
	LEGL 268	\$3.00	\$3.00	\$3.00	0.00	Materials	Computer paper
	LEGL 270	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
Medical Office Professionals	MEDOP 21	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB
	MEDOP 22	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB
	MEDOP 40	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB
	MEDOP 41A	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB
	MEDOP 41B	\$10.00	\$10.00	\$10.00	0.00	Materials	Computer paper, CD/USB
	MEDOP 230	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	MEDOP 231	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper
	MEDOP 233	\$1.00	\$1.00	\$1.00	0.00	Materials	Computer paper

Legend: Italicized=Added Fee
 Strikethrough=Delete Fee
 Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
Music	MUS 100	\$15.00	\$15.00	\$15.00	0.00	Materials	DAT master tapes, recordable CDs
Operating Room Nurse	ORN 120		\$100.00	\$100.00	0.00	Material	Surgical Gloves, Gowns, Caps, Scrub Brushes, Mask, Shoe Covers
	ORN 110		\$100.00	\$100.00	0.00	Material	Overlay with ST 110
Surgical Technology	ST 110	\$20.00	\$100.00	\$100.00	0.00	Materials	Surgical Gloves, Gowns, Caps, Scrub Brushes, Mask, Shoe Covers
	ST 120		\$100.00	\$100.00	0.00	Materials	Overlay with ORN 120 - same items required
Telemedia	TELE 100	\$15.00	\$15.00	\$15.00	0.00	Materials	Computer paper, batteries, light bulbs, video tape
	TELE 101	\$15.00	\$15.00	\$15.00	0.00	Materials	Computer paper, batteries, light bulbs, video tape
	TELE 103	\$15.00	\$15.00	0.00		Materials	Computer paper, batteries, light bulbs, video tape
	TELE 104	\$15.00	\$15.00	0.00		Materials	Computer paper, batteries, light bulbs, video tape
	TELE 105	\$15.00	\$15.00	0.00		Materials	Computer paper, batteries, light bulbs, video tape
	TELE 106	\$15.00	\$15.00	0.00		Materials	Computer paper, batteries, light bulbs, video tape
	TELE 131	\$40.00	\$40.00	\$40.00	0.00	Materials	Computer paper, batteries, light bulbs, video tape, flag & net material
	TELE 132	\$40.00	\$40.00	\$40.00	0.00	Materials	Computer paper, batteries, light bulbs, video tape, flag & net material
	TELE 135	\$40.00	\$40.00	\$40.00	0.00	Materials	Computer paper, batteries, light bulbs, video tape, flag & net material
	TELE 163	\$15.00	\$15.00	\$15.00	0.00	Materials	Computer paper, batteries, light bulbs, video tape
	TELE 233	\$50.00	\$50.00	\$50.00	0.00	Materials	Computer paper, batteries, light bulbs, motion picture film, chemical processing
	TELE 234	\$40.00	\$40.00	\$40.00	0.00	Materials	Computer paper, batteries, light bulbs, video tape, flag & net material

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 Strikethrough-Delete Fee
 Bold=Modified Fee/Change

COURSE MATERIALS FEES

Effective

Fall 2011 through Summer 2012

AREA OF STUDY	COURSE NO.	09/10 Fee	10/11 Fee	11/12 Fee	Change	Type of Fee	Justification for Fee
Vocational Nursing	VN 101L	\$27.00	\$35.00	\$35.00	0.00	Materials	Sterile Foley Catheter Tray, Pocket Organizer w/Penlight, Scissors, Wound Dressing Change Tray, Sterile Gloves, Isolation Gown and Mask, Hemostats
	VN 250L		\$31.00	\$31.00	0.00	Materials	Pediatric Catheter Tray, Suction Cath-N-Glove Kit, Basic Trach Care Tray, Ostomy Drainage Pouch w/Flange, NG Tube 14 FR with Piston Syringe, Pediatric 8 FR Feeding Tube
	VN 201L	\$9.00	\$34.00	\$34.00	0.00	Materials	Medication Administration Kit

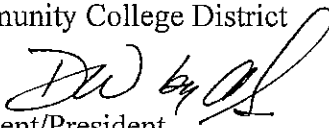
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Bold=Modified Fee/Change


ITEM #16I


June 8, 2011

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Denise Whittaker 
Interim Superintendent/President

SUBMITTED BY: Robert J. Temple 
Interim Vice President for Business and Financial Affairs

INITIATED BY: Priya Jerome 
Director of Purchasing, Contracting and Central Services

SUBJECT: Notice of Action to Renewal Annual Software Maintenance Agreements

RECOMMENDATION

Notice of Action to Renew Annual Software Maintenance Agreements to Continue Support of Existing Programs.

OVERVIEW

The District's existing computer programs require annual software and licensing agreements to keep functionality and maintain continued service on a consistent basis, thus supporting all District-wide programs.

Education Code 81656 provides that "the District's Governing Board may authorize the purchase of supplementary textbooks, library books, and educational films, audio visual materials, test materials, workbooks, instructional computer software packages, or periodicals in any amount needed for the operation of the schools of the District without taking estimates or advertising for bids."

However, there is no Education Code provision for ongoing licensing/maintenance agreements to support this software. These agreements provide the continuity that is needed for existing computer program systems.

FISCAL IMPACT/ACCOUNT

All costs will be shown on the monthly purchase order listing included in the Governing Board agenda. The estimated cost for year 2011 – 2012 is \$1,562,599.00.

PJ/DA/lh

ITEM #16J

SWC Purchase Order/Blanket Order Report

Board Date: June 8, 2011

Sorted by Purchase Order Number

PO #	Date	Vendor	Services	Department	Cost
108272	04/26/11	Void	Void	Void	
108273	04/26/11	National Office Furniture	Furniture	Student Affairs	59266
108274	04/28/11	Southland Technology	Computer Software	Library	1287
108275	05/02/11	Andres Smith	Contract Services	HEC at Otay Mesa	500
108276	05/02/11	Ivonne E. Alba	Expense Reimbursement	Continuing Education	35
108277	05/02/11	Rodolfo Lopez	Expense Reimbursement	Continuing Education	40
108278	05/02/11	Edwin S. Munoz	Expense Reimbursement	Continuing Education	35
108279	05/04/11	San Diego City College Foundation	Conference Registration Fee	EOPS	90
108280	05/04/11	Robert J. Temple	Independent Contractor	Financial Services & Budgeting	7165
108281	05/05/11	Mink Stavenga	Business/Related Expense	Accreditation	318
108282	05/09/11	Office Depot Business Serv Div	Bulletin Board	Counseling	475
108283	05/10/11	Sehi Computer Products Inc	Computer Peripherals	Counseling	201
108284	05/10/11	Gezekian Computing Inc	Computer Peripherals	Online Learning Center	486
108285	05/10/11	Dell Marketing L.P.	Computers and Peripherals	Counseling	1366
108286	05/12/11	Creation Engine, L.L.C.	Computer Software	Disability Support Services	176
108287	05/12/11	Freedom Scientific	Computer Software	Disability Support Services	1263
108288	05/12/11	Sehi Computer Products Inc	Computer Peripherals	Disability Support Services	1331
108289	05/13/11	Eric L. Maag	Expense Reimbursement	School of Arts & Communication	450
200892	04/04/11	Void	Void	Void	-
200893	04/14/11	Void	Void	Void	-
200894	04/14/11	Void	Void	Void	-
200895	04/14/11	Void	Void	Void	-
200896	04/04/11	City of Chula Vista	Sewer Services	Facilities, Planning & Operations	55175
200897	03/30/11	ADWRB	Lighting Project	Program Management	523
200898	03/28/11	D&D Tool & Supply	Sharpening Services	Facilities, Planning & Operations	30
200899	04/10/11	Dannis Woliver Kelley	Legal Services	Business & Financial Affairs	6812
200900	04/07/11	Dunn-Edwards Paints	Painting Supplies	Maintenance	160
200901	03/31/11	Echo Pacific Construction Co.	Contractor Services Bldg 510/570	Program Management	369197
200902	04/12/11	Education to Go	Online Courses	Continuing Education	445
200903	04/13/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	200
200904	04/13/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	75
200905	04/11/11	Fedex Kinko's	Express Mailing Services	Academic Affairs	125
200906	03/28/11	Gale	Books	Library	685
200907	04/10/11	Garcia Calderon & Ruiz LLP	Legal Services	Business & Financial Affairs	3082
200908	04/13/11	Home Depot	Grounds Supplies	Grounds	1413
200909	03/23/11	Home Depot	Maintenance Supplies	Maintenance	417
200910	04/13/11	Home Depot	Maintenance Supplies	Maintenance	115
200911	04/06/11	Home Depot	Maintenance Supplies	Maintenance	183
200912	03/28/11	Home Depot	Maintenance Supplies	Maintenance	144
200913	04/10/11	Home Depot	Maintenance Supplies	Maintenance	88
200914	03/29/11	Hydro-Scape Products	Grounds Supplies	Grounds	1474
200915	04/10/11	Jose S. Islas	Expense Reimbursement	School of Health Exercise Sci & Athletics	110
200916	03/13/11	Yong Liu	Overage Warrant	Payroll	415
200917	04/13/11	Lowe's	Grounds Supplies	Grounds	533
200918	03/29/11	Lowe's	Grounds Supplies	Grounds	640
200919	04/07/11	Luis M. Ortiz	Overage Warrant	Payroll	190
200920	04/06/11	Media Education Foundation	Video Supplies	Library	158
200921	04/10/11	Rosana K. Pedroza	Expense Reimbursement	School of Math Science & Engineering	71
200922	04/12/11	Sandra W. Peppard	Expense Reimbursement	HEC at Otay Mesa	64
200923	04/10/11	SWC Cafeteria	Business/Related Expense	Human Resources	132
200924	04/10/11	Stutz Artiano Shinoff & Holtz	Legal Services	Business & Financial Affairs	7455
200925	03/28/11	Southwest Entrances, Inc.	Repair Electric Door	Maintenance	679

SWC Purchase Order/Blanket Order Report

Board Date: June 8, 2011

Sorted by Purchase Order Number

PO #	Date	Vendor	Services	Department	Cost
200926	04/25/11	Absolute Victory Insignia	Badges	Police Academy	1804
200927	04/25/11	NASCO West	Nursing Training Supplies	HEC at Otay Mesa	1137
200928	04/25/11	Laerdal Medical Corp.	Paramedic Training Supplies	HEC at Otay Mesa	1191
200929	04/15/11	Southwestern College	Warehouse Stock	School of Social Sciences & Humanities	164
200930	04/07/11	Southwestern College	Warehouse Stock	Superintendent/President	497
200931	04/25/11	Hanson Aggregates	Horticulture Materials	School of Business Prof & Tech Education	939
200932	04/25/11	ETA Cuisenaire	Scientific Training Supplies	School of Math Science & Engineering	641
200933	04/25/11	Hanson Aggregates	Horticulture Materials	School of Business Prof & Tech Education	719
200934	04/25/11	Catherine L. McJannet	Expense Reimbursement	HEC at Otay Mesa	1132
200935	04/25/11	DEXON Computer, Inc.	Computer Components	School of Health Exercise Sci & Athletics	221
200936	04/25/11	Void	Void	Void	-
200937	04/13/11	Void	Void	Void	-
200938	04/12/11	Void	Void	Void	-
200939	04/07/11	Void	Void	Void	-
200940	04/26/11	RCP Block & Brick, Inc.	Landscaping Supplies	School of Business Prof & Tech Education	1396
200941	04/26/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	440
200942	04/26/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	508
200943	04/26/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	632
200944	04/11/11	Void	Void	Void	-
200945	04/26/11	California Electric Supply	Electrical Supplies	Maintenance	2695
200946	04/26/11	More Direct Inc	Computer Netbook	Student Activities	888
200947	04/26/11	More Direct Inc	Toner Cartridges	Financial Services & Budgeting	273
200948	04/26/11	MSC Industrial Supply	Batteries	Maintenance	54
200949	04/26/11	Western Interpreting Network	Sign Languages Services	Disability Support Services	8549
200950	04/26/11	Asian Business Association	Membership Renewal	Small Business Development Center	125
200951	04/26/11	James H. McCall	Consulting Services	Small Business Development Center	140
200952	04/26/11	Diego & Son Printing Inc.	Printing Services	San Diego Contracting Opportunities Center	314
200953	04/26/11	More Direct Inc	Toner Cartridges	Financial Services & Budgeting	136
200954	04/26/11	Office Depot Business Serv Div	Office Supplies	Small Business Development Center	4
200955	04/26/11	Office Depot Business Serv Div	Office Supplies	Small Business Development Center	186
200956	04/26/11	Office Depot Business Serv Div	Office Supplies	Small Business Development Center	4
200957	04/26/11	Office Depot Business Serv Div	Office Supplies	Superintendent/President	673
200958	04/26/11	San Dieguito Printers	Printing, Class Schedules Fall 2011	Office of Instruction	7275
200959	04/26/11	Southland Technology	Video Projectors	HEC at National City	2343
200960	04/25/11	Void	Void	Void	-
200961	04/25/11	Void	Void	Void	-
200962	04/11/11	Void	Void	Void	-
200963	04/10/11	Void	Void	Void	-
200964	04/27/11	Digital I/O Llc	Printer Repair Services	Facilities, Planning & Operations	1372
200965	04/27/11	Chronicle Guidance Publications	Online Publication	Library	172
200966	04/07/11	Reprohaus Corporation	Contractor Services	Program Management	707
200967	04/26/11	Void	Void	Void	
200968	04/27/11	Gensler San Diego	Consulting Services	Program Management	221276
200969	04/27/11	Department of General Services	Agency Fee for Field House Plans	Program Management	85572
200970	04/26/11	Void	Void	Void	
200971	04/27/11	World Trade Center San Diego	Sponsorship	Small Business Development Center	250
200972	04/27/11	Opex Communications, Inc	Telephone Charges	San Diego Contracting Opportunities Center	5
200973	04/27/11	Office Depot Business Serv Div	Office Supplies	Small Business Development Center	168
200974	04/27/11	Sharp Rees Stealy Medical Ctrs	Medical Services	Risk Management	615
200975	04/27/11	Simply the Best Promotions	Name Badge	Superintendent/President	14
200976	04/12/11	Void	Void	Void	-
200977	04/27/11	Home Depot	Maintenance Supplies	Maintenance	210

SWC Purchase Order/Blanket Order Report

Board Date: June 8, 2011

Sorted by Purchase Order Number

PO #	Date	Vendor	Services	Department	Cost
200978	04/27/11	Home Depot	Maintenance Supplies	Maintenance	368
200979	04/27/11	Donald L. Theriault, J.	Two-way Radio Repair	Facilities, Planning & Operations	175
200980	04/27/11	Sheila A. Moran	Expense Reimbursement	School of Arts & Communication	138
200981	04/03/11	Ashburn Law Office	Counseling Services	Small Bus Dev & Intl Trade Center	49
200982	04/27/11	The Bernard Johnson Group	Consulting Services	Small Business Development Center	315
200983	04/27/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	80
200984	04/27/11	Void	Void	Void	
200985	04/27/11	Morrow-Meadows Corp	Electrical Installation	Program Management	158
200986	04/27/11	The Union Tribune Publishing	Online Advertising	Communications Community & Gvrmt Rel	2999
200987	04/27/11	Jaime C. Salazar	Expense Reimbursement	School of Counseling & Personal Dev	148
200988	04/27/11	Janelle C. Williams Melendrez	Expense Reimbursement	Student Affairs	89
200989	03/23/11	Fedex Kinko's	Express Mailing Services	School of Math Science & Engineering	20
200990	03/29/11	New Readers Press	Books	Library	261
200991	04/27/11	Fedex Kinko's	Postal Services, Supplies	School of Math Science & Engineering	20
200992	03/31/11	Winzler & Kelly	Contractor Services	Program Management	14823
200993	04/06/11	Evan A. Bennett	Expense Reimbursement	School of Business Prof & Tech Education	264
200994	04/27/11	Fedex Kinko's	Postal Services, Supplies	School of Math Science & Engineering	20
200995	04/27/11	Rosa E. Jimenez	Expense Reimbursement	HEC at Otay Mesa	307
200996	04/27/11	Robert E. Womack, J.	Expense Reimbursement	Grounds	90
200997	04/27/11	Ronald Gaines	Officials Fees	School of Health Exercise Sci & Athletics	84
200998	04/25/11	ESM Solutions	Consulting Services	Purchasing, Contracting & Central Services	2500
200999	04/27/11	Stat Medical Education, LLC	Paramedic Training Supplies	HEC at Otay Mesa	433
201000	04/27/11	Sehi Computer Products Inc	Computer Printer	School of Business Prof & Tech Education	264
201001	04/27/11	Sehi Computer Products Inc	Computer Printer	School of Business Prof & Tech Education	1045
201002	04/27/11	Void	Void	Void	-
201003	04/25/11	Void	Void	Void	-
201004	04/25/11	Void	Void	Void	-
201005	04/07/11	Void	Void	Void	-
201006	04/23/11	Southwestern College	Warehouse Stock	School of Health Exercise Sci & Athletics	653
201007	04/28/11	B & H Photo Video, Inc.	Photography Equipment Component	School of Arts & Communication	255
201008	04/28/11	Apple Computer, Inc.	iPads	School of Business Prof & Tech Education	3273
201009	04/28/11	Apple Computer, Inc.	Laptop Computers	School of Business Prof & Tech Education	4189
201010	04/28/11	Mia Celia C. McClellan	Expense Reimbursement	Student Activities	75
201011	04/28/11	BCA Architecture Planning Interiors	Consulting Services	Program Management	56309
201012	04/28/11	Daniel Brennan	Officials Fees	School of Health Exercise Sci & Athletics	209
201013	04/28/11	Darren Alcalay	Officials Fees	School of Health Exercise Sci & Athletics	106
201014	04/28/11	EBSCO Industries Inc.	E-journal Database Renewal	Library	999
201015	04/28/11	John Ward	Officials Fees	School of Health Exercise Sci & Athletics	84
201016	04/28/11	Joshua Brenner	Officials Fees	School of Health Exercise Sci & Athletics	103
201017	04/28/11	Michael J. Allen	Officials Fees	School of Health Exercise Sci & Athletics	106
201018	04/28/11	Michael McDonald	Officials Fees	School of Health Exercise Sci & Athletics	103
201019	04/28/11	Catherine L. McJannet	Expense Reimbursement	HEC at Otay Mesa	600
201020	04/28/11	Joanne K. Stonecipher	Expense Reimbursement	HEC at Otay Mesa	154
201021	04/28/11	The Union Tribune Publishing	Subscription Renewal	Communications Community & Gvrmt Rel	6
201022	04/28/11	Home Depot	Theater Arts Supplies	School of Arts & Communication	1373
201023	04/28/11	Consulting & Inspection Services	Consulting Services	Program Management	13250
201024	04/28/11	Southern California Soil & Testing	Consulting Services	Program Management	5152
201025	04/28/11	BRG Consulting, Inc.	Consulting Services	Program Management	2014
201026	04/28/11	Department of General Services	DSA Filing Fees	Program Management	85572
201027	04/28/11	Michele A. Weaver	Expense Reimbursement	School of Math Science & Engineering	1587
201028	04/28/11	Miracosta Community College	Consulting Services	Small Business Development Center	17633
201029	04/28/11	Void	Void	Void	

SWC Purchase Order/Blanket Order Report

Board Date: June 8, 2011

Sorted by Purchase Order Number

PO #	Date	Vendor	Services	Department	Cost
201030	04/28/11	Hewlett Packard Company	Desktop Computer	School of Business Prof & Tech Education	721
201031	04/28/11	Hewlett Packard Company	Computer & Peripherals	CEEWD	955
201032	04/28/11	SDSU Mesa Engineering Program	Leadership Summit	School of Math Science & Engineering	183
201033	04/28/11	Hanson Aggregates	Horticulture Materials	School of Business Prof & Tech Education	674
201034	04/28/11	Flag Crafters	Table Drapes	School of Health Exercise Sci & Athletics	669
201035	04/28/11	Southland Technology	Audio/Video Components	School of Health Exercise Sci & Athletics	444
201036	04/28/11	Willy's Electronic Supply Co., Inc.	Electronic Supplies	School of Health Exercise Sci & Athletics	97
201037	04/28/11	R.J. Safety Supply Co.	Safety Equipment	School of Health Exercise Sci & Athletics	3093
201038	04/28/11	More Direct Inc	ThinkPad Accessories	School of Math Science & Engineering	736
201039	04/28/11	Arctic Supply	HVAC Repair Parts	Maintenance	346
201040	04/28/11	County Burner & Machinery Corp	Pool Heater Repair Services	Maintenance	8995
201041	04/28/11	J&W Lumber	Specialty Lumber	School of Business Prof & Tech Education	1363
201042	04/28/11	Hewlett Packard Company	Computer & Peripherals	Research, Planning & Grants	927
201043	04/28/11	Institute for Career Research	Online Access Subscription	Library	624
201044	04/28/11	More Direct Inc	Computer Peripherals	Financial Services & Budgeting	301
201045	04/28/11	Creation Engine, L.L.C.	Computer Software	School of Math Science & Engineering	66
201046	04/28/11	Coach America	Charter Bus Service	School of Health Exercise Sci & Athletics	950
201047	04/28/11	Office Depot Business Serv Div	Office Supplies	CEEWD	622
201048	04/28/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	49
201049	04/28/11	Creation Engine, L.L.C.	Computer Software	Disability Support Services	301
201050	04/28/11	Office Depot Business Serv Div	Office Supplies	CEEWD	1233
201051	04/28/11	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Sci & Athletics	979
201052	04/28/11	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Sci & Athletics	653
201053	04/28/11	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Sci & Athletics	179
201054	04/28/11	Block Scientific	Dental Equipment	HEC at National City	7139
201055	04/28/11	Patrice A. Milkovich	Expense Reimbursement	HEC at National City	98
201056	04/28/11	Sun Diego Charter	Charter Bus Service	School of Health Exercise Sci & Athletics	973
201057	04/28/11	Fisher Scientific LLC	Scientific Supplies	School of Math Science & Engineering	274
201058	04/28/11	More Direct Inc	Toner Cartridges	CEEWD	692
201059	04/28/11	Matt Laycock	Officials Fees	School of Health Exercise Sci & Athletics	103
201060	04/28/11	Michael McDonald	Officials Fees	School of Health Exercise Sci & Athletics	103
201061	04/27/11	Southwestern College	Warehouse Stock	HEC at Otay Mesa	44
201062	04/28/11	Southland Technology	Computer Software	Research, Planning & Grants	159
201063	04/28/11	Spanky's Portable Services	Portable Toilets	Facilities Leasing	694
201064	04/28/11	Staples Business Advantage	Office Supplies	Small Business Development Center	83
201065	04/28/11	VWR International	Scientific Supplies	HEC at National City	133
201066	04/28/11	Office Depot Business Serv Div	Office Supplies	HEC at National City	21
201067	04/28/11	Office Depot Business Serv Div	Office Supplies	HEC at Otay Mesa	86
201068	04/28/11	Blick Art Materials	Art Supplies	School of Arts & Communication	83
201069	04/28/11	CDW-G	Computer Peripherals	School of Math Science & Engineering	148
201070	04/28/11	More Direct Inc	Toner Cartridges	School of Arts & Communication	457
201071	04/28/11	More Direct Inc	Toner Cartridges	School of Arts & Communication	84
201072	04/28/11	Hewlett Packard Company	Computer & Peripherals	CEEWD	955
201073	04/28/11	Hewlett Packard Company	Computers & Peripherals	CEEWD	1911
201074	04/28/11	Mellano and Company Carlsbad	Cut Flowers	School of Business Prof & Tech Education	1200
201075	04/28/11	Apperson Print Resources Inc.	Scanner & Consumables	HEC at Otay Mesa	1929
201076	04/28/11	Epicure Digital Systems	Design, Development & Production	Program Management	26576
201077	04/27/11	Southwestern College	Warehouse Stock	Cashiering	29
201078	04/28/11	Void	Void	Void	
201079	04/27/11	Southwestern College	Warehouse Stock	Office Support Services	2803
201080	04/05/11	Void	Void	Void	-
201081	04/13/11	Void	Void	Void	-

SWC Purchase Order/Blanket Order Report

Board Date: June 8, 2011

Sorted by Purchase Order Number

PO #	Date	Vendor	Services	Department	Cost
201082	04/29/11	Simply the Best Promotions	Promotional Calendars	School of Business Prof & Tech Education	778
201083	04/29/11	Home Depot	Folding Sawhorse	HEC at Otay Mesa	291
201084	04/29/11	Southwestern College	Warehouse Stock	Risk Management	116
201085	04/11/11	Void	Void	Void	-
201086	04/29/11	South Bay Fence	Fencing Installation	HEC at Otay Mesa	2335
201087	04/29/11	Philips Healthcare	Medical Training Equipment	HEC at Otay Mesa	14751
201088	04/29/11	MSC Industrial Supply	Art Supplies	School of Arts & Communication	113
201089	04/29/11	Porter Cable Corp	Art Supplies	School of Arts & Communication	29
201090	04/29/11	Apple Computer, Inc.	Computer Equipment	School of Arts & Communication	5761
201091	04/29/11	Progressive Medical International	Medical Training Supplies	HEC at Otay Mesa	502
201092	04/29/11	Home Depot	Tool Set	School of Business Prof & Tech Education	152
201093	04/29/11	Whitaker Brothers Bus Machines Inc.	Paper Shredder	CEEWD	1183
201094	04/29/11	Carolina Biological Supply Comp	Scientific Supplies	School of Math Science & Engineering	250
201095	04/26/11	Southwestern College	Warehouse Stock	Superintendent/President	56
201096	04/29/11	MSC Industrial Supply	Batteries	Maintenance	178
201097	04/29/11	Mitsubishi Electric & Electronics	Elevator Repair Services	Maintenance	508
201098	04/29/11	SWC General Fund	Expense Reimbursement	San Diego Contracting Opportunities Center	6037
201099	04/29/11	Office Depot Business Serv Div	Office Supplies	Research, Planning & Grants	314
201100	04/29/11	Perceptive Software	Enterprise Software Expansion	Student Activities	65755
201101	04/29/11	San Dieguito Printers	Printing Services, SWC Catalog	Instructional Support Services	35073
201102	04/29/11	Tech Depot	Computer Peripherals	Student Activities	110
201103	04/10/11	Void	Void	Void	-
201104	04/24/11	Southwestern College	Warehouse Stock	Family Resource Center	46
201105	04/29/11	American Dental Association	Accreditation Fee	Instructional Support Services	915
201106	04/28/11	Southwestern College	Warehouse Stock	Human Resources	65
201107	04/11/11	Void	Void	Void	-
201108	04/11/11	Void	Void	Void	-
201109	04/29/11	Southwestern College	Warehouse Stock	Human Resources	79
201110	05/02/11	Void	Void	Void	-
201111	05/01/11	Void	Void	Void	-
201112	03/30/11	Southwestern College	Warehouse Stock	Academic Senate	29
201113	05/02/11	California Electric Supply	Electrical Supplies and Equipment	Maintenance	566
201114	05/02/11	Hewlett Packard Company	Computers and Peripherals	Health Services	927
201115	05/02/11	Flag Crafters	Banner	HEC at Otay Mesa	122
201116	05/02/11	Jose S. Islas	Expense Reimbursement	School of Health Exercise Sci & Athletics	55
201117	05/02/11	Western Interpreting Network	Interpreting Services	Disability Support Services	6027
201118	05/02/11	Intra Link Communications Inc	Data Drop Installation	Health Services	248
201119	05/02/11	Office Depot Business Serv Div	Office Supplies	Institutional Technology	191
201120	05/02/11	Office Depot Business Serv Div	Office Supplies	Facilities, Operations & Planning	55
201121	05/02/11	Office Depot Business Serv Div	Office Supplies	EOPS	121
201122	05/02/11	Office Depot Business Serv Div	Office Supplies	Superintendent/President	468
201123	05/02/11	Office Depot Business Serv Div	Office Supplies	Academic Affairs	18
201124	05/02/11	Simply the Best Promotions	Promotional Supplies	Outreach	1926
201125	05/02/11	Waxie Sanitary Supply	Janitorial Supplies	Custodial	434
201126	05/02/11	Southwestern College	Warehouse Stock	School of Health Exercise Sci & Athletics	36
201127	05/03/11	Manna Development Group			441
201128	04/15/11	Southwestern College	Warehouse Stock	HEC at Otay Mesa	37
201129	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Arts & Communication	218
201130	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Social Sciences & Humanities	133
201131	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	569
201132	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Social Sciences & Humanities	750
201133	05/03/11	Office Depot Business Serv Div	Office Supplies	HEC at San Ysidro	165

SWC Purchase Order/Blanket Order Report

Board Date: June 8, 2011

Sorted by Purchase Order Number

PO #	Date	Vendor	Services	Department	Cost
201134	05/03/11	Office Depot Business Serv Div	Office Supplies	HEC at Otay Mesa	113
201135	05/03/11	Aep California Llc	Law Enforcement Products	HEC at Otay Mesa	1838
201136	05/03/11	Apple Computer, Inc.	Computers And Peripherals	School of Health Exercise Sci & Athletics	148
201137	05/03/11	B & H Photo Video, Inc.	Audio And Video Equipment	School of Arts & Communication	1010
201138	05/03/11	Gopher Sports	Athletic Equipment	HEC at Otay Mesa	650
201139	05/03/11	J. W. Pepper	Educational Supplies	School of Arts & Communication	558
201140	05/03/11	Mason's Saw & Lawn Mower	Educational Supplies	Continuing Education	617
201141	05/03/11	Direct Parts	Auto Parts and Supplies	Maintenance	549
201142	05/03/11	Dell Marketing L.P.	Computers And Peripherals	Student Activities	403
201143	05/03/11	Network Resources Inc	Toners for Stock	Warehouse	2838
201144	05/03/11	Western Interpreting Network	Interpreting Services	Disability Support Services	8733
201145	05/03/11	Fordyce Construction, Inc.	Contractor Services	Program Management	61336
201146	05/03/11	Office Depot Business Serv Div	Office Supplies	EOPS	22952
201147	05/03/11	Turf Maker	Grounds Supplies	Grounds	6433
201148	05/03/11	SKC-West, Inc.	Athletic Equipment	School of Health Exercise Sci & Athletics	4600
201149	05/03/11	Denise C. Marquez	Promotional Video	School of Business Prof & Tech Education	700
201150	05/03/11	B & H Photo Video, Inc.	Audio And Video Equipment	School of Arts & Communication	552
201151	05/03/11	Gempler's Inc.	Horticulture Supplies and Equipment	Continuing Education	2686
201152	05/03/11	Orion Telescopes & Binoculars	Scientific Equipment And	School of Math Science & Engineering	119
201153	05/03/11	Sehl Computer Products Inc	Computer Peripherals	School of Math Science & Engineering	363
201154	05/03/11	Sehl Computer Products Inc	Computer Peripherals	School of Business Prof & Tech Education	363
201155	05/03/11	Grainger	Educational Supplies	School of Arts & Communication	17
201156	04/25/11	Void	Void	Void	-
201157	05/03/11	Aztec Storage Containers	Container with Cargo Doors	HEC at Otay Mesa	2267
201158	05/03/11	Home Depot	Railroad Ties	HEC at Otay Mesa	148
201159	04/25/11	Void	Void	Void	-
201160	04/28/11	Void	Void	Void	-
201161	05/03/11	VWR International	Scientific Equipment And		42
201162	04/27/11	Void	Void	Void	-
201163	05/03/11	Northern Tool & Equipment	Horticulture Equipment	School of Business Prof & Tech Education	400
201164	05/03/11	Santa Ana Diesel Inc.	Fire Engine Repairs	HEC at Otay Mesa	13538
201165	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	196
201166	04/27/11	Void	Void	Void	-
201167	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	28
201168	05/03/11	North Star Graphics	Police Vehicle Graphics Kit	HEC at Otay Mesa	424
201169	04/27/11	Void	Void	Void	-
201170	04/27/11	Void	Void	Void	-
201171	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	489
201172	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	64
201173	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	239
201174	05/03/11	V GROUP	Banners	School of Business Prof & Tech Education	1301
201175	05/03/11	Progressive Medical International	Medical Supplies	HEC at Otay Mesa	232
201176	05/03/11	Pocket Nurse Enterprises	Educational Supplies	HEC at Otay Mesa	182
201177	05/04/11	TextHELP SYSTEMS, INC.	Computer Software	School of Business Prof & Tech Education	6272
201178	05/04/11	VWR International	Scientific Supplies	HEC at Otay Mesa	666
201179	05/04/11	B & H Photo Video, Inc.	Audio And Video Equipment	School of Health Exercise Sci & Athletics	207
201180	05/04/11	Next Day Printed Tees	Promotional Supplies	School of Health Exercise Sci & Athletics	1759
201181	05/04/11	Apple Computer, Inc.	Computers And Peripherals	School of Health Exercise Sci & Athletics	266
201182	05/04/11	Simply the Best Promotions	Promotional Supplies	School of Health Exercise Sci & Athletics	2645
201183	05/03/11	Redleaf Press	Book and Video Supplies	School of Business Prof & Tech Education	3633
201184	05/04/11	B & H Photo Video, Inc.	Computer Peripherals	School of Business Prof & Tech Education	208
201185	05/04/11	B & H Photo Video, Inc.	Glidcam HD Stabilizer System Kit	School of Arts & Communication	2005

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PO #	Date	Vendor	Services	Department	Cost
201186	04/27/11	Void	Void	Void	-
201187	05/03/11	Void	Void	Void	-
201188	05/04/11	Tool Depot	Skilsaw	School of Business Prof & Tech Education	584
201189	05/04/11	Insight Media	Educational Supplies	HEC at Otay Mesa	728
201190	05/04/11	AliMed	Medical Supplies	HEC at Otay Mesa	95
201191	04/28/11	Advanced Web Offset	Printing, SWC Sun	School of Arts & Communication	4634
201192	05/04/11	Alfred Shihata, M.D.	Contract Services	Health Services	8000
201193	05/04/11	Amazon.Com Credit	Books	Library	3693
201194	05/04/11	Void	Void	Void	-
201195	05/04/11	Void	Void	Void	-
201196	05/04/11	Echo Pacific Construction Co.	Contractor Services	Program Management	86842
201197	05/04/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	480
201198	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	100
201199	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	40
201200	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	80
201201	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	20
201202	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	120
201203	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	200
201204	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	120
201205	05/02/11	Void	Void	Void	-
201206	05/04/11	Garcia Calderon & Ruiz LLP	Legal Services	Business & Financial Affairs	1665
201207	05/04/11	Hans & Harry's Bakery Corp	Cake for 50th Birthday Party	Communications Community & Gvrmt Rel	752
201208	05/04/11	Joanne K. Stonecipher	Expense Reimbursement	HEC at Otay Mesa	37
201209	05/04/11	Joanne K. Stonecipher	Expense Reimbursement	HEC at Otay Mesa	116
201210	05/04/11	Liebert Cassidy Whitmore	Legal Services	Business & Financial Affairs	754
201211	04/27/11	Next Day Printed Tees	Promotional Window Decals	Communications Community & Gvrmt Rel	305
201212	05/04/11	SWC General Fund	Internal Fund Transfer	School of Health Exercise Sci & Athletics	216
201213	05/04/11	SWC Cafeteria	Business/Related Expense	Superintendent/President	67
201214	05/04/11	SWC Cafeteria	Business/Related Expense	Governing Board	203
201215	05/04/11	SWC Cafeteria	Business/Related Expense	Continuing Education	973
201216	05/04/11	Ranch Catering	Business/Related Expense	Student Activities	4874
201217	05/04/11	San Diego Neighborhood	Advertising Services	Communications Community & Gvrmt Rel	150
201218	05/04/11	SWC Cafeteria	Business/Related Expense	International Programs	178
201219	05/04/11	SWC Cafeteria	Business/Related Expense	School of Health Exercise Sci & Athletics	96
201220	05/04/11	Southwestern College	Warehouse Stock	School of Social Sciences & Humanities	11
201221	05/04/11	Southwestern College	Warehouse Stock	School of Social Sciences & Humanities	93
201222	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	80
201223	05/02/11	Kathy Tyner	Expense Reimbursement	School of Math Science & Engineering	93
201224	05/04/11	BJ's Rentals	Equipment Rental	Facilities, Operations & Planning	725
201225	05/04/11	Matthieu M. Truitt	Expense Reimbursement	School of Arts & Communication	95
201226	05/04/11	SWC Cafeteria	Business/Related Expense	Disability Support Services	30
201227	05/04/11	Clarence L. Amaral, II	Expense Reimbursement	Student Activities	375
201228	04/28/11	Nolo	Books	Library	41
201229	05/02/11	Federal Express	Express Mailing Services	School of Math Science & Engineering	20
201230	04/28/11	James E. Henry	Expense Reimbursement	School of Arts & Communication	19
201231	05/04/11	Pearl Killens	Consultant	School of Arts & Communication	200
201232	05/04/11	Jennifer E. Donovan	Expense Reimbursement	School of Arts & Communication	209
201233	05/04/11	Cindra Smith	Consultant	Governing Board	2212
201234	05/04/11	Silvia L. Cornejo-Darcy	Expense Reimbursement	HEC at San Ysidro	122
201235	05/04/11	Helen R. Elias	Expense Reimbursement	Disability Support Services	6
201236	05/04/11	Debbie P. Trujillo	Expense Reimbursement	Small Business Development Center	20
201237	05/04/11	Fingerprint Impressions, Inc	Livescan Fingerprinting	HEC at Otay Mesa	2279

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201238	05/04/11	Matthew Bender & Company Inc	Educational Supplies	School of Arts & Communication	129
201239	05/04/11	Marcela Pinedo	Expense Reimbursement	EOPS	324
201240	05/04/11	Marcela Pinedo	Expense Reimbursement	EOPS	70
201241	05/04/11	Sophia N. Onwuchekwa	Dance Performer	School of Arts & Communication	100
201242	05/04/11	John Wunderli	Recital Performance	School of Arts & Communication	200
201243	05/04/11	1 Day Paint & Body Centers	Painting Services	HEC at Otay Mesa	832
201244	05/04/11	Arctic Supply	HVAC Supplies	Maintenance	1064
201245	05/04/11	Department of Social Services	Licensing Application for MEFC	HEC at National City	1980
201246	05/04/11	Moore Medical, LLC	Medical Supplies and Equipment	Health Services	3639
201247	05/04/11	Virginia Castillo	Expense Reimbursement	HEC at San Ysidro	47
201248	05/04/11	NAFSA	Conference Registration Fee	International Programs	1397
201249	05/04/11	L&L Hawaiian Barbecue	Business/Related Expense	School of Business Prof & Tech Education	2828
201250	05/04/11	Hergo Ergonomic Support Systems	Computer Cart	HEC at National City	496
201251	05/04/11	Rachel L. Fischer	Expense Reimbursement	San Diego Contracting Opportunities Center	65
201252	05/04/11	Angelica L. Loera-Suarez, Ph.D	Expense Reimbursement	Student Affairs	13
201253	05/04/11	Dell Marketing L.P.	Computers and Peripherals	Accreditation	1717
201254	05/04/11	David M. Espiritu	Expense Reimbursement	HEC at Otay Mesa	11
201255	05/04/11	Esther D. Alonso	Expense Reimbursement	School of Language and Literature	95
201256	05/04/11	Rachel L. Fischer	Expense Reimbursement	San Diego Contracting Opportunities Center	20
201257	05/04/11	Esther D. Alonso	Expense Reimbursement	School of Language and Literature	800
201258	05/04/11	Advance Reprographics	Printing Services	Program Management	2181
201259	05/04/11	SWC General Fund	Internal Fund Transfer	Program Management	3
201260	05/04/11	Elizabeth M. Valdez	Expense Reimbursement	HEC at Otay Mesa	146
201261	05/04/11	The Bodine Group	Consultant	Human Resources	7415
201262	05/02/11	Science News Magazine	Subscription	School of Math Science & Engineering	52
201263	04/28/11	Ronald L. Baza	Expense Reimbursement	HEC at Otay Mesa	68
201264	05/04/11	Maria E. Solis-Matson	Expense Reimbursement	HEC at Otay Mesa	185
201265	05/04/11	Stored Value Marketing	ARCO Gas Cards	EOPS	47650
201266	04/28/11	Karen E. Cook	Expense Reimbursement	HEC at Otay Mesa	144
201267	05/04/11	Office Depot Business Serv Div	Office Supplies	HEC at National City	44
201268	05/04/11	Office Depot Business Serv Div	Office Supplies	San Diego Contracting Opportunities Center	78
201269	05/04/11	SWC Cafeteria	EOPS Meal Cards	EOPS	1477
201270	05/04/11	SWC Cafeteria	EOPS Meal Cards	EOPS	22374
201271	04/28/11	Don Parker	Officials Fees	School of Health Exercise Sci & Athletics	84
201272	05/04/11	Bruce M. Boman	Expense Reimbursement	Grounds	78
201273	05/02/11	Void	void	void	
201274	05/04/11	Jesse Bianco	Consultant	Small Bus Dev & Intl Trade Center	112
201275	05/04/11	Films Media Group	Films And Video	Library	100
201276	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	160
201277	05/04/11	Gary Breton	Expense Reimbursement	HEC at Otay Mesa	371
201278	05/04/11	WLC Architects, Inc.	Contractor Services	Program Management	3060
201279	05/04/11	Joanne K. Stonecipher	Expense Reimbursement	HEC at Otay Mesa	405
201280	05/04/11	Jeffrey Nevin	Expense Reimbursement	School of Arts & Communication	261
201281	05/04/11	Concetta M. Calandra	Expense Reimbursement	School of Language and Literature	69
201282	05/04/11	Esther D. Alonso	Expense Reimbursement	School of Language and Literature	80
201283	05/04/11	Joanne K. Stonecipher	Expense Reimbursement	HEC at Otay Mesa	41
201284	05/04/11	Craig E. Isbell	Official Fee	School of Health Exercise Sci & Athletics	84
201285	05/04/11	Gensler San Diego	DSA Plan Check	Program Management	74200
201286	05/04/11	Nora Portillo	Expense Reimbursement	School of Language and Literature	161
201287	05/04/11	Victor Castillo	Expense Reimbursement	Small Bus Dev & Intl Trade Center	42
201288	05/04/11	LSC Orthopaedics	Consultant	School of Health Exercise Sci & Athletics	1800
201289	05/04/11	Office Depot Business Serv Div	Office Supplies	HEC at San Ysidro	46

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201290	05/04/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	552
201291	05/04/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	81
201292	05/03/11	Office Depot Business Serv Div	Office Supplies	HEC at Otay Mesa	17
201293	05/04/11	Office Depot Business Serv Div	Office Supplies	HEC at Otay Mesa	302
201294	05/05/11	Dell Marketing L.P.	Computers And Peripherals	School of Business Prof & Tech Education	1330
201295	05/05/11	B & H Photo Video, Inc.	Audio And Video Equipment	School of Arts & Communication	35
201296	05/05/11	Dell Marketing L.P.	Computers And Peripherals	School of Math Science & Engineering	1330
201297	05/05/11	North Star Graphics	Police Vehicle Graphics Kit	HEC at Otay Mesa	539
201298	05/02/11	Void	Void	Void	-
201299	05/05/11	Southwestern College	Warehouse Stock	HEC at Otay Mesa	58
201300	04/28/11	Southwestern College	Warehouse Stock	HEC at Otay Mesa	39
201301	05/02/11	Void	Void	Void	-
201302	04/28/11	Void	Void	Void	-
201303	05/05/11	California Air Compressor	Repair of Air Compressor	Facilities, Operations & Planning	602
201304	05/05/11	Ntd Architects, Inc.	Reimbursable	Program Management	927
201305	05/05/11	Home Depot	Maintenance Supplies	Maintenance	87
201306	05/05/11	Void	Void	Void	-
201307	05/05/11	Robert Sanchez, Jr.	Business/Related Expense	Police	35
201308	05/05/11	Pine Tree Lumber	Lumber	Program Management	2218
201309	05/05/11	Home Depot	Grounds Supplies	Grounds	1073
201310	05/05/11	BRG Consulting, Inc.	Professional Services	Program Management	2014
201311	05/05/11	Bullfrog Films	Video Supplies	Library	245
201312	05/05/11	Midwest Library Service	Replenish Prepayment Account	Library	2400
201313	05/05/11	Hunter Service & Parts	Repairs to Equipment	Facilities, Operations & Planning	1504
201314	05/05/11	Gale	E-books	Library	88
201315	05/05/11	Hydro-Scape Products	Grounds Supplies	Grounds	976
201316	05/05/11	Digital I/O Llc	Repair to Equipment	Facilities, Operations & Planning	3054
201317	05/05/11	Southern California Soil & Testing	Soil Testing	Program Management	9157
201318	05/05/11	The Dumbell Man Fitness Equip	Repair to Equipment	Facilities, Operations & Planning	150
201319	05/05/11	ETR Associates	Medical Literature	Health Services	1469
201320	05/05/11	Imperial Irrigation District	IV SBDC Electrical Services	Small Business Development Center	96
201321	05/05/11	Daniel Melzer	Consultant	Staff Development	1200
201322	05/05/11	The Bodine Group	Consultant	Human Resources	2935
201323	05/05/11	Scanning America, Inc.	Scanning Student Records	Student Activities	43440
201324	05/05/11	Office Depot Business Serv Div	Office Supplies	Superintendent/President	2345
201325	05/05/11	Office Depot Business Serv Div	Office Supplies	San Diego Contracting Opportunities Center	277
201326	05/05/11	San Diego House of Motorcycles	Auto Parts and Supplies	Maintenance	347
201327	05/05/11	Scantron Corp.	Scantron Forms	Warehouse	820
201328	05/05/11	Sehi Computer Products Inc	Computer Peripherals	Financial Services & Budgeting	442
201329	05/05/11	Staples Business Advantage	Office Supplies	HEC at National City	6
201330	05/05/11	Staples Business Advantage	Office Supplies	Financial Services & Budgeting	609
201331	05/05/11	The Hose Pros	Repair Backhoe	Maintenance	283
201332	05/05/11	Waxie Sanitary Supply	Janitorial Supplies	Custodial	190
201333	05/05/11	Willy's Electronic Supply Co., Inc.	Electronic Supplies	Warehouse	1452
201334	05/06/11	Crystal Productions	Video Supplies	School of Arts & Communication	29
201335	05/06/11	Sigma Aldrich, Inc.	Educational Supplies	School of Math Science & Engineering	316
201336	05/06/11	Void	Void	Void	-
201337	05/06/11	Alarm Center Inc	Alarm System Supplies	Maintenance	760
201338	05/06/11	Better Office Supply, Inc.	Office Supplies	Warehouse	2373
201339	05/06/11	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	357
201340	05/06/11	Progressive Medical International	Medical Supplies	HEC at Otay Mesa	456
201341	05/06/11	Fieldtex Products Inc	Small Bulk First Aid Kits	HEC at National City	393

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PO #	Date	Vendor	Services	Department	Cost
201342	05/06/11	More Direct Inc	Computer Peripherals	San Diego Contracting Opportunities Center	97
201343	05/06/11	Western Interpreting Network	Interpreting Services	Disability Support Services	8057
201344	05/06/11	Bee Best Bee Removal Inc	Bee Removal	Maintenance	495
201345	05/06/11	Dental Board of California	Dental Board Permit	HEC at National City	250
201346	05/06/11	James G. Schalin	Expense Reimbursement	San Diego Contracting Opportunities Center	137
201347	05/06/11	Office Depot Business Serv Div	Office Supplies	Student Affairs	378
201348	05/06/11	Redleaf Press	Books	HEC at National City	533
201349	05/06/11	Staples Business Advantage	Office Supplies	HEC at National City	435
201350	05/05/11	Void	Void	Void	-
201351	05/05/11	Void	Void	Void	-
201352	05/09/11	Arctic Supply	HVAC Supplies	Maintenance	27
201353	05/09/11	Babyant	Child Proofing Kits	HEC at National City	231
201354	05/09/11	Clark Security Products, Inc.	Maintenance Supplies	Maintenance	546
201355	05/09/11	Carolyn Wiley	Expense Reimbursement	Staff Development	149
201356	05/09/11	National University	Training Facility Room	San Diego Contracting Opportunities Center	100
201357	05/09/11	T3 Motion Inc	Police Equipment	Police	3115
201358	05/09/11	Simply the Best Promotions	Promotional Supplies	EOPS	770
201359	05/09/11	Chemsearch	Maintenance Supplies	Maintenance	594
201360	05/09/11	Office Depot Business Serv Div	Office Supplies	Student Activities	69
201361	05/09/11	Office Depot Business Serv Div	Office Supplies	Academic Affairs	802
201362	05/09/11	Simplot Partners	Grounds Supplies	Facilities, Operations & Planning	6011
201363	05/09/11	Simply the Best Promotions	Promotional Supplies	Outreach	2087
201364	05/09/11	Void	Void	Void	-
201365	05/09/11	Hewlett Packard Company	Computers And Peripherals	Institutional Technology	7902
201366	05/09/11	Parron Hall	Table Tops and Bases	Facilities, Operations & Planning	8834
201367	04/27/11	Void	Void	Void	-
201368	05/10/11	Southern California Soil & Testing	Soil Testing	Program Management	2275
201369	05/10/11	Direct Systems Support	Computers And Peripherals	Institutional Technology	9885
201370	05/10/11	Southland Technology	Computer Software	Institutional Technology	2568
201371	05/10/11	Spanky's Portable Services	Porta Potties for Commencement	Student Activities	872
201372	05/10/11	Triquest Audio	Sound System for Commencement	Student Activities	2600
201373	05/10/11	Sports Turf Managers Assoc.	Memberships	Grounds	220
201374	05/10/11	Seville Construction Services, Inc.	Consultant Services	Program Management	8498
201375	05/10/11	Waxie Sanitary Supply	Janitorial Supplies	Custodial	4421
201376	05/10/11	Echo Pacific Construction Co.	Construction Services	Program Management	26316
201377	05/10/11	Void	Void	Void	-
201378	05/10/11	Seville Construction Services, Inc.	Consultant Services Prop R	Program Management	140093
201379	05/09/11	Void	Void	Void	-
201380	05/11/11	Cart Mart Inc.	Auto Parts and Supplies	Maintenance	519
201381	05/11/11	Kirk Paving Inc	Maintenance Services	Maintenance	1014
201382	05/11/11	Allison J. Green	Expense Reimbursement	School of Math Science & Engineering	173
201383	05/11/11	Home Depot	Maintenance Supplies	Maintenance	164
201384	05/11/11	Kathy Tyner	Expense Reimbursement	School of Math Science & Engineering	49
201385	05/11/11	Christopher S. Bender	Expense Reimbursement	Communications Community & Gvrmt Rel	100
201386	05/11/11	The Quill Corporation	Office Supplies	HEC at National City	229
201387	05/11/11	Her Own Words, Llc	Video Supplies	School of Health Exercise Sci & Athletics	162
201388	05/11/11	Diamond Fitness Systems	Repair of Equipment	Facilities, Operations & Planning	930
201389	05/11/11	Affiliated Computer Services, Inc.	Educational Supplies	Financial Services & Budgeting	19510
201390	05/11/11	Home Depot	Lumber	Program Management	85
201391	05/11/11	Ace Uniforms and Accessories	Uniforms	Police	545
201392	05/11/11	Aep California Llc	Installation of Police Equipment	Police	1800
201393	05/11/11	Carl Burger Dodge	Auto Parts and Supplies	Maintenance	81

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PO #	Date	Vendor	Services	Department	Cost
201394	05/11/11	Complete Office	Office Supplies	Warehouse	2054
201395	05/11/11	Hawthorne Machinery Co.	Diagnosis/Repair Cat Back Hoe	Maintenance	5000
201396	05/11/11	Hewlett Packard Company	Computers And Peripherals	HEC at National City	957
201397	05/11/11	Jobelephant.Com Inc	Advertising Services	Human Resources	1710
201398	05/11/11	More Direct Inc	Computers And Peripherals	Human Resources	444
201399	05/11/11	Power Summit	Conference Registration Fee	San Diego Contracting Opportunities Center	1400
201400	05/11/11	Vernell Dunkley	Expense Reimbursement	HEC at Otay Mesa	157
201401	05/11/11	Consolidated Electrical Distributor	Electrical Supplies and Equipment	Program Management	950
201402	05/11/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	450
201403	05/11/11	Diego & Son Printing Inc.	Printing Services	San Diego Contracting Opportunities Center	227
201404	05/11/11	Golden West Painting	Painting Services	Program Management	5065
201405	05/11/11	AlcoPro, Inc.	Police Equipment	Police	1754
201406	05/11/11	Office Depot Business Serv Div	Office Supplies	Cashiering/Financial Services & Budgeting	116
201407	05/11/11	Office Depot Business Serv Div	Office Supplies	Academic Affairs	515
201408	05/11/11	Unisource	Paper Supplies Stock	Office Support Services	52084
201409	05/11/11	Xerox Corporation	Duplicating Equipment and Supplies	Office Support Services	974
201410	05/11/11	SWC General Fund	Internal Fund Transfer	Program Management	5132
201411	05/11/11	SWC General Fund	Internal Fund Transfer	Program Management	5132
201412	05/11/11	The Quill Corporation	Office Supplies	HEC at National City	104
201413	05/11/11	The Quill Corporation	Office Supplies	HEC at National City	18
201414	05/11/11	Grainger	Horticulture Supplies and Equipment	School of Business Prof & Tech Education	1452
201415	05/11/11	Sidney E. Laramie	Reissue Overage Warrant	Payroll	1261
201416	05/11/11	Sun Diego Charter	Charter Bus Services	School of Health Exercise Sci & Athletics	1918
201417	05/05/11	Frederick G. Latham	Expense Reimbursement	Maintenance	150
201418	05/04/11	Samone M. Sayasenh	Expense Reimbursement	EOPS	123
201419	05/04/11	Sandra J. Tyahla	Expense Reimbursement	HEC at Otay Mesa	585
201420	05/11/11	Federal Express	Express Mailing Services	Admissions & Records	160
201421	05/11/11	Carlos C. Bejar	Expense Reimbursement	HEC at Otay Mesa	20
201422	04/25/11	Void	Void	Void	-
201423	04/26/11	Void	Void	Void	-
201424	05/12/11	San Luis Video Publishing	Video Supplies	School of Business Prof & Tech Education	1023
201425	05/12/11	Office Depot Business Serv Div	Office Supplies	HEC at Otay Mesa	544
201426	05/12/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	999
201427	05/12/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	651
201428	05/12/11	Office Depot Business Serv Div	Office Supplies	Continuing Education	59
201429	05/12/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	196
201430	04/26/11	Void	Void	Void	-
201431	05/09/11	Void	Void	Void	-
201432	05/12/11	Custom Logos	Promotional Supplies	HEC at Otay Mesa	528
201433	05/12/11	Custom Logos	Promotional Supplies	HEC at Otay Mesa	884
201434	05/12/11	Grainger	Horticulture Supplies and Equipment	School of Business Prof & Tech Education	2168
201435	05/12/11	Films Media Group	Video Supplies	School of Health Exercise Sci & Athletics	498
201436	05/12/11	Southland Technology	Computer Software	HEC at Otay Mesa	7765
201437	05/12/11	Cintas First Aid & Safety	Replenish First Aid Cabinets	Risk Management	506
201438	05/12/11	Dell Marketing L.P.	Computers And Peripherals	Purchasing, Contracting & Central Services	2622
201439	05/12/11	Johnstone Supply	HVAC Supplies	Maintenance	424
201440	05/12/11	Void	Void	Void	-
201441	05/12/11	Knorr Systems	Pool Pumps	Maintenance	2596
201442	05/12/11	Moore Medical, LLC	Medical Supplies	Health Services	474
201443	05/12/11	Ocean Blue Environmental	Hazardous Waste Pickup	Risk Management	555
201444	05/12/11	Void	Void	Void	-
201445	05/12/11	Office Depot Business Serv Div	Office Supplies	Health Services	275

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201446	05/12/11	Office Depot Business Serv Div	Office Supplies	Small Business Development Center	32
201447	05/12/11	Winet Patrick & Weaver	Legal Services	Risk Management	325
201448	05/12/11	Delltec	Medical Supplies and Equipment	HEC at Otay Mesa	4737
201449	05/12/11	Void	Void	Void	-
201450	05/13/11	Ian D. Johnson	Expense Reimbursement	School of Business Prof & Tech Education	623
201451	05/13/11	Darren Alcalay	Official Fee	School of Health Exercise Sci & Athletics	113
201452	05/13/11	Diamond in the Rough	Athletic Equipment	School of Health Exercise Sci & Athletics	1320
201453	05/13/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	503
201454	05/13/11	Kesa M. Hopkins	Expense Reimbursement	HEC at National City	99
201455	05/13/11	NCEPC	Memberships	Purchasing, Contracting & Central Services	200
201456	04/15/11	KNN Public Finance	Continuing Disclosure Annual Report	Financial Services & Budgeting	3000
201457	05/13/11	Silvia L. Cornejo-Darcy	Expense Reimbursement	HEC at San Ysidro	38
201458	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	76
201459	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	1249
201460	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	99
201461	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	35
201462	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	110
201463	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	188
201464	05/04/11	The Rutter Group	Publications	School of Business Prof & Tech Education	54
201465	05/13/11	The Rutter Group	Publications	School of Business Prof & Tech Education	1092
201466	05/13/11	Allison J. Green	Expense Reimbursement	School of Math Science & Engineering	50
201467	05/13/11	Frank B. Montejano	Expense Reimbursement	HEC at National City	14
201468	05/13/11	Anthony L. Formando	Official Fee	School of Health Exercise Sci & Athletics	113
201469	05/13/11	Jerold L. Conrad	Expense Reimbursement	HEC at National City	5
201470	05/12/11	Void	Void	Void	-
201471	05/13/11	Cintas First Aid & Safety	Replenish First Aid Cabinets	Risk Management	63
201472	05/13/11	Grainger	Storage Rack	Financial Services & Budgeting	1549
201473	05/13/11	Western Interpreting Network	Interpreting Services	Disability Support Services	7565
201474	05/13/11	Doreen Mattingly Consulting	Consultant	Small Bus Dev & Intl Trade Center	2500
201475	05/13/11	Virco Manufacturing Corp	Metal Folding Chairs and Chair Rack	Facilities, Operations & Planning	5877
201476	05/13/11	Office Depot Business Serv Div	Office Supplies	Continuing Education	81
201477	05/13/11	Gall's	Law Enforcement Products	HEC at Otay Mesa	134
201478	05/13/11	Southland Technology	Computer Peripherals	School of Math Science & Engineering	676
201479	05/13/11	Saber Tradeshow Services, Llc	Insulation Heat Transfer Demo Unit	School of Business Prof & Tech Education	2607
201480	05/13/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	464
201481	05/13/11	Office Depot Business Serv Div	Office Supplies	Calworks	76
201482	05/13/11	Free Form Clay & Supply	Art Supplies	Continuing Education	509
201483	05/13/11	Jason Kaminsky	Official Fee	School of Health Exercise Sci & Athletics	113
201484	05/13/11	Promega	Educational Supplies	School of Math Science & Engineering	172
201485	05/13/11	Projector Superstore	Audio And Video Equipment	HEC at San Ysidro	586
201486	05/13/11	Irrigation Association	Educational Supplies	School of Business Prof & Tech Education	236
201487	05/09/11	Southwestern College	Warehouse Stock	Maintenance	107
201488	05/12/11	Raphael's Party Rentals	Matting Grass for Commencement	Facilities, Operations & Planning	435
201489	05/16/11	Personalized Software	Computer Software	School of Business Prof & Tech Education	175
201490	05/16/11	Hewlett Packard Company	Computers And Peripherals	School of Math Science & Engineering	2444
201491	05/16/11	More Direct Inc	Toner Cartridges	School of Math Science & Engineering	430
201492	05/16/11	Void	Void	Void	-
201493	05/16/11	DEXON Computer, Inc.	Computer Peripherals	Facilities, Operations & Planning	204
201494	05/16/11	Kesa M. Hopkins	Expense Reimbursement	HEC National City	18
201495	05/16/11	Void	Void	Void	-
201496	05/16/11	Jennifer E. Donovan	Expense Reimbursement	School of Arts & Communication	75
201497	05/16/11	Void	Void	Void	-

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201498	05/16/11	Fordyce Construction, Inc.	Retention Payment	Program Management	14445
201499	05/16/11	Echo Pacific Construction Co.	Contractor Services	Program Management	26316
201500	05/16/11	Echo Pacific Construction Co.	Contractor Services	Program Management	295411
201501	05/16/11	The Union Tribune Publishing	Advertising Services	Continuing Education	99
201502	05/16/11	Discount Box & Shipping Co.	Cardboard Boxes	Maintenance	905
201503	05/16/11	Western Center on Law & Poverty	Publications	Calworks	134
201504	05/16/11	Donna C. Arnold	Expense Reimbursement	School of Arts & Communication	29
201505	05/16/11	American 3B Scientific	Medical Equipment	Health Services	2124
201506	05/16/11	SWC Campus Store	Cotop Allocations	Financial Services & Budgeting	604
201507	05/16/11	SWC Student Services	Cotop Allocations	Financial Services & Budgeting	995
201508	05/16/11	Dunn-Edwards Paints	Painting Supplies	Maintenance	1568
201509	05/16/11	SWC General Fund	Internal Fund Transfer	Program Management	35
201510	05/16/11	Intra Link Communications Inc	Data Drop Installation	Superintendent/President	396
201511	04/25/11	Southwestern College	Warehouse Stock	Superintendent/President	113
201512	05/16/11	Nathaniel C. Clark	Expense Reimbursement	School of Arts & Communication	75
201513	05/16/11	Leonila B. Baier	Expense Reimbursement	School of Arts & Communication	50
201514	05/16/11	Donna C. Arnold	Expense Reimbursement	School of Arts & Communication	155
201515	05/16/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	180
201516	04/27/11	Southwestern College	Warehouse Stock	Academic Affairs	31
201517	04/28/11	Southwestern College	Warehouse Stock	Academic Affairs	7
B1903	04/26/11	Void	Void	Void	-
B1904	05/02/11	SWC Campus Store	EOPS Student Materials	EOPS	4492
PO#	Date	Vendor	Services	Department	Cost

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200905	04/11/11	Fedex Kinko's	Express Mailing Services	Academic Affairs	125
201123	05/02/11	Office Depot Business Serv Div	Office Supplies	Academic Affairs	18
201361	05/09/11	Office Depot Business Serv Div	Office Supplies	Academic Affairs	802
201407	05/11/11	Office Depot Business Serv Div	Office Supplies	Academic Affairs	515
201516	04/27/11	Southwestern College	Warehouse Stock	Academic Affairs	31
201517	04/28/11	Southwestern College	Warehouse Stock	Academic Affairs	7
201112	03/30/11	Southwestern College	Warehouse Stock	Academic Senate	29
201253	05/04/11	Dell Marketing L.P.	Computers and Peripherals	Accreditation	1717
108281	05/05/11	Mink Stavenga	Business/Related Expense	Accreditation	318
201198	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	100
201199	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	40
201200	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	80
201201	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	20
201202	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	120
201203	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	200
201204	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	120
201222	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	80
201276	05/04/11	Federal Express	Express Mailing Services	Admissions & Records	160
201420	05/11/11	Federal Express	Express Mailing Services	Admissions & Records	160
200899	04/10/11	Dannis Woliver Kelley	Legal Services	Business & Financial Affairs	6812
201206	05/04/11	Garcia Calderon & Ruiz Llp	Legal Services	Business & Financial Affairs	1665
200907	04/10/11	Garcia Calderon & Ruiz Llp	Legal Services	Business & Financial Affairs	3082
201210	05/04/11	Liebert Cassidy Whitmore	Legal Services	Business & Financial Affairs	754
200924	04/10/11	Stutz Artiano Shinoff & Holtz	Legal Services	Business & Financial Affairs	7455
201481	05/13/11	Office Depot Business Serv Div	Office Supplies	Calworks	76
201503	05/16/11	Western Center on Law & Poverty	Publications	Calworks	134
201077	04/27/11	Southwestern College	Warehouse Stock	Cashiering	29
201406	05/11/11	Office Depot Business Serv Div	Office Supplies	Cashiering/Financial Services & Budgeting	116
201031	04/28/11	Hewlett Packard Company	Computer & Peripherals	CEEWD	955
201072	04/28/11	Hewlett Packard Company	Computer & Peripherals	CEEWD	955
201073	04/28/11	Hewlett Packard Company	Computers & Peripherals	CEEWD	1911
201058	04/28/11	More Direct Inc	Toner Cartridges	CEEWD	692
201047	04/28/11	Office Depot Business Serv Div	Office Supplies	CEEWD	622
201050	04/28/11	Office Depot Business Serv Div	Office Supplies	CEEWD	1233
201093	04/29/11	Whitaker Brothers Bus Machines Inc.	Paper Shredder	CEEWD	1183
201385	05/11/11	Christopher S. Bender	Expense Reimbursement	Communications Community & Gvrmt Rel	100
201207	05/04/11	Hans & Harry's Bakery Corp	Cake for 50th Birthday Party	Communications Community & Gvrmt Rel	752
201211	04/27/11	Next Day Printed Tees	Promotional Window Decals	Communications Community & Gvrmt Rel	305
201217	05/04/11	San Diego Neighborhood	Advertising Services	Communications Community & Gvrmt Rel	150
200986	04/27/11	The Union Tribune Publishing	Online Advertising	Communications Community & Gvrmt Rel	2999
201021	04/28/11	The Union Tribune Publishing	Subscription Renewal	Communications Community & Gvrmt Rel	6
200902	04/12/11	Education to Go	Online Courses	Continuing Education	445
108278	05/02/11	Edwin S. Munoz	Expense Reimbursement	Continuing Education	35
201482	05/13/11	Free Form Clay & Supply	Art Supplies	Continuing Education	509
201151	05/03/11	Gempler's Inc.	Horticulture Supplies and Equipment	Continuing Education	2686
108276	05/02/11	Ivonne E. Alba	Expense Reimbursement	Continuing Education	35
201140	05/03/11	Mason's Saw & Lawn Mower	Educational Supplies	Continuing Education	617
201428	05/12/11	Office Depot Business Serv Div	Office Supplies	Continuing Education	59
201476	05/13/11	Office Depot Business Serv Div	Office Supplies	Continuing Education	81
108277	05/02/11	Rodolfo Lopez	Expense Reimbursement	Continuing Education	40
201215	05/04/11	SWC Cafeteria	Business/Related Expense	Continuing Education	973
201501	05/16/11	The Union Tribune Publishing	Advertising Services	Continuing Education	99

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108285	05/10/11	Dell Marketing L.P.	Computers and Peripherals	Counseling	1366
108282	05/09/11	Office Depot Business Serv Div	Bulletin Board	Counseling	475
108283	05/10/11	Sehi Computer Products Inc	Computer Peripherals	Counseling	201
201125	05/02/11	Waxie Sanitary Supply	Janitorial Supplies	Custodial	434
201332	05/05/11	Waxie Sanitary Supply	Janitorial Supplies	Custodial	190
201375	05/10/11	Waxie Sanitary Supply	Janitorial Supplies	Custodial	4421
PO#	Date	Vendor	Services	Department	Cost
108286	05/12/11	Creation Engine, L.L.C.	Computer Software	Disability Support Services	176
201049	04/28/11	Creation Engine, L.L.C.	Computer Software	Disability Support Services	301
108287	05/12/11	Freedom Scientific	Computer Software	Disability Support Services	1263
201235	05/04/11	Helen R. Elias	Expense Reimbursement	Disability Support Services	6
108288	05/12/11	Sehi Computer Products Inc	Computer Peripherals	Disability Support Services	1331
201226	05/04/11	SWC Cafeteria	Business/Related Expense	Disability Support Services	30
200949	04/26/11	Western Interpreting Network	Sign Languages Services	Disability Support Services	8549
201117	05/02/11	Western Interpreting Network	Interpreting Services	Disability Support Services	6027
201144	05/03/11	Western Interpreting Network	Interpreting Services	Disability Support Services	8733
201343	05/06/11	Western Interpreting Network	Interpreting Services	Disability Support Services	8057
201473	05/13/11	Western Interpreting Network	Interpreting Services	Disability Support Services	7565
201239	05/04/11	Marcela Pinedo	Expense Reimbursement	EOPS	324
201240	05/04/11	Marcela Pinedo	Expense Reimbursement	EOPS	70
201121	05/02/11	Office Depot Business Serv Div	Office Supplies	EOPS	121
201146	05/03/11	Office Depot Business Serv Div	Office Supplies	EOPS	22952
201418	05/04/11	Samone M. Sayasenh	Expense Reimbursement	EOPS	123
108279	05/04/11	San Diego City College Foundation	Conference Registration Fee	EOPS	90
201358	05/09/11	Simply the Best Promotions	Promotional Supplies	EOPS	770
201265	05/04/11	Stored Value Marketing	ARCO Gas Cards	EOPS	47650
201269	05/04/11	SWC Cafeteria	EOPS Meal Cards	EOPS	1477
201270	05/04/11	SWC Cafeteria	EOPS Meal Cards	EOPS	22374
B1904	05/02/11	SWC Campus Store	EOPS Student Materials	EOPS	4492
201063	04/28/11	Spanky's Portable Services	Portable Toilets	Facilities Leasing	694
201224	05/04/11	BJ's Rentals	Equipment Rental	Facilities, Operations & Planning	725
201303	05/05/11	California Air Compressor	Repair of Air Compressor	Facilities, Operations & Planning	602
201493	05/16/11	DEXON Computer, Inc.	Computer Peripherals	Facilities, Operations & Planning	204
201388	05/11/11	Diamond Fitness Systems	Repair of Equipment	Facilities, Operations & Planning	930
201316	05/05/11	Digital I/O Llc	Repair to Equipment	Facilities, Operations & Planning	3054
201313	05/05/11	Hunter Service & Parts	Repairs to Equipment	Facilities, Operations & Planning	1504
201120	05/02/11	Office Depot Business Serv Div	Office Supplies	Facilities, Operations & Planning	55
201366	05/09/11	Parron Hall	Table Tops and Bases	Facilities, Operations & Planning	8834
201488	05/12/11	Raphael's Party Rentals	Matting Grass for Commencement	Facilities, Operations & Planning	435
201362	05/09/11	Simplot Partners	Grounds Supplies	Facilities, Operations & Planning	6011
201318	05/05/11	The Dumbell Man Fitness Equip	Repair to Equipment	Facilities, Operations & Planning	150
201475	05/13/11	Virco Manufacturing Corp	Metal Folding Chairs and Chair Rack	Facilities, Operations & Planning	5877
200896	04/04/11	City of Chula Vista	Sewer Services	Facilities, Planning & Operations	55175
200898	03/28/11	D&D Tool & Supply	Sharpening Services	Facilities, Planning & Operations	30
200964	04/27/11	Digital I/O Llc	Printer Repair Services	Facilities, Planning & Operations	1372
200979	04/27/11	Donald L. Theriault, J.	Two-way Radio Repair	Facilities, Planning & Operations	175
201104	04/24/11	Southwestern College	Warehouse Stock	Family Resource Center	46
201389	05/11/11	Affiliated Computer Services, Inc.	Educational Supplies	Financial Services & Budgeting	19510
201472	05/13/11	Grainger	Storage Rack	Financial Services & Budgeting	1549
201456	04/15/11	KNN Public Finance	Continuing Disclosure Annual Report	Financial Services & Budgeting	3000
200947	04/26/11	More Direct Inc	Toner Cartridges	Financial Services & Budgeting	273
200953	04/26/11	More Direct Inc	Toner Cartridges	Financial Services & Budgeting	136

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201044	04/28/11	More Direct Inc	Computer Peripherals	Financial Services & Budgeting	301
108280	05/04/11	Robert J. Temple	Independent Contractor	Financial Services & Budgeting	7165
201328	05/05/11	Sehi Computer Products Inc	Computer Peripherals	Financial Services & Budgeting	442
201330	05/05/11	Staples Business Advantage	Office Supplies	Financial Services & Budgeting	609
201506	05/16/11	SWC Campus Store	Cotop Allocations	Financial Services & Budgeting	604
201507	05/16/11	SWC Student Services	Cotop Allocations	Financial Services & Budgeting	995
201233	05/04/11	Cindra Smith	Consultant	Governing Board	2212
201214	05/04/11	SWC Cafeteria	Business/Related Expense	Governing Board	203
201272	05/04/11	Bruce M. Boman	Expense Reimbursement	Grounds	78
200908	04/13/11	Home Depot	Grounds Supplies	Grounds	1413
201309	05/05/11	Home Depot	Grounds Supplies	Grounds	1073
200914	03/29/11	Hydro-Scape Products	Grounds Supplies	Grounds	1474
201315	05/05/11	Hydro-Scape Products	Grounds Supplies	Grounds	976
200917	04/13/11	Lowe's	Grounds Supplies	Grounds	533
200918	03/29/11	Lowe's	Grounds Supplies	Grounds	640
200996	04/27/11	Robert E. Womack, J.	Expense Reimbursement	Grounds	90
201373	05/10/11	Sports Turf Managers Assoc.	Memberships	Grounds	220
201147	05/03/11	Turf Maker	Grounds Supplies	Grounds	6433
201192	05/04/11	Alfred Shihata, M.D.	Contract Services	Health Services	8000
201505	05/16/11	American 3B Scientific	Medical Equipment	Health Services	2124
201319	05/05/11	ETR Associates	Medical Literature	Health Services	1469
201114	05/02/11	Hewlett Packard Company	Computers and Peripherals	Health Services	927
201118	05/02/11	Intra Link Communications Inc	Data Drop Installation	Health Services	248
201246	05/04/11	Moore Medical, LLC	Medical Supplies and Equipment	Health Services	3639
201442	05/12/11	Moore Medical, LLC	Medical Supplies	Health Services	474
201445	05/12/11	Office Depot Business Serv Div	Office Supplies	Health Services	275
201353	05/09/11	Babyant	Child Proofing Kits	HEC at National City	231
201054	04/28/11	Block Scientific	Dental Equipment	HEC at National City	7139
201345	05/09/11	Dental Board of California	Dental Board Permit	HEC at National City	250
201245	05/04/11	Department of Social Services	Licensing Application for MEFC	HEC at National City	1980
201341	05/06/11	Fieldtex Products Inc	Small Bulk First Aid Kits	HEC at National City	393
201467	05/13/11	Frank B. Montejano	Expense Reimbursement	HEC at National City	14
201250	05/04/11	Hergo Ergonomic Support Systems	Computer Cart	HEC at National City	496
201396	05/11/11	Hewlett Packard Company	Computers And Peripherals	HEC at National City	957
201469	05/13/11	Jerold L. Conrad	Expense Reimbursement	HEC at National City	5
201454	05/13/11	Kesa M. Hopkins	Expense Reimbursement	HEC at National City	99
201066	04/28/11	Office Depot Business Serv Div	Office Supplies	HEC at National City	21
201267	05/04/11	Office Depot Business Serv Div	Office Supplies	HEC at National City	44
201055	04/28/11	Patrice A. Milkovich	Expense Reimbursement	HEC at National City	98
201348	05/06/11	Redleaf Press	Books	HEC at National City	533
200959	04/26/11	Southland Technology	Video Projectors	HEC at National City	2343
201329	05/05/11	Staples Business Advantage	Office Supplies	HEC at National City	6
201349	05/06/11	Staples Business Advantage	Office Supplies	HEC at National City	435
201386	05/11/11	The Quill Corporation	Office Supplies	HEC at National City	229
201412	05/11/11	The Quill Corporation	Office Supplies	HEC at National City	104
201413	05/11/11	The Quill Corporation	Office Supplies	HEC at National City	18
201458	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	76
201459	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	1249
201460	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	99
201461	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	35
201462	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	110
201463	05/13/11	The Quill Corporation	Office Supplies	HEC at National City	188

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PO #	Date	Vendor	Services	Department	Cost
201065	04/28/11	VWR International	Scientific Supplies	HEC at National City	133
201243	05/04/11	1 Day Paint & Body Centers	Painting Services	HEC at Otay Mesa	832
201135	05/03/11	Aep California Llc	Law Enforcement Products	HEC at Otay Mesa	1838
201190	05/04/11	AliMed	Medical Supplies	HEC at Otay Mesa	95
108275	05/02/11	Andres Smith	Contract Services	HEC at Otay Mesa	500
201075	04/28/11	Apperson Print Resources Inc.	Scanner & Consumables	HEC at Otay Mesa	1929
201157	05/03/11	Aztec Storage Containers	Container with Cargo Doors	HEC at Otay Mesa	2267
201421	05/11/11	Carlos C. Bejar	Expense Reimbursement	HEC at Otay Mesa	20
200934	04/25/11	Catherine L. McJannet	Expense Reimbursement	HEC at Otay Mesa	1132
201019	04/28/11	Catherine L. McJannet	Expense Reimbursement	HEC at Otay Mesa	600
201432	05/12/11	Custom Logos	Promotional Supplies	HEC at Otay Mesa	528
201433	05/12/11	Custom Logos	Promotional Supplies	HEC at Otay Mesa	884
201254	05/04/11	David M. Espiritu	Expense Reimbursement	HEC at Otay Mesa	11
201448	05/12/11	Delletec	Medical Supplies and Equipment	HEC at Otay Mesa	4737
201260	05/04/11	Elizabeth M. Valdez	Expense Reimbursement	HEC at Otay Mesa	146
201237	05/04/11	Fingerprint Impressions, Inc	Livescan Fingerprinting	HEC at Otay Mesa	2279
201115	05/02/11	Flag Crafters	Banner	HEC at Otay Mesa	122
201477	05/13/11	Gall's	Law Enforcement Products	HEC at Otay Mesa	134
201277	05/04/11	Gary Breton	Expense Reimbursement	HEC at Otay Mesa	371
201138	05/03/11	Gopher Sports	Athletic Equipment	HEC at Otay Mesa	650
201083	04/29/11	Home Depot	Folding Sawhorse	HEC at Otay Mesa	291
201158	05/03/11	Home Depot	Railroad Ties	HEC at Otay Mesa	148
201189	05/04/11	Insight Media	Educational Supplies	HEC at Otay Mesa	728
201020	04/28/11	Joanne K. Stonecipher	Expense Reimbursement	HEC at Otay Mesa	154
201208	05/04/11	Joanne K. Stonecipher	Expense Reimbursement	HEC at Otay Mesa	37
201209	05/04/11	Joanne K. Stonecipher	Expense Reimbursement	HEC at Otay Mesa	116
201279	05/04/11	Joanne K. Stonecipher	Expense Reimbursement	HEC at Otay Mesa	405
201283	05/04/11	Joanne K. Stonecipher	Expense Reimbursement	HEC at Otay Mesa	41
201266	04/28/11	Karen E. Cook	Expense Reimbursement	HEC at Otay Mesa	144
200928	04/25/11	Laerdal Medical Corp.	Paramedic Training Supplies	HEC at Otay Mesa	1191
201264	05/04/11	Maria E. Solis-Matson	Expense Reimbursement	HEC at Otay Mesa	185
200927	04/25/11	NASCO West	Nursing Training Supplies	HEC at Otay Mesa	1137
201168	05/03/11	North Star Graphics	Police Vehicle Graphics Kit	HEC at Otay Mesa	424
201297	05/05/11	North Star Graphics	Police Vehicle Graphics Kit	HEC at Otay Mesa	539
201067	04/28/11	Office Depot Business Serv Div	Office Supplies	HEC at Otay Mesa	86
201134	05/03/11	Office Depot Business Serv Div	Office Supplies	HEC at Otay Mesa	113
201292	05/03/11	Office Depot Business Serv Div	Office Supplies	HEC at Otay Mesa	17
201293	05/04/11	Office Depot Business Serv Div	Office Supplies	HEC at Otay Mesa	302
201425	05/12/11	Office Depot Business Serv Div	Office Supplies	HEC at Otay Mesa	544
201087	04/29/11	Philips Healthcare	Medical Training Equipment	HEC at Otay Mesa	14751
201176	05/03/11	Pocket Nurse Enterprises	Educational Supplies	HEC at Otay Mesa	182
201091	04/29/11	Progressive Medical International	Medical Training Supplies	HEC at Otay Mesa	502
201175	05/03/11	Progressive Medical International	Medical Supplies	HEC at Otay Mesa	232
201340	05/06/11	Progressive Medical International	Medical Supplies	HEC at Otay Mesa	456
201263	04/28/11	Ronald L. Baza	Expense Reimbursement	HEC at Otay Mesa	68
200995	04/27/11	Rosa E. Jimenez	Expense Reimbursement	HEC at Otay Mesa	307
201419	05/04/11	Sandra J. Tyahla	Expense Reimbursement	HEC at Otay Mesa	565
200922	04/12/11	Sandra W. Peppard	Expense Reimbursement	HEC at Otay Mesa	64
201164	05/03/11	Santa Ana Diesel Inc.	Fire Engine Repairs	HEC at Otay Mesa	13538
201086	04/29/11	South Bay Fence	Fencing Installation	HEC at Otay Mesa	2335
201436	05/12/11	Southland Technology	Computer Software	HEC at Otay Mesa	7765
201061	04/27/11	Southwestern College	Warehouse Stock	HEC at Otay Mesa	44

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201128	04/15/11	Southwestern College	Warehouse Stock	HEC at Otay Mesa	37
201299	05/05/11	Southwestern College	Warehouse Stock	HEC at Otay Mesa	58
201300	04/28/11	Southwestern College	Warehouse Stock	HEC at Otay Mesa	39
200999	04/27/11	Stat Medical Education, LLC	Paramedic Training Supplies	HEC at Otay Mesa	433
201400	05/11/11	Vernell Dunkley	Expense Reimbursement	HEC at Otay Mesa	157
201178	05/04/11	VWR International	Scientific Supplies	HEC at Otay Mesa	666
201133	05/03/11	Office Depot Business Serv Div	Office Supplies	HEC at San Ysidro	165
201289	05/04/11	Office Depot Business Serv Div	Office Supplies	HEC at San Ysidro	46
201485	05/13/11	Projector Superstore	Audio And Video Equipment	HEC at San Ysidro	586
201234	05/04/11	Silvia L. Cornejo-Darcy	Expense Reimbursement	HEC at San Ysidro	122
201457	05/13/11	Silvia L. Cornejo-Darcy	Expense Reimbursement	HEC at San Ysidro	38
201247	05/04/11	Virginia Castillo	Expense Reimbursement	HEC at San Ysidro	47
201494	05/16/11	Kesa M. Hopkins	Expense Reimbursement	HEC National City	18
201397	05/11/11	Jobelephant.Com Inc	Advertising Services	Human Resources	1710
201398	05/11/11	More Direct Inc	Computers And Peripherals	Human Resources	444
201106	04/28/11	Southwestern College	Warehouse Stock	Human Resources	65
201109	04/29/11	Southwestern College	Warehouse Stock	Human Resources	79
200923	04/10/11	SWC Cafeteria	Business/Related Expense	Human Resources	132
201261	05/04/11	The Bodine Group	Consultant	Human Resources	7415
201322	05/05/11	The Bodine Group	Consultant	Human Resources	2935
201369	05/10/11	Direct Systems Support	Computers And Peripherals	Institutional Technology	9885
201365	05/09/11	Hewlett Packard Company	Computers And Peripherals	Institutional Technology	7902
201119	05/02/11	Office Depot Business Serv Div	Office Supplies	Institutional Technology	181
201370	05/10/11	Southland Technology	Computer Software	Institutional Technology	2568
201105	04/29/11	American Dental Association	Accreditation Fee	Instructional Support Services	915
201101	04/29/11	San Dieguito Printers	Printing Services, SWC Catalog	Instructional Support Services	35073
201248	05/04/11	NAFSA	Conference Registration Fee	International Programs	1397
201218	05/04/11	SWC Cafeteria	Business/Related Expense	International Programs	178
201193	05/04/11	Amazon.Com Credit	Books	Library	3693
201311	05/05/11	Bullfrog Films	Video Supplies	Library	245
200965	04/27/11	Chronicle Guidance Publications	Online Publication	Library	172
201014	04/28/11	EBSCO Industries Inc.	E-journal Database Renewal	Library	999
201275	05/04/11	Films Media Group	Films And Video	Library	100
200906	03/28/11	Gale	Books	Library	685
201314	05/05/11	Gale	E-books	Library	88
201043	04/28/11	Institute for Career Research	Online Access Subscription	Library	624
200920	04/06/11	Media Education Foundation	Video Supplies	Library	158
201312	05/05/11	Midwest Library Service	Replenish Prepayment Account	Library	2400
200990	03/29/11	New Readers Press	Books	Library	261
201228	04/28/11	Nolo	Books	Library	41
108274	04/28/11	Southland Technology	Computer Software	Library	1287
201337	05/06/11	Alarm Center Inc	Alarm System Supplies	Maintenance	760
201039	04/28/11	Arctic Supply	HVAC Repair Parts	Maintenance	346
201244	05/04/11	Arctic Supply	HVAC Supplies	Maintenance	1064
201352	05/09/11	Arctic Supply	HVAC Supplies	Maintenance	27
201344	05/06/11	Bee Best Bee Removal Inc	Bee Removal	Maintenance	495
200945	04/26/11	California Electric Supply	Electrical Supplies	Maintenance	2695
201113	05/02/11	California Electric Supply	Electrical Supplies and Equipment	Maintenance	566
201393	05/11/11	Carl Burger Dodge	Auto Parts and Supplies	Maintenance	81
201380	05/11/11	Cart Mart Inc.	Auto Parts and Supplies	Maintenance	519
201359	05/09/11	Chemsearch	Maintenance Supplies	Maintenance	594
201354	05/09/11	Clark Security Products, Inc.	Maintenance Supplies	Maintenance	546

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201040	04/28/11	County Burner & Machinery Corp	Pool Heater Repair Services	Maintenance	8995
201141	05/03/11	Direct Parts	Auto Parts and Supplies	Maintenance	549
201502	05/16/11	Discount Box & Shipping Co.	Cardboard Boxes	Maintenance	905
200900	04/07/11	Dunn-Edwards Paints	Painting Supplies	Maintenance	160
201508	05/16/11	Dunn-Edwards Paints	Painting Supplies	Maintenance	1568
201339	05/06/11	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	357
201417	05/05/11	Frederick G. Latham	Expense Reimbursement	Maintenance	150
201395	05/11/11	Hawthorne Machinery Co.	Diagnosis/Repair Cat Back Hoe	Maintenance	5000
200909	03/23/11	Home Depot	Maintenance Supplies	Maintenance	417
200910	04/13/11	Home Depot	Maintenance Supplies	Maintenance	115
200911	04/06/11	Home Depot	Maintenance Supplies	Maintenance	183
200912	03/28/11	Home Depot	Maintenance Supplies	Maintenance	144
200913	04/10/11	Home Depot	Maintenance Supplies	Maintenance	88
200977	04/27/11	Home Depot	Maintenance Supplies	Maintenance	210
200978	04/27/11	Home Depot	Maintenance Supplies	Maintenance	368
201305	05/05/11	Home Depot	Maintenance Supplies	Maintenance	87
201383	05/11/11	Home Depot	Maintenance Supplies	Maintenance	164
201439	05/12/11	Johnstone Supply	HVAC Supplies	Maintenance	424
201381	05/11/11	Kirk Paving Inc	Maintenance Services	Maintenance	1014
201441	05/12/11	Knorr Systems	Pool Pumps	Maintenance	2596
201097	04/29/11	Mitsubishi Electric & Electronics	Elevator Repair Services	Maintenance	508
200948	04/26/11	MSC Industrial Supply	Batteries	Maintenance	54
201096	04/29/11	MSC Industrial Supply	Batteries	Maintenance	178
201326	05/05/11	San Diego House of Motorcycles	Auto Parts and Supplies	Maintenance	347
200925	03/28/11	Southwest Entrances, Inc.	Repair Electric Door	Maintenance	679
201487	05/09/11	Southwestern College	Warehouse Stock	Maintenance	107
201331	05/05/11	The Hose Pros	Repair Backhoe	Maintenance	283
200958	04/26/11	San Dieguito Printers	Printing, Class Schedules Fall 2011	Office of Instruction	7275
201079	04/27/11	Southwestern College	Warehouse Stock	Office Support Services	2803
201408	05/11/11	Unisource	Paper Supplies Stock	Office Support Services	52084
201409	05/11/11	Xerox Corporation	Duplicating Equipment and Supplies	Office Support Services	974
108284	05/10/11	Gezekian Computing Inc	Computer Peripherals	Online Learning Center	486
201124	05/02/11	Simply the Best Promotions	Promotional Supplies	Outreach	1926
201363	05/09/11	Simply the Best Promotions	Promotional Supplies	Outreach	2087
200919	04/07/11	Luis M. Ortiz	Overage Warrant	Payroll	190
201415	05/11/11	Sidney E. Laramie	Reissue Overage Warrant	Payroll	1261
200916	03/13/11	Yong Liu	Overage Warrant	Payroll	415
201391	05/11/11	Ace Uniforms and Accessories	Uniforms	Police	545
201392	05/11/11	Aep California Llc	Installation of Police Equipment	Police	1800
201405	05/11/11	AlcoPro, Inc.	Police Equipment	Police	1754
201307	05/05/11	Robert Sanchez, Jr.	Business/Related Expense	Police	35
201357	05/09/11	T3 Motion Inc	Police Equipment	Police	3115
200926	04/25/11	Absolute Victory Insignia	Badges	Police Academy	1804
201258	05/04/11	Advance Reprographics	Printing Services	Program Management	2181
200897	03/30/11	ADWRB	Lighting Project	Program Management	523
201011	04/28/11	BCA Architecture Planning Interiors	Consulting Services	Program Management	56309
201025	04/28/11	BRG Consulting, Inc.	Consulting Services	Program Management	2014
201310	05/05/11	BRG Consulting, Inc.	Professional Services	Program Management	2014
201401	05/11/11	Consolidated Electrical Distributor	Electrical Supplies and Equipment	Program Management	950
201023	04/28/11	Consulting & Inspection Services	Consulting Services	Program Management	13250
200969	04/27/11	Department of General Services	Agency Fee for Field House Plans	Program Management	85572
201026	04/28/11	Department of General Services	DSA Filing Fees	Program Management	85572

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201196	05/04/11	Echo Pacific Construction Co.	Contractor Services	Program Management	86842
201376	05/10/11	Echo Pacific Construction Co.	Construction Services	Program Management	26316
200901	03/31/11	Echo Pacific Construction Co.	Contractor Services Bldg 510/570	Program Management	369197
201499	05/16/11	Echo Pacific Construction Co.	Contractor Services	Program Management	26316
201500	05/16/11	Echo Pacific Construction Co.	Contractor Services	Program Management	295411
201076	04/28/11	Epicure Digital Systems	Design, Development & Production	Program Management	26576
201145	05/03/11	Fordyce Construction, Inc.	Contractor Services	Program Management	61336
201498	05/16/11	Fordyce Construction, Inc.	Retention Payment	Program Management	14445
200968	04/27/11	Gensler San Diego	Consulting Services	Program Management	221276
201285	05/04/11	Gensler San Diego	DSA Plan Check	Program Management	74200
201404	05/11/11	Golden West Painting	Painting Services	Program Management	5065
201390	05/11/11	Home Depot	Lumber	Program Management	85
200985	04/27/11	Morrow-Meadows Corp	Electrical Installation	Program Management	158
201304	05/05/11	Ntd Architects, Inc.	Reimbursable	Program Management	927
201308	05/05/11	Pine Tree Lumber	Lumber	Program Management	2218
200966	04/07/11	Reprohaus Corporation	Contractor Services	Program Management	707
201374	05/10/11	Seville Construction Services, Inc.	Consultant Services	Program Management	8498
201378	05/10/11	Seville Construction Services, Inc.	Consultant Services Prop R	Program Management	140093
201024	04/28/11	Southern California Soil & Testing	Consulting Services	Program Management	5152
201317	05/05/11	Southern California Soil & Testing	Soil Testing	Program Management	9157
201368	05/10/11	Southern California Soil & Testing	Soil Testing	Program Management	2275
201259	05/04/11	SWC General Fund	Internal Fund Transfer	Program Management	3
201410	05/11/11	SWC General Fund	Internal Fund Transfer	Program Management	5132
201411	05/11/11	SWC General Fund	Internal Fund Transfer	Program Management	5132
201509	05/16/11	SWC General Fund	Internal Fund Transfer	Program Management	35
200992	03/31/11	Winzler & Kelly	Contractor Services	Program Management	14823
201278	05/04/11	WLC Architects, Inc.	Contractor Services	Program Management	3060
201438	05/12/11	Dell Marketing L.P.	Computers And Peripherals	Purchasing, Contracting & Central Services	2622
200998	04/25/11	ESM Solutions	Consulting Services	Purchasing, Contracting & Central Services	2500
201455	05/13/11	NCEPC	Memberships	Purchasing, Contracting & Central Services	200
201042	04/28/11	Hewlett Packard Company	Computer & Peripherals	Research, Planning & Grants	927
201099	04/29/11	Office Depot Business Serv Div	Office Supplies	Research, Planning & Grants	314
201062	04/28/11	Southland Technology	Computer Software	Research, Planning & Grants	159
201437	05/12/11	Cintas First Aid & Safety	Replenish First Aid Cabinets	Risk Management	506
201471	05/13/11	Cintas First Aid & Safety	Replenish First Aid Cabinets	Risk Management	63
201443	05/12/11	Ocean Blue Environmental	Hazardous Waste Pickup	Risk Management	555
200974	04/27/11	Sharp Rees Stealy Medical Ctrs	Medical Services	Risk Management	615
201084	04/29/11	Southwestern College	Warehouse Stock	Risk Management	116
201447	05/12/11	Winet Patrick & Weaver	Legal Services	Risk Management	325
200952	04/26/11	Diego & Son Printing Inc.	Printing Services	San Diego Contracting Opportunities Center	314
201403	05/11/11	Diego & Son Printing Inc.	Printing Services	San Diego Contracting Opportunities Center	227
201346	05/06/11	James G. Schalin	Expense Reimbursement	San Diego Contracting Opportunities Center	137
201342	05/06/11	More Direct Inc	Computer Peripherals	San Diego Contracting Opportunities Center	97
201356	05/09/11	National University	Training Facility Room	San Diego Contracting Opportunities Center	100
201288	05/04/11	Office Depot Business Serv Div	Office Supplies	San Diego Contracting Opportunities Center	78
201325	05/05/11	Office Depot Business Serv Div	Office Supplies	San Diego Contracting Opportunities Center	277
200972	04/27/11	Opex Communications, Inc	Telephone Charges	San Diego Contracting Opportunities Center	5
201399	05/11/11	Power Summit	Conference Registration Fee	San Diego Contracting Opportunities Center	1400
201251	05/04/11	Rachel L. Fischer	Expense Reimbursement	San Diego Contracting Opportunities Center	65
201256	05/04/11	Rachel L. Fischer	Expense Reimbursement	San Diego Contracting Opportunities Center	20
201098	04/29/11	SWC General Fund	Expense Reimbursement	San Diego Contracting Opportunities Center	6037
201191	04/28/11	Advanced Web Offset	Printing, SWC Sun	School of Arts & Communication	4634

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201090	04/29/11	Apple Computer, Inc.	Computer Equipment	School of Arts & Communication	5761
201007	04/28/11	B & H Photo Video, Inc.	Photography Equipment Component	School of Arts & Communication	255
201137	05/03/11	B & H Photo Video, Inc.	Audio And Video Equipment	School of Arts & Communication	1010
201150	05/03/11	B & H Photo Video, Inc.	Audio And Video Equipment	School of Arts & Communication	552
201185	05/04/11	B & H Photo Video, Inc.	Gldecam HD Stabilizer System Kit	School of Arts & Communication	2005
201295	05/05/11	B & H Photo Video, Inc.	Audio And Video Equipment	School of Arts & Communication	35
201068	04/28/11	Blick Art Materials	Art Supplies	School of Arts & Communication	83
201334	05/06/11	Crystal Productions	Video Supplies	School of Arts & Communication	29
201504	05/16/11	Donna C. Arnold	Expense Reimbursement	School of Arts & Communication	29
201514	05/16/11	Donna C. Arnold	Expense Reimbursement	School of Arts & Communication	155
108289	05/13/11	Eric L. Maag	Expense Reimbursement	School of Arts & Communication	450
201155	05/03/11	Grainger	Educational Supplies	School of Arts & Communication	17
201022	04/28/11	Home Depot	Theater Arts Supplies	School of Arts & Communication	1373
201139	05/03/11	J. W. Pepper	Educational Supplies	School of Arts & Communication	558
201230	04/28/11	James E. Henry	Expense Reimbursement	School of Arts & Communication	19
201280	05/04/11	Jeffrey Nevin	Expense Reimbursement	School of Arts & Communication	261
201232	05/04/11	Jennifer E. Donovan	Expense Reimbursement	School of Arts & Communication	209
201496	05/16/11	Jennifer E. Donovan	Expense Reimbursement	School of Arts & Communication	75
201242	05/04/11	John Wunderli	Recital Performance	School of Arts & Communication	200
201513	05/16/11	Leonila B. Baier	Expense Reimbursement	School of Arts & Communication	50
201238	05/04/11	Matthew Bender & Company Inc	Educational Supplies	School of Arts & Communication	129
201225	05/04/11	Matthew M. Truitt	Expense Reimbursement	School of Arts & Communication	95
201070	04/28/11	More Direct Inc	Toner Cartridges	School of Arts & Communication	457
201071	04/28/11	More Direct Inc	Toner Cartridges	School of Arts & Communication	84
201088	04/29/11	MSC Industrial Supply	Art Supplies	School of Arts & Communication	113
201512	05/16/11	Nathaniel C. Clark	Expense Reimbursement	School of Arts & Communication	75
201129	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Arts & Communication	218
201231	05/04/11	Pearli Killens	Consultant	School of Arts & Communication	200
201089	04/29/11	Porter Cable Corp	Art Supplies	School of Arts & Communication	29
200980	04/27/11	Sheila A. Moran	Expense Reimbursement	School of Arts & Communication	138
201241	05/04/11	Sophia N. Onwuchekwa	Dance Performer	School of Arts & Communication	100
201008	04/28/11	Apple Computer, Inc.	iPads	School of Business Prof & Tech Education	3273
201009	04/28/11	Apple Computer, Inc.	Laptop Computers	School of Business Prof & Tech Education	4189
201184	05/04/11	B & H Photo Video, Inc.	Computer Peripherals	School of Business Prof & Tech Education	208
201294	05/05/11	Dell Marketing L.P.	Computers And Peripherals	School of Business Prof & Tech Education	1330
201149	05/03/11	Denise C. Marquez	Promotional Video	School of Business Prof & Tech Education	700
200903	04/13/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	200
200904	04/13/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	75
200983	04/27/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	80
201197	05/04/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	480
201402	05/11/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	450
201453	05/13/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	503
201515	05/16/11	Ellen G. Baum	Expense Reimbursement	School of Business Prof & Tech Education	180
200993	04/06/11	Evan A. Bennett	Expense Reimbursement	School of Business Prof & Tech Education	264
201414	05/11/11	Grainger	Horticulture Supplies and Equipment	School of Business Prof & Tech Education	1452
201434	05/12/11	Grainger	Horticulture Supplies and Equipment	School of Business Prof & Tech Education	2168
200931	04/25/11	Hanson Aggregates	Horticulture Materials	School of Business Prof & Tech Education	939
200933	04/25/11	Hanson Aggregates	Horticulture Materials	School of Business Prof & Tech Education	719
201033	04/28/11	Hanson Aggregates	Horticulture Materials	School of Business Prof & Tech Education	674
201030	04/28/11	Hewlett Packard Company	Desktop Computer	School of Business Prof & Tech Education	721
201092	04/29/11	Home Depot	Tool Set	School of Business Prof & Tech Education	152
201450	05/13/11	Ian D. Johnson	Expense Reimbursement	School of Business Prof & Tech Education	623

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201486	05/13/11	Irrigation Association	Educational Supplies	School of Business Prof & Tech Education	236
201041	04/28/11	J&W Lumber	Specialty Lumber	School of Business Prof & Tech Education	1363
201249	05/04/11	L&L Hawaiian Barbecue	Business/Related Expense	School of Business Prof & Tech Education	2828
201074	04/28/11	Mellano and Company Carlsbad	Cut Flowers	School of Business Prof & Tech Education	1200
201163	05/03/11	Northern Tool & Equipment	Horticulture Equipment	School of Business Prof & Tech Education	400
200941	04/26/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	440
200942	04/26/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	508
200943	04/26/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	632
201048	04/28/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	49
201131	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	569
201165	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	196
201167	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	28
201171	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	489
201172	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	64
201173	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	239
201290	05/04/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	552
201291	05/04/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	81
201426	05/12/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	999
201427	05/12/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	651
201429	05/12/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	196
201480	05/13/11	Office Depot Business Serv Div	Office Supplies	School of Business Prof & Tech Education	464
201489	05/16/11	Personalized Software	Computer Software	School of Business Prof & Tech Education	175
200940	04/26/11	RCP Block & Brick, Inc.	Landscaping Supplies	School of Business Prof & Tech Education	1396
201183	05/03/11	Redleaf Press	Book and Video Supplies	School of Business Prof & Tech Education	3633
201479	05/13/11	Saber Tradeshow Services, Llc	Insulation Heat Transfer Demo Unit	School of Business Prof & Tech Education	2607
201424	05/12/11	San Luis Video Publishing	Video Supplies	School of Business Prof & Tech Education	1023
201000	04/27/11	Sehi Computer Products Inc	Computer Printer	School of Business Prof & Tech Education	264
201001	04/27/11	Sehi Computer Products Inc	Computer Printer	School of Business Prof & Tech Education	1045
201154	05/03/11	Sehi Computer Products Inc	Computer Peripherals	School of Business Prof & Tech Education	363
201082	04/29/11	Simply the Best Promotions	Promotional Calendars	School of Business Prof & Tech Education	778
201177	05/04/11	TextHELP SYSTEMS, INC.	Computer Software	School of Business Prof & Tech Education	6272
201464	05/04/11	The Rutter Group	Publications	School of Business Prof & Tech Education	54
201465	05/13/11	The Rutter Group	Publications	School of Business Prof & Tech Education	1092
201188	05/04/11	Tool Depot	Skilsaw	School of Business Prof & Tech Education	584
201174	05/03/11	V GROUP	Banners	School of Business Prof & Tech Education	1301
200987	04/27/11	Jaime C. Salazar	Expense Reimbursement	School of Counseling & Personal Dev	148
201468	05/13/11	Anthony L. Formando	Official Fee	School of Health Exercise Sci & Athletics	113
201136	05/03/11	Apple Computer, Inc.	Computers And Peripherals	School of Health Exercise Sci & Athletics	148
201181	05/04/11	Apple Computer, Inc.	Computers And Peripherals	School of Health Exercise Sci & Athletics	266
201179	05/04/11	B & H Photo Video, Inc.	Audio And Video Equipment	School of Health Exercise Sci & Athletics	207
201046	04/28/11	Coach America	Charter Bus Service	School of Health Exercise Sci & Athletics	950
201284	05/04/11	Craig E. Isbell	Official Fee	School of Health Exercise Sci & Athletics	84
201012	04/28/11	Daniel Brennan	Officials Fees	School of Health Exercise Sci & Athletics	209
201013	04/28/11	Darren Alcalay	Officials Fees	School of Health Exercise Sci & Athletics	106
201451	05/13/11	Darren Alcalay	Official Fee	School of Health Exercise Sci & Athletics	113
200935	04/25/11	DEXON Computer, Inc.	Computer Components	School of Health Exercise Sci & Athletics	221
201452	05/13/11	Diamond in the Rough	Athletic Equipment	School of Health Exercise Sci & Athletics	1320
201271	04/28/11	Don Parker	Officials Fees	School of Health Exercise Sci & Athletics	84
201051	04/28/11	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Sci & Athletics	979
201052	04/28/11	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Sci & Athletics	653
201053	04/28/11	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Sci & Athletics	179
201435	05/12/11	Films Media Group	Video Supplies	School of Health Exercise Sci & Athletics	498

SWC Purchase Order/Blanket Order Report

Board Date: June 8, 2011

Sorted By Department

PO #	Date	Vendor	Services	Department	Cost
201034	04/28/11	Flag Crafters	Table Drapes	School of Health Exercise Sci & Athletics	669
201387	05/11/11	Her Own Words, LLC	Video Supplies	School of Health Exercise Sci & Athletics	162
201483	05/13/11	Jason Kaminsky	Official Fee	School of Health Exercise Sci & Athletics	113
201015	04/28/11	John Ward	Officials Fees	School of Health Exercise Sci & Athletics	84
200915	04/10/11	Jose S. Islas	Expense Reimbursement	School of Health Exercise Sci & Athletics	110
201116	05/02/11	Jose S. Islas	Expense Reimbursement	School of Health Exercise Sci & Athletics	55
201016	04/28/11	Joshua Brenner	Officials Fees	School of Health Exercise Sci & Athletics	103
201288	05/04/11	LSC Orthopaedics	Consultant	School of Health Exercise Sci & Athletics	1800
201059	04/28/11	Matt Laycock	Officials Fees	School of Health Exercise Sci & Athletics	103
201017	04/28/11	Michael J. Allen	Officials Fees	School of Health Exercise Sci & Athletics	106
201018	04/28/11	Michael McDonald	Officials Fees	School of Health Exercise Sci & Athletics	103
201060	04/28/11	Michael McDonald	Officials Fees	School of Health Exercise Sci & Athletics	103
201180	05/04/11	Next Day Printed Tees	Promotional Supplies	School of Health Exercise Sci & Athletics	1759
201037	04/28/11	R.J. Safety Supply Co.	Safety Equipment	School of Health Exercise Sci & Athletics	3093
200997	04/27/11	Ronald Gaines	Officials Fees	School of Health Exercise Sci & Athletics	84
201182	05/04/11	Simply the Best Promotions	Promotional Supplies	School of Health Exercise Sci & Athletics	2645
201148	05/03/11	SKC-West, Inc.	Athletic Equipment	School of Health Exercise Sci & Athletics	4600
201035	04/28/11	Southland Technology	Audio/Video Components	School of Health Exercise Sci & Athletics	444
201006	04/23/11	Southwestern College	Warehouse Stock	School of Health Exercise Sci & Athletics	653
201126	05/02/11	Southwestern College	Warehouse Stock	School of Health Exercise Sci & Athletics	36
201056	04/28/11	Sun Diego Charter	Charter Bus Service	School of Health Exercise Sci & Athletics	973
201416	05/11/11	Sun Diego Charter	Charter Bus Services	School of Health Exercise Sci & Athletics	1918
201219	05/04/11	SWC Cafeteria	Business/Related Expense	School of Health Exercise Sci & Athletics	96
201212	05/04/11	SWC General Fund	Internal Fund Transfer	School of Health Exercise Sci & Athletics	216
201036	04/28/11	Willy's Electronic Supply Co., Inc.	Electronic Supplies	School of Health Exercise Sci & Athletics	97
201281	05/04/11	Concetta M. Calandra	Expense Reimbursement	School of Language and Literature	69
201255	05/04/11	Esther D. Alonso	Expense Reimbursement	School of Language and Literature	95
201257	05/04/11	Esther D. Alonso	Expense Reimbursement	School of Language and Literature	800
201282	05/04/11	Esther D. Alonso	Expense Reimbursement	School of Language and Literature	80
201286	05/04/11	Nora Portillo	Expense Reimbursement	School of Language and Literature	161
201382	05/11/11	Allison J. Green	Expense Reimbursement	School of Math Science & Engineering	173
201466	05/13/11	Allison J. Green	Expense Reimbursement	School of Math Science & Engineering	50
201094	04/29/11	Carolina Biological Supply Comp	Scientific Supplies	School of Math Science & Engineering	250
201069	04/28/11	CDW-G	Computer Peripherals	School of Math Science & Engineering	148
201045	04/28/11	Creation Engine, L.L.C.	Computer Software	School of Math Science & Engineering	66
201296	05/05/11	Dell Marketing L.P.	Computers And Peripherals	School of Math Science & Engineering	1330
200932	04/25/11	ETA Cuisenaire	Scientific Training Supplies	School of Math Science & Engineering	641
201229	05/02/11	Federal Express	Express Mailing Services	School of Math Science & Engineering	20
200989	03/23/11	Fedex Kinko's	Express Mailing Services	School of Math Science & Engineering	20
200991	04/27/11	Fedex Kinko's	Postal Services, Supplies	School of Math Science & Engineering	20
200994	04/27/11	Fedex Kinko's	Postal Services, Supplies	School of Math Science & Engineering	20
201057	04/28/11	Fisher Scientific LLC	Scientific Supplies	School of Math Science & Engineering	274
201490	05/16/11	Hewlett Packard Company	Computers And Peripherals	School of Math Science & Engineering	2444
201223	05/02/11	Kathy Tyner	Expense Reimbursement	School of Math Science & Engineering	93
201384	05/11/11	Kathy Tyner	Expense Reimbursement	School of Math Science & Engineering	49
201027	04/28/11	Michele A. Weaver	Expense Reimbursement	School of Math Science & Engineering	1587
201038	04/28/11	More Direct Inc	ThinkPad Accessories	School of Math Science & Engineering	736
201491	05/16/11	More Direct Inc	Toner Cartridges	School of Math Science & Engineering	430
201152	05/03/11	Orion Telescopes & Binoculars	Scientific Equipment And	School of Math Science & Engineering	119
201484	05/13/11	Promega	Educational Supplies	School of Math Science & Engineering	172
200921	04/10/11	Rosana K. Pedroza	Expense Reimbursement	School of Math Science & Engineering	71
201262	05/02/11	Science News Magazine	Subscription	School of Math Science & Engineering	52

SWC Purchase Order/Blanket Order Report

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Sorted By Department

PO #	Date	Vendor	Services	Department	Cost
201032	04/28/11	SDSU Mesa Engineering Program	Leadership Summit	School of Math Science & Engineering	163
201153	05/03/11	Sehi Computer Products Inc	Computer Peripherals	School of Math Science & Engineering	363
201335	05/06/11	Sigma Aldrich, Inc.	Educational Supplies	School of Math Science & Engineering	316
201478	05/13/11	Southland Technology	Computer Peripherals	School of Math Science & Engineering	676
201130	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Social Sciences & Humanities	133
201132	05/03/11	Office Depot Business Serv Div	Office Supplies	School of Social Sciences & Humanities	750
200929	04/15/11	Southwestern College	Warehouse Stock	School of Social Sciences & Humanities	164
201220	05/04/11	Southwestern College	Warehouse Stock	School of Social Sciences & Humanities	11
201221	05/04/11	Southwestern College	Warehouse Stock	School of Social Sciences & Humanities	93
200981	04/03/11	Ashburn Law Office	Counseling Services	Small Bus Dev & Intl Trade Center	49
201474	05/13/11	Doreen Mattingly Consulting	Consultant	Small Bus Dev & Intl Trade Center	2500
201274	05/04/11	Jesse Blanco	Consultant	Small Bus Dev & Intl Trade Center	112
201287	05/04/11	Victor Castillo	Expense Reimbursement	Small Bus Dev & Intl Trade Center	42
200950	04/26/11	Asian Business Association	Membership Renewal	Small Business Development Center	125
201236	05/04/11	Debbie P. Trujillo	Expense Reimbursement	Small Business Development Center	20
201320	05/05/11	Imperial Irrigation District	IV SBDC Electrical Services	Small Business Development Center	96
200951	04/26/11	James H. McCall	Consulting Services	Small Business Development Center	140
201028	04/28/11	Miracosta Community College	Consulting Services	Small Business Development Center	17633
200954	04/26/11	Office Depot Business Serv Div	Office Supplies	Small Business Development Center	4
200955	04/26/11	Office Depot Business Serv Div	Office Supplies	Small Business Development Center	186
200956	04/26/11	Office Depot Business Serv Div	Office Supplies	Small Business Development Center	4
200973	04/27/11	Office Depot Business Serv Div	Office Supplies	Small Business Development Center	168
201446	05/12/11	Office Depot Business Serv Div	Office Supplies	Small Business Development Center	32
201064	04/28/11	Staples Business Advantage	Office Supplies	Small Business Development Center	83
200982	04/27/11	The Bernard Johnson Group	Consulting Services	Small Business Development Center	315
200971	04/27/11	World Trade Center San Diego	Sponsorship	Small Business Development Center	250
201355	05/09/11	Carolyn Wiley	Expense Reimbursement	Staff Development	149
201321	05/05/11	Daniel Melzer	Consultant	Staff Development	1200
201227	05/04/11	Clarence L. Amaral, II	Expense Reimbursement	Student Activities	375
201142	05/03/11	Dell Marketing L.P.	Computers And Peripherals	Student Activities	403
201010	04/28/11	Mia Celia C. McClellan	Expense Reimbursement	Student Activities	75
200946	04/26/11	More Direct Inc	Computer Netbook	Student Activities	888
201360	05/09/11	Office Depot Business Serv Div	Office Supplies	Student Activities	69
201100	04/29/11	Perceptive Software	Enterprise Software Expansion	Student Activities	65755
201216	05/04/11	Ranch Catering	Business/Related Expense	Student Activities	4874
201323	05/05/11	Scanning America, Inc.	Scanning Student Records	Student Activities	43440
201371	05/10/11	Spanky's Portable Services	Porta Potties for Commencement	Student Activities	872
201102	04/29/11	Tech Depot	Computer Peripherals	Student Activities	110
201372	05/10/11	Triquest Audio	Sound System for Commencement	Student Activities	2600
201252	05/04/11	Angelica L. Loera-Suarez, Ph.D	Expense Reimbursement	Student Affairs	13
200988	04/27/11	Janelle C. Williams Melendrez	Expense Reimbursement	Student Affairs	89
108273	04/26/11	National Office Furniture	Furniture	Student Affairs	59266
201347	05/06/11	Office Depot Business Serv Div	Office Supplies	Student Affairs	378
201510	05/16/11	Intra Link Communications Inc	Data Drop Installation	Superintendent/President	396
200957	04/26/11	Office Depot Business Serv Div	Office Supplies	Superintendent/President	673
201122	05/02/11	Office Depot Business Serv Div	Office Supplies	Superintendent/President	468
201324	05/05/11	Office Depot Business Serv Div	Office Supplies	Superintendent/President	2345
200975	04/27/11	Simply the Best Promotions	Name Badge	Superintendent/President	14
200930	04/07/11	Southwestern College	Warehouse Stock	Superintendent/President	497
201095	04/26/11	Southwestern College	Warehouse Stock	Superintendent/President	56
201511	04/25/11	Southwestern College	Warehouse Stock	Superintendent/President	113
201213	05/04/11	SWC Cafeteria	Business/Related Expense	Superintendent/President	67

SWC Purchase Order/Blanket Order Report

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Sorted By Department

PO #	Date	Vendor	Services	Department	Cost
201273	05/02/11	Void	Void	Void	
108272	04/26/11	Void	Void	Void	
200892	04/04/11	Void	Void	Void	-
200893	04/14/11	Void	Void	Void	-
200894	04/14/11	Void	Void	Void	-
200895	04/14/11	Void	Void	Void	-
200936	04/25/11	Void	Void	Void	-
200937	04/13/11	Void	Void	Void	-
200938	04/12/11	Void	Void	Void	-
200939	04/07/11	Void	Void	Void	-
200944	04/11/11	Void	Void	Void	-
200960	04/25/11	Void	Void	Void	-
200961	04/25/11	Void	Void	Void	-
200962	04/11/11	Void	Void	Void	-
200963	04/10/11	Void	Void	Void	-
200967	04/26/11	Void	Void	Void	
200970	04/26/11	Void	Void	Void	
200976	04/12/11	Void	Void	Void	-
200984	04/27/11	Void	Void	Void	
201002	04/27/11	Void	Void	Void	-
201003	04/25/11	Void	Void	Void	-
201004	04/25/11	Void	Void	Void	-
201005	04/07/11	Void	Void	Void	-
201029	04/28/11	Void	Void	Void	
201078	04/28/11	Void	Void	Void	
201080	04/05/11	Void	Void	Void	-
201081	04/13/11	Void	Void	Void	-
201085	04/11/11	Void	Void	Void	-
201103	04/10/11	Void	Void	Void	-
201107	04/11/11	Void	Void	Void	-
201108	04/11/11	Void	Void	Void	-
201110	05/02/11	Void	Void	Void	-
201111	05/01/11	Void	Void	Void	-
201156	04/25/11	Void	Void	Void	-
201159	04/25/11	Void	Void	Void	-
201160	04/28/11	Void	Void	Void	
201162	04/27/11	Void	Void	Void	-
201166	04/27/11	Void	Void	Void	
201169	04/27/11	Void	Void	Void	-
201170	04/27/11	Void	Void	Void	-
201186	04/27/11	Void	Void	Void	-
201187	05/03/11	Void	Void	Void	-
201194	05/04/11	Void	Void	Void	-
201195	05/04/11	Void	Void	Void	-
201205	05/02/11	Void	Void	Void	-
201298	05/02/11	Void	Void	Void	-
201301	05/02/11	Void	Void	Void	-
201302	04/28/11	Void	Void	Void	-
201306	05/05/11	Void	Void	Void	-
201336	05/06/11	Void	Void	Void	-
201350	05/05/11	Void	Void	Void	-
201351	05/05/11	Void	Void	Void	-

SWC Purchase Order/Blanket Order Report

Board Date: June 8, 2011

Sorted By Department

PO #	Date	Vendor	Services	Department	Cost
201364	05/09/11	Void	Void	Void	-
201367	04/27/11	Void	Void	Void	-
201377	05/10/11	Void	Void	Void	-
201379	05/09/11	Void	Void	Void	-
201422	04/25/11	Void	Void	Void	-
201423	04/26/11	Void	Void	Void	-
201430	04/26/11	Void	Void	Void	-
201431	05/09/11	Void	Void	Void	-
201440	05/12/11	Void	Void	Void	-
201444	05/12/11	Void	Void	Void	-
201449	05/12/11	Void	Void	Void	-
201470	05/12/11	Void	Void	Void	-
201492	05/16/11	Void	Void	Void	-
201495	05/16/11	Void	Void	Void	-
201497	05/16/11	Void	Void	Void	-
B1903	04/26/11	Void	Void	Void	-
201338	05/06/11	Better Office Supply, Inc.	Office Supplies	Warehouse	2373
201394	05/11/11	Complete Office	Office Supplies	Warehouse	2054
201143	05/03/11	Network Resources Inc	Toners for Stock	Warehouse	2838
201327	05/05/11	Scantron Corp.	Scantron Forms	Warehouse	820
201333	05/05/11	Willy's Electronic Supply Co., Inc.	Electronic Supplies	Warehouse	1452
201127	05/03/11	Manna Development Group			441
201161	05/03/11	VWR International	Scientific Equipment And		42

ITEM #16K

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
PAYMENT OF BILLS

PERIOD: April 1-30, 2011

FUND		DATE	WARRANT OR BANK CHECK NUMBERS		SUB-TOTAL AMOUNT	TOTAL
GENERAL	PAYROLL	4/5/2011	982495	983144		
		4/4/2011	983633	983639		
		4/8/2011	983702	983708		
		4/5/2011	574051	574767	\$ 1,821,246.74	
		4/29/2011	989585	989637		
		4/29/2011	607885	608513	\$ 4,314,433.56	
		Sub-Total			\$ 6,135,680.30	
GENERAL FUND (Fund 01)	COMMERCIAL	4/1/2011	246289	246324	\$ 399,481.95	
		4/1/2011	246325	246325	\$ 7,137.90	
		4/1/2011	246326	246326	\$ 142,706.49	
		4/4/2011	246327	246433	\$ 173,905.15	
		4/5/2011	246434	246371	\$ 34,585.67	
		4/6/2011	246472	246496	\$ 31,641.77	
		4/7/2011	246497	246536	\$ 56,561.34	
		4/11/2011	246537	246587	\$ 174,622.85	
		4/12/2011	246589	246610	\$ 78,780.04	
		4/12/2011	246611	246704	\$ 23,346.36	
		4/13/2011	246705	246724	\$ 28,022.30	
		4/14/2011	246725	246748	\$ 14,067.62	
		4/14/2011	246750	246846	\$ 17,483.78	
		4/15/2011	246847	246859	\$ 9,562.41	
		4/26/2011	246860	246912	\$ 69,961.51	
		4/27/2011	246913	246944	\$ 76,170.10	
		4/27/2011	246945	247023	\$ 15,800.00	
		4/27/2011	247024	247115	\$ 17,722.00	
		4/28/2011	247116	247155	\$ 98,931.81	
		4/29/2011	247157	247185	\$ 26,451.94	
		Sub-Total			\$ 1,496,942.99	
PROP. AA (Fund 10)		4/14/2011	246749	246749	\$ 14,815.78	
					\$ 14,815.78	

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
PAYMENT OF BILLS

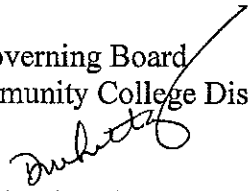
FUND	<u>DATE</u>	<u>WARRANT OR BANK CHECK NUMBERS</u>	<u>SUB-TOTAL AMOUNT</u>	<u>TOTAL</u>
SELF-INSURANCE				
(Fund 16)	4/5/2011	246471 246471	\$ 335.40	
			<u>\$ 335.40</u>	
PROP. R				
(Fund 25)	4/11/2011	246588 246588	\$ 143.27	
	4/28/2011	247156 246156	\$ 6.27	
	4/29/2011	247186 247186	\$ 221,276.49	
Sub-Total			<u>\$ 221,426.03</u>	
BOOKSTORE			\$ 145,229.12	
Sub-Total			<u>\$ 145,229.12</u>	
FOOD SERVICES				
		13133 13190	\$ 67,537.76	
		1071 1083	\$ 2,964.16	
Sub-Total			<u>\$ 70,501.92</u>	
<u>TOTAL DISBURSEMENT BY WARRANT/CHECK FOR THE PERIOD:</u>				<u>\$ 8,084,931.54</u>


ITEM #17

June 8, 2011

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Denise Whittaker 
Interim Superintendent/President

SUBMITTED BY: Robert J. Temple 
Interim Vice President for Business and Financial Affairs

SUBJECT: Tentative Budget 2011-2012

RECOMMENDATION

Approve adoption of the Tentative Budget based on the information herein and instruct staff to continue the budget planning process.

OVERVIEW

Annually, in June, the Governing Board is required to adopt a preliminary budget known as the "Tentative Budget." Often, there are significant changes made in the budget planning process between adoption of the Tentative Budget and the final budget, known as the "Adopted Budget" in September. This year is no different. At the time of writing this memorandum the legislature has only passed a partial budget. That budget passed in March involved \$400 Million in cuts to the community colleges, but also was contingent upon passing tax extensions. The California Community College League (CCLC) has run various scenarios based on the most likely budget outcomes. These scenarios were listed as A, B, and C. For Southwestern College these scenarios were estimated at \$4 Million, \$7 Million, and \$11 Million. New updated estimates are due out any day based on the governor's May revision of the budget.

The Chancellor's Office of the California Community Colleges and the CCLC both believe and are advising that scenario B is the most likely scenario. They do not believe there is any support for suspending Proposition 98, which would require a 2/3 vote of the legislature.

We therefore are preparing for a \$7+ Million reduction in revenue plus an additional \$1 Million needed for funding priority needs based on the Shared Consultation Council planning priorities (attached).

The Tentative Budget presented is not balanced at this time, but will be by the adoption of the final budget in September. We have put all of the requests from the budget centers into the budget and so they can operate beginning July 1. There may still need to be reductions in these items prior to adoption of final budget in September.

Also included in the budget is approximately \$4 Million in salary and benefits for employees who have submitted their retirement letters for the Supplemental Early Retirement Program (SERP). To the extent we do not replace these individuals next year, we should achieve more than the \$1 Million I had previously estimated. We still have to make the first year's payment to the insurance company for the annuity payments from these savings and at this point I do not have that dollar amount. The only way to achieve the savings we need is to replace as few positions as possible. There are also budgeted vacant positions in the budget beyond those included from the SERP retirees. To the extent possible Cabinet is aware that those vacancies should not be replaced unless absolutely necessary to achieve further savings.

We have automatic built-in increases in salary of about \$1 Million for Step and Column increases and benefit increases agreed to. These increases need to be factored into the equation and essentially add to the dollars needed for reduction elsewhere if they are to be sustained. The salaries and benefit totals reflect the vacancies not yet filled.

While ongoing efforts to reduce budget expenditures will continue through the summer up to the final budget adoption in September, by year 3 it should be made clear now that the only way we can obtain and sustain a balanced budget is to reduce either compensation or programs or workforce. I believe the amount of funds needed to balance the budget, if we do not get increases in revenue, will require additional work at the bargaining table to achieve these reductions. It should be noted that the increase in health and welfare benefits beyond the 3 months for this summer are not in the Tentative Budget and have not yet been identified.

FISCAL IMPACT/ACCOUNT

No cost to the District.

RT:jr

Southwestern Community College

2011-12 Tentative Budget

Budget Notes

This budget:

- Achieves 5.8% savings in non-personnel items
- Excludes workload reduction savings estimate
- Excludes any funding subsidy for Foodservices or Bookstore
- Excludes any Prop AA, Prop R or redevelopment funding
- Excludes any SCC priorities
- Excludes GASB 45 funding of \$500,000
- Excludes general fund savings on GASB 45 retiree benefits
- Excludes increased health benefits expense (same budget as prior year)
- Excludes SERP savings estimate
- Includes a 1,273 decrease in FTEs
- Includes approximately \$1 million step and column increase including benefits
- Includes district categorical spending of \$1.3 million, a \$170,000 increase
- Includes faculty part-time overload (PTOL) increase of \$1.1 million
- Includes personnel vacancies expense of \$2.5 million plus associated benefits
- Includes travel and other non-personnel as requested (prior to cuts)
- Is based upon a State apportionment decrease of \$4.3 million to \$48.3 million

Southwestern Community College
2011-12 Tentative Budget
Budget Summary

	Unrestricted Funds		Restricted Funds	Total All General Funds
Revenue				
Federal	\$	360,500	\$ 1,936,711	\$ 2,297,211
State		50,465,000	4,458,757	54,923,757
Local		24,922,500	2,291,290	27,213,790
Total Revenue	\$	75,748,000	\$ 8,686,758	\$ 84,434,758
Expenses				
Academic Salaries	\$	39,396,760	\$ 1,947,165	\$ 41,343,925
Classified Salaries		20,148,166	3,745,473	23,893,639
Employee Benefits		13,824,342	1,123,784	14,948,126
Total Personnel Expense	\$	73,369,268	\$ 6,816,422	\$ 80,185,690
Supplies and Materials	\$	2,068,202	\$ 388,860	\$ 2,457,062
Operating - Utilities and Services		9,759,637	725,933	10,485,570
Capital Outlay		736,263	96,762	833,025
Other Outgo		556,165	658,781	1,214,946
Total Other Expense	\$	13,120,267	\$ 1,870,336	\$ 14,990,603
Total Expenses	\$	86,489,535	\$ 8,686,758	\$ 95,176,293
Deficit	\$	(10,741,535)	\$ -	\$ (10,741,535)

Southwestern Community College
2011-12 Tentative Budget
Unrestricted Funds Comparison

Description	2008-09		2009-10		2010-11		2011-12	
	Audited	Actual	Audited	Actual	Adopted	Budget	Tentative	Budget
Federal	\$	94,520	\$	188,035	\$	381,925	\$	360,500
State		55,002,150		56,512,044		54,890,006		50,465,000
Local		26,983,260		24,130,327		24,928,355		24,922,500
Total Revenue	\$	82,079,930	\$	80,830,406	\$	80,200,286	\$	75,748,000
Expenses								
Academic Salaries	\$	38,907,539	\$	36,733,927	\$	37,050,841	\$	39,396,760
Classified Salaries		19,039,048		17,689,475		18,936,587		20,148,166
Employee Benefits		12,307,827		12,472,042		13,518,741		13,824,342
Total Personnel Expense	\$	70,254,414	\$	66,895,444	\$	69,506,169	\$	73,369,268
Supplies and Materials	\$	1,329,896	\$	2,340,253	\$	1,912,722	\$	2,068,202
Operating - Utilities and Services		7,684,661		7,667,026		9,713,292		9,759,637
Capital Outlay		690,685		2,087,009		1,177,036		736,263
Other Outgo		20,263		1,097,933		1,075,589		556,165
Total Other Expense	\$	9,725,505	\$	13,192,221	\$	13,878,639	\$	13,120,267
Total Expenses	\$	79,979,919	\$	80,087,665	\$	83,384,808	\$	86,489,535
Excess (Deficit)	\$	2,100,011	\$	742,741	\$	(3,184,522)	\$	(10,741,535)
Beginning Fund Balance	\$	9,276,242	\$	11,376,253	\$	12,118,994	\$	8,934,472
Excess (Deficit)		2,100,011		742,741		(3,184,522)		(10,741,535)
Ending Fund Balance	\$	11,376,253	\$	12,118,994	\$	8,934,472	\$	(1,807,063)
Ending Fund Balance	\$	11,376,253	\$	12,118,994	\$	8,934,472	\$	(1,807,063)
Governing Board Reserve		(5,146,424)		(5,598,397)		(6,542,525)		-
Remaining Fund balance	\$	6,229,829	\$	6,520,597	\$	2,391,947	\$	(1,807,063)
Governing Board Reserve as %								
Total Expenses		6.4%		7.0%		7.8%		0.0%

Southwestern Community College
2011-12 Tentative Budget - Unrestricted Expenses
FY11 Adopted and FY12 Tentative Comparison

Expense	2010-2011 \$	2010-2011 %	2011-2012 \$	2011-2012 %	Difference \$	Difference %
Academic Salaries	\$ 37,050,841	44.4%	\$ 39,396,760	45.6%	\$ 2,345,919	6.0%
Classified Salaries	18,936,587	22.7%	20,148,166	23.3%	1,211,579	6.0%
Employee Benefits	13,518,741	16.2%	13,824,342	16.0%	305,601	2.2%
Total Personnel Expense	\$ 69,506,169	83.4%	\$ 73,369,268	84.8%	\$ 3,863,099	5.3%
Supplies	\$ 1,912,722	2.3%	\$ 2,068,202	2.4%	\$ 155,480	7.5%
Other Operating Expenses	9,713,292	11.6%	9,759,637	11.3%	46,345	0.5%
Capital Outlay	1,177,036	1.4%	736,263	0.9%	(440,773)	-59.9%
Other Outgo	1,075,589	1.3%	556,165	0.6%	(519,424)	-93.4%
Total Other Expense	\$ 13,878,639	16.6%	\$ 13,120,267	15.2%	\$ (758,372)	-5.8%
Total Unrestricted Expenses	\$ 83,384,808	100.0%	\$ 86,489,535	100.0%	\$ 3,104,727	3.6%

Southwestern Community College
2011-12 Tentative Budget
Unrestricted Revenue

Description	2008-09		2009-10		2010-11		2011-12	
	Audited Actual		Audited Actual		Adopted Budget		Tentative Budget	
8609 Growth Apportionment	\$	360,911	\$	-	\$	-	\$	-
8611 Principal Apportionment		50,944,152		52,521,754		52,614,514		48,280,000
8612 Prior Year		(130,002)		1,638,677				
8672 Tax Relief Subvention		211,315		198,193		196,751		100,000
8694 Trailer Fees		6,514		8,740				
8811 Tax Allocation, Secured		18,381,004		17,442,667		17,634,009		17,500,000
8812 Supplemental Tax		368,384		174,952		176,281		160,000
8813 Tax Allocation, Unsecured		706,525		717,468		725,682		650,000
8874 Enrollment Fees		3,858,162		4,413,014		4,912,749		5,300,000
Total Base Revenue	\$	74,706,964	\$	77,115,465	\$	76,259,986	\$	71,990,000
8120 Job Development	\$	25,000	\$	25,000	\$	25,000	\$	22,500
8151 Federal Work Study Admin Allowance		22,723		22,723		22,723		15,000
8152 Pell Admin Allowance		20,855		21,795		21,795		25,000
8154 SEOG Admin Allowance		13,986		13,367		13,367		10,000
8199 Federal Other		11,956		105,150		299,040		288,000
Total Federal Revenue	\$	94,520	\$	188,035	\$	381,925	\$	360,500
8601 SB1133 Settlement	\$	128,171	\$	-	\$	-	\$	-
8602 Property Backfill		897,318						
8603 BOGG (2%)		78,420		82,429		77,550		85,000
8617 Part Time Faculty Allocation		690,239		331,191		201,191		
8680 Lottery Proceeds		1,790,251		1,840,736		1,800,000		1,800,000
8691 Mandated Costs								200,000
8699 Other		2,778		(113,745)				
Other State Revenue	\$	3,587,177	\$	2,140,611	\$	2,078,741	\$	2,085,000

Southwestern Community College
2011-12 Tentative Budget
Unrestricted Revenue (continued)

Description	2008-09		2009-10		2010-11		2011-12	
	Audited	Actual	Audited	Actual	Adopted	Budget	Tentative	Budget
8820 Donations	\$	54	\$	-	\$	-	\$	-
8845 Sale of Purchase		9,548		14,755		10,000		
8849 Cash Over		1,399		2,060				
8851 Child Development Center Rental Fees		92,787		75,393		75,000		75,000
8853 Game Room Income		12,307		8,621		10,000		10,000
8854 Facility Use		160,780		133,886		100,000		100,000
8860 Interest Income		379,333		208,314		150,000		50,000
8878 Other Student Fees		65,580		64,715		60,000		60,000
8880 Tuition Fees		947,059		624,231		600,000		750,000
8886 Credit by Exam		2,338		2,797		3,000		3,000
8889 Course Audit		19,216		17,085		2,000		2,000
8891 Fines and Forfeitures		3,281		2,658		3,000		2,500
8896 Local Miscellaneous Income		312,586		221,780		281,634		250,000
8897 Transfer from Parking		10,000		10,000		10,000		10,000
8933 Transfer from Bookstore		175,000				175,000		
8934 Transfer from Capital Outlay/Insurance Funds		1,500,000						
Other Local Revenue	\$	3,691,269	\$	1,386,295	\$	1,479,634	\$	1,312,500
Total Revenue	\$	82,079,930	\$	80,830,406	\$	80,200,286	\$	75,748,000

Southwestern Community College
2011-12 Tentative Budget
Unrestricted Expenses

Object	Description	2008-09		2009-10		2010-11		2011-12	
		Audited Actual		Audited Actual		Adopted Budget		Tentative Budget	
411	Instructional Salaries	\$ 18,333,739	\$	18,105,102	\$	18,159,337	\$	18,764,892	
412	Non-inst Salaries, Contract	5,479,380		5,443,759		5,874,151		6,003,066	
413	Instructional Salaries, Other	14,238,467		12,318,014		12,375,000		13,432,253	
414	Non-Inst Salaries, Other	855,953		867,052		642,353		1,196,549	
	Academic Salaries	\$ 38,907,539	\$	36,733,927	\$	37,050,841	\$	39,396,760	
421	Non-Inst Salaries, Full-time	\$ 1,569,902	\$	14,634,150	\$	15,810,475	\$	16,866,694	
422	Instructional Salaries	1,223,710		1,693,496		1,622,347		1,607,204	
423	Non-inst Salaries, Other	617,748		832,945		884,479		1,081,440	
424	Instructional Aides	15,627,688		528,884		619,286		592,828	
	Non-academic salaries	\$ 19,039,048	\$	17,689,475	\$	18,936,587	\$	20,148,166	
431	State Teachers Retirement	\$ 2,974,027	\$	2,779,533	\$	3,046,179	\$	3,278,290	
432	PERS	1,716,565		1,621,697		2,075,841		2,253,115	
433	Social Security	1,981,925		1,777,958		2,043,061		2,140,324	
434	Health & Welfare Benefits	4,135,325		4,027,672		3,799,954		3,968,161	
435	State Unemployment Insurance	175,612		176,644		408,829		433,873	
436	Worker's Compensation Ins	997,791		1,631,555		1,170,020		1,274,014	
439	Other Benefits	326,582		456,983		974,857		476,565	
	Benefits	\$ 12,307,827	\$	12,472,042	\$	13,518,741	\$	13,824,342	
	Total Personnel	\$ 70,254,414	\$	66,895,444	\$	69,506,169	\$	73,369,268	

Southwestern Community College
2011-12 Tentative Budget
Unrestricted Expenses (continued)

Object	Description	2008-09 Audited Actual	2009-10 Audited Actual	2010-11 Adopted Budget	2011-12 Tentative Budget
441	Text Books	\$ 18,856	\$ 16,347	\$ 16,793	\$ 16,793
443	Supplies	892,165	892,533	1,264,834	1,197,169
444	Miscellaneous Operating Cost	70,730	1,099,731	112,361	251,313
445	Printing & Other Miscellaneous	327,246	310,290	474,066	465,380
447	Merchant Write-offs	14,795	17,895	26,559	28,638
449	Supplies	6,104	3,457	18,109	108,910
	Supplies	\$ 1,329,896	\$ 2,340,253	\$ 1,912,722	\$ 2,068,202
451	Contract Services	\$ 1,188,900	\$ 908,845	\$ 1,544,142	\$ 1,850,160
452	Travel	295,485	256,531	519,690	551,165
453	Dues Memberships	151,477	102,434	141,384	200,258
454	Insurance	852,284	808,047	881,831	934,441
455	Utilities	2,197,744	2,338,593	2,744,838	2,424,305
456	Contracts	2,388,266	2,826,087	2,933,535	2,975,301
457	Employee Ads/Litigation	538,779	387,910	522,200	564,500
458	Postage/Bond/Other	288,016	240,274	507,789	359,257
459	Indirect and Other Expenses	(216,290)	(201,695)	(82,117)	(99,750)
	Operating	\$ 7,684,661	\$ 7,667,026	\$ 9,713,292	\$ 9,759,637
461	Sites and Site Improvements	\$ 28,204	\$ 41,891	\$ 55,130	\$ 55,500
462	Buildings	52,499	58,999	92,841	110,616
463	Books/Book Abatement/Special Co	73,888	71,810	69,172	74,172
464	Equipment	536,094	1,914,309	959,893	495,975
	Capital Outgo	\$ 690,685	\$ 2,087,009	\$ 1,177,036	\$ 736,263
472	Debt Retirement	\$ -	\$ 224,993	\$ 100,000	\$ 100,000
475	Student Financial Aid	21,316	48,920	10,000	5,000
479	Other transfers and contingency	(1,053)	824,020	965,589	451,165
	Transfers and contingency	\$ 20,263	\$ 1,097,933	\$ 1,075,589	\$ 556,165
	Total Other Expense	\$ 9,725,505	\$ 13,192,221	\$ 13,878,639	\$ 13,120,267
	Total Expenses	\$ 79,979,919	\$ 80,087,665	\$ 83,384,808	\$ 86,489,535

Southwestern Community College
2011-12 Tentative Budget
Restricted Funds

Object	Description	FY2011-12 Budget
381	Federal Revenue	\$ 1,936,711
386	State Revenue	4,458,757
388	Local Revenue	2,291,290
	Total Revenue	<u>\$ 8,686,758</u>
411	Instructional Salaries	\$ 351,200
412	Non-Inst Salaries, Reg Contract	1,363,936
413	Instructional Salaries, Other	3,000
414	Non-Inst Salaries, Other	229,029
	Academic Salaries	<u>\$ 1,947,165</u>
421	Non-Inst Salaries, Full-time	\$ 2,564,938
423	Non-inst Salaries, Other	1,073,783
424	Instructional Aides	106,752
	Non-Academic Salaries	<u>\$ 3,745,473</u>
431	State Teachers Retirement	\$ 115,078
432	PERS	312,587
433	Social Security	243,604
434	Health & Welfare Benefits	285,096
435	State Unemployment Insurance	33,046
436	Worker's Compensation Ins	97,867
439	Other Benefits	36,506
	Total Benefits	<u>\$ 1,123,784</u>

Southwestern Community College
 2011-12 Tentative Budget
 Restricted Funds (continued)

Object	Description	FY2011-12 Budget
441	Text Books	\$ 6,277
442	Books or Manuals	3,407
443	Supplies	96,199
444	Miscellaneous Operating Cost	168,736
445	Printing & Other Miscellaneous	35,186
449	Supplies	79,055
	Total Supplies	\$ 388,860
451	Contract Services	\$ 340,532
452	Travel	154,316
453	Dues Memberships	7,350
454	Insurance	65,000
455	Utilities	19,097
456	Contracts	78,685
458	Postage/Bond/Other	20,261
459	Indirect and Other Expenses	40,692
	Operating	\$ 725,933
463	Books/Book Abatemnt/Special Co	\$ 4,025
464	Equipment	92,737
	Capital Outgo	\$ 96,762
475	Student Financial Aid	\$ 5,919
476	Other Payments to Students	652,862
	Student Payments	\$ 658,781
	Total Expense	\$ 8,686,758
	Excess Revenue	\$ -

3 Year SWC Balanced Budget Plan

	Budget Cut Item	Year 1 2011-2012	ONE- TIME	ON- GOING	Year 2 2012-2013	ONE- TIME	ON- GOING	Year 3 2013-2014	ONE- TIME	ON- GOING
Plan A Cut \$4M + \$1M = \$5M PLUS H&W \$930,292	SERP	\$1,000,000		✓*						
	Fund Balance	\$3,000,000	✓							
	Workload Reduction	\$1,000,000		✓*						
	Travel	\$200,000		✓*						
	Hourly Employees/Overtime	\$50,000		✓*						
	2000 budget codes									
	Supplies, Materials, Contracts, Equipment 4000 – 5000 – 6000 budget codes	\$750,000		✓*						
Plan B	Subtotal: \$6,000,000	\$6,000,000								
	Fund Balance	\$1,000,000	✓							
	2011-2012 GASB/OPEB Retiree H&W Payments	\$400,000								
	2011-2012 GASB/OPEB Annual Payments	\$450,000	✓							
	2010-2011 GASB/OPEB Retiree H&W Payments - Expense Transfer	\$300,000	✓							
	2010-2011 GASB/OPEB Retiree H&W Payments Expense Transfer	\$400,000	✓							
	Subtotal: \$8,550,000	\$2,550,000								
Plan C	Pending Center Status – NC HEC				\$1,000,000		✓	\$1,000,000		✓
	Pending Center Status – SY HEC				\$1,000,000		✓	\$1,000,000		✓
	Contract Negotiations: Trigger Language									

[illegible]

✓* if we maintain non-replacements

5/27/2011

2011-2012 PRIORITIZATION MASTER LIST		Total Score	Priority
Item			
1. Network Analyst		251	1
1. Fire Science		310	2
1. BLDG 570		328	3
2. Chart of Accounts		416	4
2. Administration of Justice		488	5
1. Datatel / Training / Research		496	6
3. Software License Renewal (District-wide)		498	7
2. Coordinator: Research/Planning/Grants/Foundation		521	8
4. Institutional (District-wide) Wireless Capability		572	9
1. ART-710 Building (AC)		701	10
1. Stability anchors for shelving in Bookstore		703	11
2. Software: Maintenance, Replacement, Training		716	12
1. Computer Chairs/Tables – Reading Center Classrooms		722	13
5. Bandwidth Upgrade(IT) (NC)		732	14
3. Visual Arts/Photography		755	15
3. Clerk III: International Education / Articulation		859	16
1. Center Supervisor - NC		867	17
6. Install and implement Financial Aid (F/A) Link		876	18
4. Exercise Science		877	19
2. Bldg. 400 renovation including bathrooms(LL)		885	20
2. Center Supervisor - SYC		901	21
5. Mathematics (BSI)		937	22
2. Photogenic Portable Lighting Strobe (4)		951	23
2. Bleachers and Curtains (Dance)		953	24
4. Clerical Assistant: Staff Dev		1005	25
6. Reading		1015	26
7. Redundant Network Switches for the Core		1048	27
3. Systems / Programming Supervisor		1082	28

7. English (General Composition)	1089	29
3. -80 Freezer (MSE)	1090	30
3. DI Water system in 330 Building (MSE)	1094	31
5. Grant Writer	1114	32
3. Membership in national and state research and grant publications	1167	33
4. Student ID Card System (Hardware & Software)(Admin)	1213	34
8. Projectors to replace those over 8 years old (8 classrooms/labs) (MSE)	1242	35
4. Forensic Crime (BPTE)	1245	36
8. Culinary Arts	1309	37
6. Secretarial Support to the Office of Institutional RPG	1334	38
4. Academic Administrator EMT / Paramedic / Fire Science Programs	1441	39
4. Navy Program Office Supplies	1441	40
3. Math Dept Final Testing Data Analysis	1445	41
9. Scanner (NC)	1455	42
9. Biology	1470	43
5. Operating Room Tables (2)	1475	44
10. Install redundant system for internet connectivity - CENIC system.	1527	45
5. New Wellness Center for Health Services and Personal Wellness	1541	46
7. DBA Administrator	1553	47
5. Presentation Cart for Academic Success Center	1620	48
6. Update 4 High Fidelity Manikins OM	1620	49
11. UPS Electrical Backup	1673	50
6. Relocate Server Cabinet away from human proximity (LL)	1690	51
7. Purchase of a Hematology analyzer	1743	52
12. Adobe Master Suite Site License	1821	53
5. Executive Director or the Foundation and for Center for Entrepreneurial Development	1840	54
6. Laptops/portable projectors --- Outreach	1879	55
10. Fire Science	1899	56
13. ETRAN	1957	57
7. ART-750 Building (Rm 751 AV Renovation-projector, sound system, screen)(AC)	1981	58

7. Instructional & Office Supplies for Staff Development Program	1986	59
8. Purchasing, Contracts, Facilities & Leasing Assistant	2010	60
11. English As a Second Language	2014	61
8. DSS Chairs for High Tech Center	2043	62
14. Position Control	2101	63
12. Mathematics	2102	64
9. CAD Chairs	2172	65
9. Aquatic Equipment Technician (partial contract – 10 hours per week) (CCAC) (NC)	2188	66
8. ART-750 Building(AC)	2196	67
15. SARS Hardware & Software	2206	68
4. Community & Media Relations Promotions	2217	69
13. Simulation Nursing Faculty	2230	70
10. Student Services Technician in Student Employment Services (SES)	2278	71
9. Forensic Light Room Stn Steel Countertop, Sink and Fixture (BPTE)	2304	72
10. HEC/OM Printers for Signature Programs	2315	73
14. Counseling	2344	74
6. Director - Transfer Center	2353	75
16. Campus License for READ/WRITE	2360	76
8. Police Patrol Vehicle (1), RCS Police Vehicle Radios (1)	2373	77
9. Epilog Laser "12.24" 40W (Architecture, BPTE)	2419	78
11. Incubator (NC)	2428	79
17. Telemedia Server Network	2430	80
11. Instructional Assistant II– Microcomputer (.5 FTE) (SY)	2487	81
10. Incubators (8) MSE	2525	82
15. Dental Hygiene	2539	83
18. Replace Computers for 2010-2011	2575	84
5. Professional Org Membership Dues	2586	85
12. Clerical Asst. (FT) to assist Admissions and Outreach Departments with office duties	2594	86
16. Visual Arts/Art History	2599	87
17. Communication/Journalism	2653	88

2011-2012 PRIORITIZATION ON-GOING MASTER LIST		Total Score	Priority
Item			
1. Network Analyst		251	1
1. Fire Science		310	2
2. Administration of Justice		488	5
1. Datatel / Training / Research		496	6
3. Software License Renewal (District-wide)		498	7
2. Coordinator: Research/Planning/Grants/Foundation		521	8
2. Software: Maintenance, Replacement, Training		716	12
3. Visual Arts/Photography		755	15
3. Clerk III: International Education / Articulation		859	16
1. Center Supervisor - NC		867	17
4. Exercise Science		877	19
2. Center Supervisor - SYC		901	21
5. Mathematics (BSI)		937	22
4. Clerical Assistant: Staff Dev		1005	25
6. Reading		1015	26
3. Systems / Programming Supervisor		1082	28
7. English (General Composition)		1089	29
5. Grant Writer		1114	32
3. Membership in national and state research and grant publications		1167	33
4. Forensic Crime (BPTE)		1245	36
8. Culinary Arts		1309	37
6. Secretarial Support to the Office of Institutional RPG		1334	38
4. Academic Administrator EMT / Paramedic / Fire Science Programs		1441	39
4. Navy Program Office Supplies		1441	40
3. Math Dept Final Testing Data Analysis		1445	41
9. Biology		1470	43
7. DBA Administrator		1553	47
12. Adobe Master Suite Site License		1821	53

5. Executive Director or the Foundation and for Center for Entrepreneurial Development	1840	54
10. Fire Science	1899	56
7. Instructional & Office Supplies for Staff Development Program	1986	59
12. Mathematics	2102	64
9. Aquatic Equipment Technician (partial contract – 10 hours per week) (CCAC) (NC)	2188	66
4. Community & Media Relations Promotions	2217	69
13. Simulation Nursing Faculty	2230	70
10. Student Services Technician in Student Employment Services (SES)	2278	71
14. Counseling	2344	74
6. Director - Transfer Center	2353	75
16. Campus License for READ/WRITE	2360	76
11. Instructional Assistant II– Microcomputer (.5 FTE) (SY)	2487	81
15. Dental Hygiene	2539	83
5. Professional Org Membership Dues	2586	85
12. Clerical Asst. (FT) to assist Admissions and Outreach Departments with office duties	2594	86
16. Visual Arts/Art History	2599	87
17. Communication/Journalism	2653	88

2011-2012 PRIORITIZATION ONE-TIME MASTER LIST		Total Score	Priority
Item			
1. BLDG 570		328	3
2. Chart of Accounts		416	4
4. Institutional (District-wide) Wireless Capability		572	9
1. ART-710 Building (AC)		701	10
1. Stability anchors for shelving in Bookstore		703	11
1. Computer Chairs/Tables – Reading Center Classrooms		722	13
5. Bandwidth Upgrade(IT) (NC)		732	14
6. Install and implement Financial Aid (F/A) Link		876	18
2. Bldg. 400 renovation including bathrooms(LL)		885	20
2. Photogenic Portable Lighting Strobe (4)		951	23
2. Bleachers and Curtains (Dance)		953	24
7. Redundant Network Switches for the Core		1048	27
3. -80 Freezer (MSE)		1090	30
3. DI Water system in 330 Building (MSE)		1094	31
4. Student ID Card System (Hardware & Software)(Admin)		1213	34
8. Projectors to replace those over 8 years old (8 classrooms/labs) (MSE)		1242	35
9. Scanner (NC)		1455	42
5. Operating Room Tables (2)		1475	44
10. Install redundant system for internet connectivity - CENIC system.		1527	45
5. New Wellness Center for Health Services and Personal Wellness		1541	46
5. Presentation Cart for Academic Success Center		1620	48
6. Update 4 High Fidelity Manikins OM		1620	49
11. UPS Electrical Backup		1673	50
6. Relocate Server Cabinet away from human proximity (LL)		1690	51
7. Purchase of a Hematology analyzer		1743	52
6. Laptops/portable projectors --- Outreach		1879	55
13. ETRAN		1957	57
7. ART-750 Building (Rm 751 AV Renovation-projector, sound system, screen)(AC)		1981	58

8. Purchasing, Contracts, Facilities & Leasing Assistant	2010	60
8. DSS Chairs for High Tech Center	2043	62
14. Position Control	2101	63
9. CAD Chairs	2172	65
8. ART-750 Building(AC)	2196	67
15. SARS Hardware & Software	2206	68
9. Forensic Light Room Stn Steel Countertop, Sink and Fixture (BPTE)	2304	72
10. HEC/OM Printers for Signature Programs	2315	73
8. Police Patrol Vehicle (1), RCS Police Vehicle Radios (1)	2373	77
9. Epilog Laser "12.24" 40W (Architecture, BPTE)	2419	78
11. Incubator (NC)	2428	79
17. Telemedia Server Network	2430	80
10. Incubators (8) MSE	2525	82
18. Replace Computers for 2010-2011	2575	84

ITEM #19C

1. Academic Assignments/Stipends**1a. Non-Contractual (Project/Grant/Fee Funded)**

Notification of following project/grant/fee funded academic ancillary assignments; funding previously approved by the Governing Board:

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>PROJECT</u>	<u>DURATION</u>	<u>COST</u>
Anderson, Laurel	CalWORKs Workshop Presenter	CalWORKs	06/02/11-06/02/11	\$230.00
Hernandez, Michael	Work Experience Coord	GBP	04/10/11-06/10/11	\$1,000.00
Campos, Victor	Sustainable Energy Studies Website Development	MAAC	05/23/11-06/30/11	\$5,000.00
Blaisdell, Carl	Construction Inspection Curriculum Dev	Perkins	04/06/11-06/30/11	\$1,000.00
Baum, Ellen	Culinary Arts Program Facilitator	Perkins	07/01/10-06/30/11	\$100.00
Moreno, Chayo	Curriculum Development	Perkins	05/12/11-05/31/11	\$600.00
Sullivan, Susan	Paralegal Studies Prog Accred Consultant	Perkins	01/01/11-06/30/11	\$4,000.00
Johnson, Debra	Skill Development Clinic	Perkins	01/01/11-06/30/11	\$1,500.00
Lawson, Mary	Skill Development Clinic	Perkins	01/01/11-06/30/11	\$1,500.00
Petralia, Laurie	Skill Development Clinic	Perkins	01/01/11-06/30/11	\$1,500.00
Cliffe, Karen	Subrecipient Project Dir	SDSU	07/19/10-06/30/11	\$5,097.00
				<u>\$21,527.00</u>

2011-12

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>PROJECT</u>	<u>DURATION</u>	<u>COST</u>
Sabas, Jenny	Workshops	CDCG	07/01/11-06/30/12	\$1,875.00
Sepulveda, Robin	Workshops	CDCG	07/01/11-06/30/12	\$4,000.00
Reasons, Susan	Tennis Center Coord	Fee-Based	07/01/11-06/30/12	\$40,000.00
Sepulveda, Robin	Child Development Program Advisor	Perkins	07/01/11-06/30/12	\$2,000.00
Sabas, Jenny	Child Development Program Coord	Perkins	07/01/11-06/30/12	\$2,000.00
Sepulveda, Robin	Child Development Website Manager	Perkins	07/01/11-06/30/12	\$2,000.00
Vicario, Marie	Environmental Technology Coord	Perkins	08/15/11-06/30/12	\$7,000.00
Platt, Brad	Fitness Specialist Program Co-Coord	Perkins	07/01/11-06/30/12	\$4,109.50
Durkin, Melanie	Fitness Specialist Program Coord	Perkins	08/15/11-06/30/12	\$4,109.50
Johnson, Debra	Skill Development Clinic	Perkins	07/01/11-06/30/12	\$3,000.00
Lawson, Mary	Skill Development Clinic	Perkins	07/01/11-06/30/12	\$3,000.00
Petralia, Laurie	Skill Development Clinic	Perkins	07/01/11-06/30/12	\$3,000.00
Figueroa, Surian	Language Articulation	SDICCCA	09/23/11-11/30/11	\$900.00
Wolf, Anne	Study Abroad Pre Departure Workshops	SDICCCA	08/03/11-11/30/11	\$2,000.00
Cliffe, Karen	Subrecipient Project Dir	SDSU	07/01/11-07/19/11	\$464.00
				<u>\$79,458.00</u>

1b. Non-Contractual (District Funded)

Request ratification of the following academic ancillary assignment(s):

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPT</u>	<u>DURATION</u>	<u>COST</u>
Burton, Veronica	TTT Member	ACAF	03/11/11-05/20/11	\$3,700.00
Kirkwood, Carla	TTT Member	ACAF	03/11/11-05/20/11	\$3,700.00
Luibel, Thomas	TTT Member	ACAF	03/11/11-05/20/11	\$3,700.00
Martinez, Maria	TTT Member	ACAF	03/11/11-05/20/11	\$3,700.00
Rutter, Marsha	TTT Member	ACAF	03/11/11-05/20/11	\$3,700.00
Speidel-Haughey, Barbara	TTT Member	ACAF	03/11/11-05/20/11	\$3,700.00
Burton, Veronica	Academic Senate Member-at-Large	ACAS	05/23/11-06/30/11	\$283.15
MacNeill, Andrew	Academic Senate Member-at-Large	ACAS	05/23/11-06/30/11	\$283.15
Goodwin, Valerie	Academic Senate Past President	ACAS	05/23/11-06/30/11	\$272.20
Stuart, Angelina	Academic Senate President	ACAS	05/23/11-06/30/11	\$4,530.40
Beach, John	Academic Senate President-Elect	ACAS	05/23/11-06/30/11	\$283.15
Lopez, Victoria	Academic Senate Presiding Chair	ACAS	05/23/11-06/30/11	\$283.15
Lesh, Caree	Academic Senate Secretary	ACAS	05/23/11-06/30/11	\$283.15
Hensley, Linda	Academic Senate Vice President	ACAS	05/23/11-06/30/11	\$4,355.20
Wolniewicz, Rebecca	SLO Coordinator	ACAS	05/23/11-06/30/11	\$4,530.40
				<hr/> \$37,303.95

Request approval of the following academic ancillary assignments(s):

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPT</u>	<u>DURATION</u>	<u>COST</u>
Cliffe, Karen	Professional Expert	MATH	06/09/11-06/30/11	\$280.00
Villegas, Val	Professional Expert	MATH	06/09/11-06/30/11	\$280.00
				<hr/> \$560.00

2011-12

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPT</u>	<u>DURATION</u>	<u>COST</u>
Burton, Veronica	Academic Senate Member-at-Large	ACAS	07/01/11-08/02/11	\$283.15
MacNeill, Andrew	Academic Senate Member-at-Large	ACAS	07/01/11-08/02/11	\$283.15
Goodwin, Valerie	Academic Senate Past President	ACAS	07/01/11-08/02/11	\$272.20
Stuart, Angelina	Academic Senate President	ACAS	07/01/11-08/02/11	\$4,530.40
Beach, John	Academic Senate President-Elect	ACAS	07/01/11-08/02/11	\$283.15
Lopez, Victoria	Academic Senate Presiding Chair	ACAS	07/01/11-08/02/11	\$283.15
Lesh, Caree	Academic Senate Secretary	ACAS	07/01/11-08/02/11	\$283.15
Hensley, Linda	Academic Senate Vice President	ACAS	07/01/11-08/02/11	\$4,355.20
Wolniewicz, Rebecca	SLO Coord	ACAS	07/01/11-08/02/11	\$4,530.40
Gray, Beth	Junior Clinic Coord	DH	08/15/11-12/16/11	\$947.88
Poulos, Terri	Senior Clinic Coord	DH	08/15/11-12/16/11	\$979.92
Kain, Gary	Marriage Family Therapist Intern	Health Services	08/01/11-06/30/12	\$2,000.00
Marshall, Teri	Marriage Family Therapist Intern	Health Services	08/01/11-06/30/12	\$2,000.00
Poynter, Monica	Marriage Family Therapist Intern	Health Services	08/01/11-06/30/12	\$2,000.00
Shipton, Lina	Marriage Family Therapist Intern	Health Services	08/01/11-06/30/12	\$2,000.00
Bonilla, Joseph	Evening Administrator	HEC-NC	07/01/11-06/30/12	\$54,984.00
Martinez, William	Evening Administrator	HEC-NC	07/01/11-06/30/12	\$54,984.00
Rieder, John	Adjunct Writing Center Coordinator	LANG	08/15/11-12/16/11	\$2,843.64
				<hr/> \$137,843.39

2. Academic Assignments/Reassigned Time

2a. Non-Contractual Reassigned Time (Project/Grant Funded)

Notification of following project/grant funded reassigned time; funding previously approved by the Governing Board:

2011-12

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>PROJECT</u>	<u>FTE</u>	<u>DURATION</u>	<u>*COST</u>
Bakhiet, Nouna	Bridges to the Future Coord	BRIDGES	.20	08/01/11-05/30/12	\$7,416.36
					<u>\$7,416.36</u>

2b. Non-Contractual Reassigned Time (District Funded)

Request ratification of reassigned time for the following academic employee(s):

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPT</u>	<u>FTE</u>	<u>DURATION</u>	<u>*COST</u>
Shapiro, Elisabeth	ATC Chair	ACAF	.40	03/11/11-05/20/11	\$7,416.36
Lesh, Caree	TTT Member	ACAF	.20	03/11/11-05/20/11	\$3,708.18
Lopez, Kathleen	TTT Member	ACAF	.20	03/11/11-05/20/11	\$3,708.18
					<u>\$14,832.72</u>

Request approval of reassigned time for the following academic employee(s):

2011-12

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPT</u>	<u>FTE</u>	<u>DURATION</u>	<u>*COST</u>
Stuart, Angelina	Acad Senate President	ACAS	.40	08/12/11-05/12/12	\$14,832.72
Hensley, Linda	Acad Senate Vice President	ACAS	.80	08/12/11-05/18/12	\$29,665.44
Rempt, Andrew	OWL Lab Coordinator	LANG	.20	08/12/11-12/16/11	\$3,708.18
Fields, Dagmar	Writing Center Co-Lead	LANG	.20	08/12/11-12/16/11	\$3,708.18
Schaelen, Tracy	Writing Center Co-Lead	LANG	.20	08/12/11-12/16/11	\$3,708.18
Yonker, Susan	Writing Center Co-Lead	LANG	.20	08/12/11-12/16/11	\$3,708.18
Bakhiet, Nouna	Biotechnology Dir	MSE	.20	08/12/11-05/18/12	\$7,416.36
Atwater, Jonathan	Biotechnology Outreach Dir	MSE	.20	08/12/11-05/18/12	\$7,416.36
Hollman, Irene	Line-of-Sight Instructor	MSE	.33	08/12/11-05/18/12	\$12,360.60
					<u>\$86,524.20</u>

SUMMARY

2010-11

1. Academic Assignments/Stipends	N/A
a. Non-Contractual (Project/Grant/Fee Funded)	\$100,985.00
b. Non-Contractual (District Funded)	\$175,707.34
2. Academic Assignments/Reassigned Time	N/A
a. Non-Contractual Reassigned Time (Project/Grant Funded)	\$7,416.36
b. Non-Contractual Reassigned Time (District Funded)	\$101,356.92
GRAND TOTAL:	<u>\$385,465.62</u>

ASTERISK LEGEND

* Average cost for adjunct to backfill for full-time faculty reassigned time.

<u>LEGEND</u> <u>ABBREVIATION</u>	<u>DESCRIPTION</u>
ACAF	Academic Affairs
ACAS	Academic Senate
ACCT	Accounting
ACE/WAL	ACE/Walmart Success for Veteran Award Grants Program
AJ	Administration of Justice
AOC	Accreditation Oversight Committee
APT	Applied Technologies
ART	Arts & Communication
ASC	Academic Success Center
BETSI	Biotechnology Education & Training Sequence Investment
BPA	Basic Police Academy
BPTC	Business, Professional & Technical Education
BRIDGES	Bridges to the Future Program
BRN	Board of Registered Nurses
BSCI	Behavioral Sciences
BSI	Basic Skills Initiative
BUSA	Business Administration
CD	Child Development
CDCG	Child Development Consortium Grant
COMM	Communication
COUN	Counseling & Personal Development
CSTU	Cultural Studies
CTELA	Career/Technical Education & Learning Assistance
CTS	Comprehensive Training System
CEWED	Continuing Education, Workforce & Economic Development
DH	Dental Hygiene
DSS	Disability Support Services
ELEC	Electronics
EMT/P	Emergency Medical Technician/Paramedic
ENGL	English
ES/A	Exercise Science/Athletics
ESL	English-as-a-Second Language
FS	Fire Science
FSP	Fitness Specialist Program
GBP	Green Building Program
HEC-NC	Higher Education Center at National City & Crown Cove Aquatic Center at Coronado
HEC-OM	Higher Education Center at Otay Mesa
HEC-SY	Higher Education Center at San Ysidro
HESA	Health, Exercise Science & Athletics
HLTH	Health

<u>LEGEND</u> <u>ABBREVIATION</u>	<u>DESCRIPTION</u>
HUM	Humanities
IP	International Programs
ISS	Instructional Support Services
KC1	Kern County 1
KC2	Kern County 2
LANG	Language & Literature
LEAPS	Learning English for Academic Purposes
LEAPT	Learning English for Academic Purpose Teaching
LIB	Library
LS	Life Science
MAAC	Metropolitan Area Advisory Committee
MATH	Mathematics
MLT	Medical Lab Technology
MSE	Mathematics, Science & Engineering
NGST	National Geospatial Technology
NSF	National Science Foundation
NSF-ATE	National Science Foundation for the Advancement for Technology Education
NURS	Nursing
OIS	Office Information Systems
OWL	Online Writing Center
PA	Performing Arts
PD	Personal Development
PS	Physical Sciences
PSP	Power Study Program
RDG	Reading
ROP	Regional Occupations Program
SCI	Sciences
SDICCCA	San Diego Imperial County Community Colleges Association
SDSU	San Diego State University (SDSU) Research Foundation
SDWP	San Diego Workforce Partnership
SLO	Student Learning Outcomes
SMT	Sierra Medical Technology
SOC	Social Sciences & Humanities
SSCI	Social Sciences
STEPUP	STEP UP Biotech
SLO	Student Learning Outcome
TA	Teaching Assistant
TTT	Technology Task Team
UO	University of Oklahoma
VA	Visual Arts
VESL	Vocational English Second Language
WC	Writing Center
WELC	Writing Essentials Learning Communities Control
WL	World Languages

ITEM #19D

Approved Adjunct Faculty

Summer 2011

June 8, 2011

Faculty Name	Department	Faculty Name	Department
Branscomb, Max G	ART	Davis, John J	BPTE
Buckley, Michael G	ART	Davis, Joseph A	BPTE
Carlson, Craig J	ART	Diaz, Jose L	BPTE
Caschetta, Todd D	ART	Fredericks, Nancy	BPTE
Clark, Nathaniel C	ART	Garcia, Michelle S	BPTE
Cluff, Leah D	ART	Goodman, Michaelle L	BPTE
Dejoy, Steven M	ART	Grimes, Julie L	BPTE
Derby, Jason S	ART	Hazlett, Greg C	BPTE
Dillemuth, John D	ART	Herrera, Lizzette K	BPTE
Dionisopoulos, George N	ART	Ibarra, Jose A	BPTE
Gerace, Veronica	ART	Johnson, Nancy D	BPTE
Greene, Wendy L	ART	Kensel, Evelyn A	BPTE
Henry, James E	ART	Lingvall, Robert J	BPTE
Houde, Lincoln J	ART	Luibel, Thomas J	BPTE
Hughes, Marybeth	ART	Marsden, William A	BPTE
Jennings, Glenna	ART	Martinez, Maria E	BPTE
Loyer, Alana P	ART	Means, Israel L	BPTE
Maag, Eric L	ART	Paiano, Frank	BPTE
Marino, Bianca F	ART	Preciado, David M	BPTE
Mattice, Catherine M	ART	Quintana, Pablo A	BPTE
McGregor, Cynthia A	ART	Rader, Joseph J	BPTE
Mingus, Bernadette	ART	Rogo, Thomas P	BPTE
Moran, Sheila A	ART	Sabas, Jenny Lynn A	BPTE
Nevin, Jeffrey	ART	Sands, Sandra S	BPTE
O'Donnell, Brian B	ART	Selah, Gerald A	BPTE
Pastrana, Jorge L	ART	Sepulveda, Robin J	BPTE
Pentilescu, Mark E	ART	Sfakianakis, George N	BPTE
Quattrociocchi, David L	ART	Shapiro, Elisabeth K	BPTE
Riberto, Vallo J	ART	Sherman, Lola L	BPTE
Russell, Teresa P	ART	Simpson, William L	BPTE
Schnorr, Michael W	ART	Soler-Mcelwain, Luz M	BPTE
Shipkowski, Colleen H	ART	Stein, Molly I	BPTE
Sisson, Mark W	ART	Stockin, Gail L	BPTE
Taffolla-Schrei, Candice S	ART	Unger, Robert A	BPTE
Toth, Debra L	ART	Verdugo, Maria E	BPTE
Vasquez, Perry L	ART	Watson, Virginia A	BPTE
Yeager, Ruff B	ART	Yamada, Hope A	BPTE
Burleson, Ana	ASC	Acosta, John D	CEWED
Gangloff, Elizabeth	ASC	Anderson, Brian C	CEWED
Huffman, Corle	ASC	Brown, Mark S	CEWED
O'Toole, James	ASC	Cawthon, Dane	CEWED
Wales, David	ASC	Chapman, Pamela S	CEWED
Ademis, Adriel S	BPTE	Davis, Donna G	CEWED
Atkins, Mark E	BPTE	Ferrar, Kathleen A	CEWED
Baum, Ellen G	BPTE	Galindo, Michelle R	CEWED
Campos, Victor M	BPTE	Hartman, Millicent G	CEWED

Approved Adjunct Faculty

Summer 2011

June 8, 2011

Faculty Name	Department	Faculty Name	Department
Hawley, Daniel P	CEWED	Tont, Mustafa C	HESA
Joselevitz, Reyna	CEWED	Vicario, Marie L	HESA
MacKenzie, John D	CEWED	Villanueva, Anthony M	HESA
Major, Victoria H	CEWED	Williams, Jack L	HESA
Price, William D	CEWED	Andrade-Robledo, Margarita	LANG
Reyes, Reynaldo G	CEWED	Annicchiarico, Judith L	LANG
Solis, Anna	CEWED	Ashkiani, Ali A	LANG
Treter, Therese A	CEWED	Bacchia, Ryan J	LANG
Garcia, Georgina M	COUN	Baker, Jodi E	LANG
Guaracha, Veronica N	COUN	Ball, Fredric J	LANG
Rodriguez, Lisa M	COUN	Berke, Kay C	LANG
Penner, Felicity F	HEC-NC	Browder, Patrick L	LANG
Soler-Mcelwain, Luz M	HEC-SY	Bustos, Francisco J	LANG
Agbede, Duro	HESA	Castellanos, Carlos R	LANG
Barbier, Matthew H	HESA	Cisneros, Samuel A	LANG
Bartow, Jerome J	HESA	Craig, Daniel R	LANG
Campbell, Anthony E	HESA	Davis, Lana K	LANG
Carberry, Edward A	HESA	De la Toba, Claudia E	LANG
Cherry, Darnell D	HESA	Degnan, Kevin M	LANG
Cosentino, John D	HESA	Dolce, Craig	LANG
De Peralta, Cliff A	HESA	Dolnick, Cody F	LANG
Figuro, Karyna J	HESA	Falaminiano, Rosalinda J	LANG
Flint, David J	HESA	Goodrich, June E	LANG
Flores, Robert	HESA	Hankins, Richard W	LANG
Ganz, Shayne	HESA	Hayashi, Faye V	LANG
Goodwin-Colbert, Valerie J	HESA	Hedrick, Elisa Q	LANG
Green-Williams, Lesa M	HESA	Hiskey, James R	LANG
Harper, Jennifer L	HESA	Hodges, Alice J	LANG
Hazard, Allen A	HESA	Hurwitz, David M	LANG
Holbrook, Nicole J	HESA	Innis, Eleonora C	LANG
Johnson, Gloria A	HESA	King, Tanya L	LANG
Justice, Walter L	HESA	Kinkade, Martha E	LANG
Martel, Jay	HESA	Lannen, Victoria B	LANG
McMahon, Elizabeth A	HESA	Law, Cathy M	LANG
Meehan, Michael W	HESA	Leckey, Courtney R	LANG
Monarrez, Dionicio	HESA	Loiseau, Maurice J	LANG
Mossadeghi, Yasmin	HESA	Marx, Ilun K	LANG
Ortega, Jorge Q	HESA	Moody, Daniel L	LANG
Pinon, Michelle Y	HESA	Moya, Gabriela	LANG
Platt, Brad A	HESA	Myers, John C	LANG
Pompa, Michael F	HESA	Nicolaescu, Andreea	LANG
Reasons, Susan M	HESA	Norton, Cheryl A	LANG
Rock, Angela T	HESA	Ontiveros, Karla	LANG
Smith, Michael K	HESA	Osborne, Richard J	LANG
Sos, Brian D	HESA	Parrish, Kathy M	LANG
Stone, Arthur R	HESA	Perez, Fiona B	LANG

Approved Adjunct Faculty

Summer 2011

June 8, 2011

Faculty Name	Department	Faculty Name	Department
Persilot, Castel	LANG	Gracey, Shannon M	MSE
Pescar, Barbara A	LANG	Griffith-Jackso, Shaunte A	MSE
Pomplun, Lourdes D	LANG	Herrera, Peter E	MSE
Pumpelly, Emma M	LANG	Higa, Herman H	MSE
Rayos, Ofelia	LANG	Holcombe, Coryna E	MSE
Reeves, Robert D	LANG	Huynh, Christina C	MSE
Rempt, Andrew C	LANG	Jackson, Jennifer S	MSE
Rhodes, Joseph G	LANG	Jones, Linda	MSE
Rieder, John P	LANG	Juden, Alexander G	MSE
Rodriguez, Luz M	LANG	Lieu, Tam T	MSE
Russell, Alessandra V	LANG	Medin, Andrew L	MSE
Rutter, Marsha A	LANG	Medin, Sherooq	MSE
Salkey, Tahnee	LANG	Miles, Selene I	MSE
Scanlan, John Stephen J	LANG	Monroe, Margo M	MSE
Shaffer, Stuart R	LANG	Monteverde Klin, Megan E	MSE
Smith, Lisa B	LANG	Moody, Myriam S	MSE
Smith, Ronald J	LANG	Moore, Ryan M	MSE
St Louis, Renee C	LANG	Nadalet, Silvia M	MSE
Stuardo, Carol M	LANG	Navo, Christopher C	MSE
Talamantes, Evelia M	LANG	Nelipovich, Jill L	MSE
Tassi, Jane T	LANG	Nguyen, Kelly H	MSE
Unger, Robert A	LANG	Obyrne, Christopher B	MSE
Uyesugi, Eriko	LANG	Olivas, Maria R	MSE
Villalpando-Utg, Claire E	LANG	Oman, Margaret M	MSE
Wade, Alan R	LANG	Osborne, Philip	MSE
Walsh, David P	LANG	Phung, Victoria D	MSE
Weigle, Marnie W	LANG	Quan, Nghiep C	MSE
Willingham, Ryan W	LANG	Ramirez, Ayax D	MSE
Yonker, Susan J	LANG	Riddle, Mike R	MSE
Achacoso, Katherine R	MSE	Rivera, Juan J	MSE
Ahrar, Mohammad	MSE	Rouzbehani, Kianoush	MSE
Alvarez, Luz M	MSE	Sadjadi, Sina	MSE
Baldwin, Gwen C	MSE	Safae, Mehdi	MSE
Barry, Alexis D	MSE	Schnitz, Andrea L	MSE
Bentley, Diane L	MSE	Schraff, Andrew C	MSE
Blamey, Thomas L	MSE	Shipowick, Rory L	MSE
Boone, Michael O	MSE	Stinson, Margery L	MSE
Brady, David W	MSE	Sundblad, Kristina D	MSE
Carr, Lisa L	MSE	Terzich, Martha L	MSE
Cebecioglu, Burak R	MSE	Tolli, John D	MSE
Curiel, Nemo I	MSE	Uselman, Georgia	MSE
Etheridge, Philip D	MSE	Vallejo, Cheryl M	MSE
Fielding, Richard A	MSE	Valtierra, Hector N	MSE
Figueroa, Silvia P	MSE	Villegas, Val B	MSE
Garcia, Alba M	MSE	Woo, Mary K	MSE
Gloria, Rachel P	MSE	Zayas-Alvarez, Dulce M	MSE

Approved Adjunct Faculty

Summer 2011

June 8, 2011

Faculty Name	Department	Faculty Name	Department
Ames, Carol L	NURS	Lopez-Aramburo, Maria D	SOC
Cruz, Rosemarie R	NURS	Luna, Brandon S	SOC
Dunkley, Vernell S	NURS	McAneney, Danielle L	SOC
Feria-Bataller, Zaydie F	NURS	McGovern, Maureen K	SOC
Florez, Jamie O	NURS	McGraw, Bruce C	SOC
Livingston, Mary M	NURS	Moore, Jeffrey S	SOC
Mayo, Alex	NURS	Murray, Thomas S	SOC
McDonald, Linda A	NURS	Orozco, Alejandro L	SOC
Miralles, Nora C	NURS	Ryan, Laura P	SOC
Mowrey, Patrick J	NURS	Saenz, Phil	SOC
Penaloza, Gabriella M	NURS	Scott, Christina L	SOC
Ramira, Arlin	NURS	Smith, Danielle R	SOC
Tyahla, Sandra J	NURS	Snider, Elizabeth A	SOC
Villarica, Michelle V	NURS	Tuyay, Felix A	SOC
Walters, Myrna D	NURS	Winter, Anna C	SOC
Abassi, Shogofa	SOC	Zamudio, Paula M	SOC
Aguilar, Alma R	SOC		
Alegre Munin, Riley D	SOC		
Allan, Asher W	SOC		
Allen, Sharon L	SOC		
Augsburger, Christina S	SOC		
Ballesteros, Elizabeth	SOC		
Browder, Erin C	SOC		
Cardona Gerena, Israel	SOC		
Chavez, Victor	SOC		
Crane, Peggy	SOC		
Cuddy, Lucas S	SOC		
Cuddy, Zachary N	SOC		
Davidson, Alexandria R	SOC		
Eggerman, Jason J	SOC		
Elahi-Shirazi, Homayun	SOC		
Fargo, Robert	SOC		
Fassler, Molly C	SOC		
Forsyth, Claudia J	SOC		
Frederick, Richard I	SOC		
Gonzalez, Rosalinda M	SOC		
Grosse, Perry	SOC		
Guaracha, Anthony J	SOC		
Guenther, Corinna R	SOC		
Haro, Peter J	SOC		
Harris, Bonnie M	SOC		
Hayashi, Christopher B	SOC		
Horlor, William B	SOC		
James, Stanley E	SOC		
Jelaca-Tavakoli, Maria	SOC		
Johnson, Michelle M	SOC		

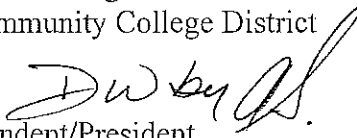
DEPT CODE	DESCRIPTION
ASC	Academic Success Center
ART	Arts & Communication
BPTE	Business, Professional & Technical Education
CEWED	Continuing Education, Workforce & Economic Development
COUN	Counseling & Personal Development
HEC-OM	Higher Education Center at Otay Mesa
HEC-SY	Higher Education Center at San Ysidro
HESA	Health, Exercise Science & Athletics
LANG	Language & Literature
MSE	Mathematics, Science & Engineering
NURS	Nursing
SOC	Social Sciences & Humanities


ITEM #20C


June 8, 2011

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Denise Whittaker 
Interim Superintendent/President

SUBMITTED BY: Michael Kerns 
Vice President for Human Resources

INITIATED BY: Jackie Osborne
Director of Human Resources 

SUBJECT: Employment of Benny Seaberry, Ed.D.

I recommend the employment of Dr. Benny Seaberry as Director of Information Technology, effective June 9, 2011. This is a 12-month, classified administrator position.

Dr. Seaberry has earned the following degrees:

- Doctor of Education in Educational Leadership, University of California, Davis in 2008
- Master of Education, California State University, Los Angeles in 1992
- Bachelor of Mathematics, University of Oregon, Eugene in 1988

Dr. Seaberry has held the following positions:

- 2000 – Present, Executive Dean of Information Technology and Services, Diablo Valley College, Pleasant Hills, CA
- 2000 – 1996, Director of Technology and Information Systems, La Canada Unified School District, La Cañada, CA

DW:MK

ITEM #20F

Human Resources Classified Transactions

June 8, 2011

1. Short-Term, Non-Academic Hourly Assignments

Request approval of the following assignments pursuant to Education Code §88003.

1a. Emergency Assignments

Pursuant to Education Code §70902 (d), notification of emergency assignments which will provide support of student services, instruction services and/or safety:

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Jordan, William	Custodian	Custodial	\$12.50	05/09/11-06/30/11	\$4,542.38
Hodges, Georgina	Clerk Aide	CEEWD	\$14.77	05/06/11-05/06/11	\$141.41
Story, Ashley	Cashier	Financial Services	\$8.00	06/01/11-06/30/11	\$484.52
Orozco-Reynoso, Eunice	Cashier	Financial Services	\$8.00	06/01/11-06/30/11	\$484.52
Ochoa, Alejandro	Cashier	Financial Services	\$8.00	06/01/11-06/30/11	\$484.52
Manalo, Jerome	Cashier	Financial Services	\$8.00	06/01/11-06/30/11	\$678.33
Graham, Robert***	Accountant	Financial Services	\$44.00	05/06/11-06/30/11	\$2,664.86
Reyes, Olimpia***	Accountant	Financial Services	\$31.50	05/06/11-05/11/11	\$1,206.37
Acosta, Claudia	Food Service Worker	Food Services	\$19.79	06/06/11-06/30/11	\$1,534.18
O'Bryant, Sean***	Instructional Lab Coordinator	HEC-OM	\$22.66	05/09/11-06/30/11	\$3,293.77
					<u>\$15,514.86</u>

1b. District-Funded Assignments

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Ramirez, Enrique	Custodian	Custodial	\$12.50	06/09/11-06/30/11	\$4,542.38
Aleman, Lupe	Food Service Worker	Food Services	\$16.24	06/20/11-06/30/11	\$1,140.94
Fierro, Yleana	Food Service Worker	Food Services	\$17.06	06/20/11-06/30/11	\$1,198.55
Godoy, Ricardo	Food Service Worker	Food Services	\$21.32	06/20/11-06/30/11	\$1,497.85
Martin, Nancy	Food Service Worker	Food Services	\$17.06	06/20/11-06/30/11	\$1,198.55
Fisher, Isaac	TA-EMT	HEC-OM	\$15.00	06/09/11-06/30/11	\$290.17
Rai, Eric	Teaching Assistant	HEC-OM	\$15.00	06/09/11-06/30/11	\$581.42
					<u>\$10,449.86</u>

2011-12

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Barragan, Paola	Tutor	ASC	\$9.00	07/01/11-06/30/12	\$3,270.51
Boucher, Cecilia	Workshop Facilitator	ASC	\$50.00	07/01/11-06/30/12	\$242.26
Boucher, Cecilia	Tutor-ITC/OWLWC	ASC	\$12.50	07/01/11-06/30/12	\$6,056.50
Brooks, Laura	Workshop Facilitator	ASC	\$50.00	07/01/11-06/30/12	\$242.26
Brooks, Laura	Tutor-OWLWC	ASC	\$12.50	07/01/11-06/30/12	\$6,056.50
Canela, Armando	Tutor	ASC	\$9.00	07/01/11-06/30/12	\$3,270.51
Esquivel, Maria	Test Proctor	ASC	\$12.50	07/01/11-06/30/12	\$4,996.61
Farris, Jacob	Tutor-ITC/OWLWC	ASC	\$9.00	07/01/11-06/30/12	\$3,597.56
Galanto, Geran	Tutor-Biology Lab	ASC	\$9.00	07/01/11-06/30/12	\$3,924.61
Garcia-Sermeno, Angela	Tutor-ITC/OWLWC	ASC	\$9.00	07/01/11-06/30/12	\$3,815.60
Go, Darlene	Tutor-Nursing Lab	ASC	\$9.00	07/01/11-06/30/12	\$3,924.61
Gonzalez, Diego	Tutor	ASC	\$9.00	07/01/11-06/30/12	\$3,924.61
Guerrero, Edwin	Tutor	ASC	\$12.50	07/01/11-06/30/12	\$3,028.25
Guido, Rubi	Tutor	ASC	\$13.50	07/01/11-06/30/12	\$6,541.02
Hutchins, Shawna	Tutor	ASC	\$10.00	07/01/11-06/30/12	\$4,239.55
Jimenez, Abril	Tutor	ASC	\$9.00	07/01/11-06/30/12	\$3,924.61
Johnson, Debra	Tutor-DH	ASC	\$15.00	07/01/11-06/30/12	\$3,590.40
Katzenstein, Samuel	Tutor	ASC	\$9.00	07/01/11-06/30/12	\$2,725.43
Kensel, Evelyn	Tutor-Child Development	ASC	\$12.50	07/01/11-06/30/12	\$2,244.00
Lohorn, Emily	Tutor-OWLWC	ASC	\$9.00	07/01/11-06/30/12	\$3,924.61
Lohorn, Hana	Tutor-OWLWC	ASC	\$10.00	07/01/11-06/30/12	\$1,211.30
Lopez Jr., Fernando	Tutor-ITC	ASC	\$12.00	07/01/11-06/30/12	\$6,175.49
Martinez-Bolanos, Marjory	Tutor-Biology Lab	ASC	\$9.00	07/01/11-06/30/12	\$3,769.92
Maxwell, Peter	Tutor-Library ITC	ASC	\$12.50	07/01/11-06/30/12	\$2,692.80
McCulloch, Bradley	Tutor-Math Ctr.	ASC	\$9.00	07/01/11-06/30/12	\$3,815.60
Morua-Rodriguez, Sarah	Tutor-Library ITC	ASC	\$12.50	07/01/11-06/30/12	\$9,084.75
Nahoum, Benjamin	Tutor-OWLWC	ASC	\$12.50	07/01/11-06/30/12	\$5,385.60
Najat, Naime	Tutor-Accounting/ITC	ASC	\$12.50	07/01/11-06/30/12	\$5,236.00
Ortega-Manriquez, A.	Tutor-Lab	ASC	\$9.00	07/01/11-06/30/12	\$3,815.60
Palencia, Ciani	Tutor-Biology Lab	ASC	\$9.00	07/01/11-06/30/12	\$3,270.51
Petralia, Laurie	Tutor-DH	ASC	\$15.00	07/01/11-06/30/12	\$897.60
Puentes, Yolanda	Test Proctor	ASC	\$12.50	07/01/11-06/30/12	\$4,996.61
Reynoso, Edna	Tutor-CD Lab	ASC	\$9.00	07/01/11-06/30/12	\$3,924.61
Robbins, Danielle	Tutor-Biology Lab	ASC	\$9.00	07/01/11-06/30/12	\$4,360.68
Rodriguez, Sergio	Tutor-Lab	ASC	\$10.00	07/01/11-06/30/12	\$4,602.94
Serrano, Maria	Tutor-Accounting/ITC	ASC	\$10.00	07/01/11-06/30/12	\$6,056.50
Sikder, Shahir	Tutor-Math Ctr.	ASC	\$9.00	07/01/11-06/30/12	\$2,154.24
Terrazas, Jesus	Tutor-Math Ctr.	ASC	\$12.50	07/01/11-06/30/12	\$6,813.56
Tiedemann, Lisa	Tutor-ITC/OWLWC	ASC	\$12.50	07/01/11-06/30/12	\$5,450.85
Verduzco, Carlos	Tutor-ITC	ASC	\$12.50	07/01/11-06/30/12	\$8,228.00
Veytia, Crystal	Tutor-OWLWC	ASC	\$12.50	07/01/11-06/30/12	\$5,385.60
Villanueva, Cruz	Tutor-Lab	ASC	\$9.00	07/01/11-06/30/12	\$3,924.61
Wales, David	Tutor-Lab	ASC	\$17.00	07/01/11-06/30/12	\$12,355.26
Council, Ron	Music Accompanist	Arts & Comm	\$20.00	07/01/11-06/30/12	\$2,907.12

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Grinnell, Melonie	Music Accompanist	Arts & Comm	\$20.00	07/01/11-06/30/12	\$2,907.12
Lohorn, Michiko	Music Accompanist	Arts & Comm	\$20.00	07/01/11-06/30/12	\$2,907.12
Richardson, Carlos	Photography Lab Tech	Arts & Comm	\$27.96	07/01/11-07/28/11	\$2,679.02
Robinson Jr., William	Music Accompanist	Arts & Comm	\$20.00	07/01/11-06/30/12	\$2,907.12
Rosales, Ricardo	Music Accompanist	Arts & Comm	\$20.00	07/01/11-06/30/12	\$2,907.12
Schroeder, Barbara	Music Accompanist	Arts & Comm	\$20.00	07/01/11-06/30/12	\$2,907.12
Galindo, Melvin	Tool Room Attendant**	Automotive Dept	\$14.00	07/01/11-06/30/12	\$837.76
Barlis, Royd	Clerk	Bookstore	\$8.00	07/01/11-06/30/12	\$4,845.20
Cesena, Lucio	Clerk	Bookstore	\$8.00	07/01/11-06/30/12	\$4,845.20
Garza, Allya	Clerk	Bookstore	\$8.00	07/01/11-06/30/12	\$4,845.20
Haro, David	Clerk	Bookstore	\$9.50	07/01/11-06/30/12	\$14,729.41
Kapchinsky, Lana	Clerk	Bookstore	\$8.00	07/01/11-06/30/12	\$4,845.20
Mai, Jeannie	Clerk	Bookstore	\$8.00	07/01/11-06/30/12	\$4,845.20
Molina, Daniel	Clerk	Bookstore	\$8.00	07/01/11-06/30/12	\$4,845.20
Nava, Jose	Clerk	Bookstore	\$8.00	07/01/11-06/30/12	\$3,876.16
Rodriguez, Betsy	Clerk	Bookstore	\$8.00	07/01/11-06/30/12	\$4,845.20
Rodriguez, Eugenia A.	Clerk	Bookstore	\$8.00	07/01/11-06/30/12	\$2,422.60
Sangria, Elson	Clerk	Bookstore	\$9.50	07/01/11-06/30/12	\$14,729.41
Sifuentes, Ana	Clerk	Bookstore	\$8.00	07/01/11-06/30/12	\$4,845.20
Jullian-Abundis, Andrea	Clerk Aide	Campus Police	\$10.00	07/01/11-12/16/11	\$7,267.80
Acosta, Elsa	TA-CCAMPIS	CD	\$12.00	07/01/11-06/30/12	\$14,535.60
Diaz, Tasia	Teacher Assistant	CD	\$12.00	07/01/11-06/30/12	\$3,633.90
Garcia, Sonia	Teacher Assistant	CD	\$12.00	07/01/11-06/30/12	\$3,633.90
Nava, Joyce	Teacher Assistant	CD	\$12.00	07/01/11-06/30/12	\$20,349.84
Reynoso, Edna	Teacher Assistant	CD	\$12.00	07/01/11-06/30/12	\$3,633.90
Saucedo, Irma	Teacher Assistant	CD	\$12.00	07/01/11-06/30/12	\$14,535.60
Trujillo, Carla	Teacher Assistant	CD	\$12.00	07/01/11-06/30/12	\$11,628.48
Nebo, Donna**	Administrative Secretary II	CEEWD	\$20.00	07/01/11-12/31/11	\$22,995.84
Conrad, Jerold	Professional Expert	Dental Hygiene	\$23.80	07/01/11-12/16/11	\$1,988.18
Jasso, Sandy**	Student Svcs Assistant	DSS	\$14.00	07/01/11-09/01/11	\$3,018.20
Salazar, Maria**	Student Svcs Assistant	DSS	\$14.00	07/01/11-09/01/11	\$3,018.20
Armas, Maria	Cashier	Financial Services	\$8.00	07/01/11-06/30/12	\$3,062.17
Gapusan, Carl	Cashier	Financial Services	\$8.50	07/01/11-06/30/12	\$3,253.55
Griego-Santos, Katherine	Clerk Aide	Financial Services	\$15.00	07/01/11-08/31/11	\$5,581.67
Inniss, Maria	Cashier	Financial Services	\$8.50	07/01/11-06/30/12	\$3,253.55
Isidro, Kirby	Cashier	Financial Services	\$9.50	07/01/11-06/30/12	\$3,774.41
Manalo, Jerome	Cashier	Financial Services	\$8.00	07/01/11-06/30/12	\$3,042.79
Northover, Lynne	Cashier	Financial Services	\$8.50	07/01/11-06/30/12	\$3,253.55
Ochoa, Alejandro	Cashier	Financial Services	\$8.00	07/01/11-06/30/12	\$3,042.79
Oliver, Lionel	Cashier	Financial Services	\$8.00	07/01/11-06/30/12	\$3,042.79

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Orozco-Reynoso, Eunice	Cashier	Financial Services	\$8.00	07/01/11-06/30/12	\$3,042.79
Story, Ashley	Cashier	Financial Services	\$8.00	07/01/11-06/30/12	\$3,042.79
Tap-Kapsner, Siewsew	Cashier	Financial Services	\$8.50	07/01/11-06/30/12	\$3,253.55
Sales, Laura	Professional Expert	Financial Services	\$44.00	07/01/11-12/15/11	\$26,648.60
Acosta, Claudia	Food Service Worker	Food Services	\$19.79	07/01/11-08/04/11	\$3,475.88
Aleman, Lupe	Food Service Worker	Food Services	\$16.24	07/01/11-08/04/11	\$2,852.37
Ethington, Nancy	Food Service Worker	Food Services	\$21.64	07/04/11-08/04/11	\$3,984.30
Fierro, Yleanna	Food Service Worker	Food Services	\$17.06	07/01/11-08/04/11	\$2,996.39
Godoy, Ricardo	Food Service Worker	Food Services	\$21.32	07/01/11-08/04/11	\$3,744.61
Martin, Nancy	Food Service Worker	Food Services	\$17.06	07/01/11-08/04/11	\$2,996.40
Aguilar, Cody	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$109.02
Alvarez, Carlos	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$3,270.51
Anthenil, Kevin	Lifeguard TA	HEC-NC/CCAC	\$11.00	07/01/11-06/30/12	\$2,664.86
Belasco, Holly	Lifeguard TA	HEC-NC/CCAC	\$11.00	07/01/11-06/30/12	\$133.24
DePeralta, Cliff	Lifeguard TA	HEC-NC/CCAC	\$11.00	07/01/11-06/30/12	\$133.24
Fernandez, Chelsea	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,090.17
Figg, Jordan	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$545.09
Girten, Tory	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$545.09
Martin, Holly	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$545.09
Miller, Brandon	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$545.09
Moreno, Oscar	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,090.17
Rodriguez, Elena	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,090.17
Rosales, Oscar	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,090.17
Ruhl, Trevor	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$218.03
Ruhl, Tyler	Lifeguard T A	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$109.02
Savoca, Sean	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,090.17
Schmidt, Dane	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,090.17
St. Jaques, Chelsea	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$545.09
Villanueva, Anthony	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,332.44
Villanueva, John	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$545.09
Weade, Russell	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,211.30
Williams, Jack	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$133.24
Alexander-McFall, R.	Teaching Assistant	HEC-OM	\$15.00	07/01/11-06/30/12	\$581.42
Barrett, Lamar	Scenario Evaluator	HEC-OM	\$15.00	11/15/11-12/15/11	\$1,944.14
Barrett, Lamar	Recruit Training Officer	HEC-OM	\$25.00	07/01/11-06/30/12	\$12,113.00
Belloli, Gabriel	Teaching Assistant	HEC-OM	\$15.00	07/01/11-06/30/12	\$454.24
Chism, Sarah	TA-EMT Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$726.78
Copeman, Royce	TA-EMT Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$181.70
Copeman, Royce	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$145.36
Davenport, Barrett	TA-EMT Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$181.70
Davenport, Barrett	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$145.36
DeBry, Wes	TA-EMT Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$72.68
DeBry, Wes	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$545.09
Downing, Emily	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$363.39
Espiritu, David	Police Academy Coordinator	HEC-OM	\$35.00	07/01/11-06/30/12	\$42,734.66

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Estepa, Marlon	Scenario Evaluator	HEC-OM	\$15.00	11/15/11-12/15/11	\$1,944.14
Estepa, Marlon	Scenario Evaluator	HEC-OM	\$25.00	07/01/11-06/30/12	\$12,113.00
Feliciano, Jonathan	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$436.07
Fisher, Isaac	TA-EMT	HEC-OM	\$15.00	07/01/11-06/30/12	\$581.42
Forand, Gerald	Scenario Evaluator	HEC-OM	\$15.00	11/15/11-12/15/11	\$1,944.14
Forand, Gerald	Recruit Training Officer	HEC-OM	\$25.00	07/01/11-06/30/12	\$18,169.50
Fries, Randall	TA-EMT Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$181.70
Galotti, Adam	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$726.78
Galotti, Adam	TA-EMT Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$72.68
Gonzalez, Sara	Tutor-Anatomy	HEC-OM	\$12.50	08/29/11-05/18/12	\$4,936.80
Hamblin, Jonathan	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$436.07
Hester, Glen	TA-EMT	HEC-OM	\$15.00	07/01/11-06/30/12	\$581.42
Hicks, Michael	Teaching Assistant	HEC-OM	\$15.00	07/01/11-06/30/12	\$581.42
Huffman, Michael	TA-EMT	HEC-OM	\$15.00	07/01/11-06/30/12	\$581.42
Hunt, Joseph	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$436.07
Kuhlow, Duane	TA-EMT Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$545.09
Lopez, Fernando	Instructional Assistant	HEC-OM	\$16.03	07/01/11-12/17/11	\$4,951.37
Lopez, Fernando	Instructional Assistant-Eve	HEC-OM	\$16.43	07/01/11-12/17/11	\$1,393.12
Madrid, Jesus	Tutor-Mathematics	HEC-OM	\$11.94	08/29/11-05/18/12	\$4,715.63
Marganski, Philip	Teaching Assistant	HEC-OM	\$15.00	07/01/11-06/30/12	\$581.42
Mitchell, Jim	TA-EMT Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$545.09
Mitchell, Jim	TA-Fire Science	HEC-OM	\$15.00	07/01/11-06/30/12	\$127.19
Monreal, Joel	Scenario Evaluator	HEC-OM	\$15.00	11/15/11-12/15/11	\$1,944.14
Monreal, Joel	Recruit Training Officer	HEC-OM	\$25.00	07/01/11-06/30/12	\$12,113.00
Morales, Norma	Library Assistant	HEC-OM	\$16.23	07/05/11-08/04/11	\$1,553.93
Moreno, Andres	TA-EMT Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$545.09
Murrieta, Tanya	TA-EMT Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$545.09
Poynter, Marc	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$218.03
Poynter, Marc	TA-EMT	HEC-OM	\$15.00	07/01/11-06/30/12	\$145.36
Rai, Eric	Teaching Assistant	HEC-OM	\$15.00	07/01/11-06/30/12	\$944.81
Rhodes, Brian	TA-EMT Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$545.09
Romero, Tony	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$363.39
Ryan, Matthew	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$436.07
Sullivan, Don	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$436.07
Vagelatos, Ross	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$436.07
Ybarra, Antonio	Scenario Evaluator	HEC-OM	\$15.00	11/15/11-12/15/11	\$1,944.14
Ybarra, Antonio	Recruit Training Officer	HEC-OM	\$25.00	07/01/11-06/30/12	\$18,169.50
Madrid, Jesus	Tutor	HEC-SY	\$11.94	07/01/11-06/30/12	\$4,628.14
Reynoso, Edna	Tutor	HEC-SY	\$9.00	08/29/11-06/30/12	\$4,311.72
Sandoval, Arick*	Inst. Lab Assistant	HEC-SY	\$16.03	07/01/11-12/16/11	\$2,877.71
Sandoval, Arick*	Inst. Lab Assistant-Evening	HEC-SY	\$16.43	07/01/11-12/16/11	\$2,949.51
Soriano, Marie	Tutor	HEC-SY	\$11.94	08/29/11-06/30/12	\$5,434.20
Eldred, Chris	Hiring Compliance Officer	Human Resources	\$50.00	07/01/11-06/30/12	\$6,056.50
Kessler, Melody	Hiring Compliance Officer	Human Resources	\$50.00	07/01/11-06/30/12	\$6,056.50
Warfield-Graham, Byron	Hiring Compliance Officer	Human Resources	\$50.00	07/01/11-06/30/12	\$6,056.50
Witt, Cheryl	Hiring Compliance Officer	Human Resources	\$50.00	07/01/11-06/30/12	\$6,056.50

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Fairbrother, Jane	Purchasing Clerk	PCCS	\$15.00	07/01/11-06/30/12	\$12,718.65
					<u>\$713,594.94</u>

1c. Fee-Based/Project/Grant Funded Assignments

Notification of the following short-term, non-academic hourly assignments; funding previously approved by the Governing Board:

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Jimenez, Abril	Tutor-Lab	ASC	\$9.00	05/05/11-06/30/11	\$545.09
Jimenez, Abril	Tutor-T3	ASC	\$15.00	05/05/11-06/30/11	\$718.08
Palencia, Ciani	Tutor-Bio Lab	ASC	\$9.00	06/04/11-06/30/11	\$545.09
Nino, Debra	Clerk Aide	CEEWD	\$14.77	06/06/11-06/09/11	\$572.51
Fisher, Isaac	TA-Skills Test	HEC-OM	\$15.00	06/09/11-06/30/11	\$145.36
Rai, Eric	TA-Skills Test	HEC-OM	\$15.00	06/09/11-06/30/11	\$145.36
Escobedo, Eduardo***	Acting Ld. Assoc. Director	SBDC Network	\$30.00	04/28/11-06/30/11	\$6,541.02
Williams, Rhonda***	Project Assistant	SBDC Network	\$16.50	05/06/11-06/30/11	\$3,997.29
Adam, Kenneth****	Business Advisor	SDCOC	\$30.00	01/01/11-06/30/11	\$6,686.38
Ferrand, Patricia****	Business Advisor	SDCOC	\$30.00	01/01/11-06/30/11	\$35,612.22
Fisher, Cherly****	Business Advisor	SDCOC	\$30.00	01/01/11-06/30/11	\$6,686.38
Richardson, Nellie****	Business Advisor	SDCOC	\$30.00	01/01/11-06/30/11	\$6,686.38
Warren, Timothy****	Business Advisor	SDCOC	\$30.00	01/01/11-06/30/11	\$20,495.19
					<u>\$89,376.35</u>

2011-12

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Barragan, Paola	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$3,590.40
Boucher, Cecilia	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Brooks, Laura	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Canela, Armando	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,795.20
Canelas, Armando	Tutor-EOPS	ASC	\$9.00	07/01/11-06/30/12	\$1,615.68
Farris, Jacob	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Garcia-Sermeno, Angela	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Gonzalez, Diego	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Guerrero, Edwin	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Guido, Rubi	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Hiebert, Patricia	Tutor-EOPS	ASC	\$15.00	07/01/11-06/30/12	\$1,795.20
Hutchins, Shawna	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,795.20

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Jimenez, Abril	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Katzenstain, Samuel	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
McCulloch, Bradley	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Morua-Rodriguez, Sarah	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Nahoum, Benjamin	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Najat, Naime	Tutor-EOPS	ASC	\$12.50	07/01/11-06/30/12	\$1,496.00
Najat, Naime	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,618.68
Ortega-Manriquez, A.	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Rodriguez, Sergio	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Serrano, Maria	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Sikder, Shahir	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Terrazas, Jesus	Tutor-EOPS	ASC	\$12.50	07/01/11-06/30/12	\$2,244.00
Terrazas, Jesus	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Tiedemann, Lisa	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Veytia, Crystal	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Villanueva, Cruz	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Wales, Carlos	Tutor-EOPS	ASC	\$17.00	07/01/11-06/30/12	\$2,034.56
Wales, David	Tutor-T3	ASC	\$15.00	07/01/11-06/30/12	\$1,615.68
Acosta, Elsa	Project Teacher-CCAMPIS	CD	\$15.00	07/01/11-06/30/12	\$10,901.70
Aguilar, Alicia	Teacher Assistant	CD	\$12.00	07/01/11-06/30/12	\$17,442.72
Enriquez-Campos	TA-Student Lab	CD	\$12.00	07/01/11-06/30/12	\$6,462.72
Guerrero, Guillermo	Farm Aide-Perkins	CD	\$11.60	07/01/11-06/30/12	\$3,653.28
Kenzel, Evelyn	Tutor-CD (Nat.Univ.Cohort)	CD	\$8.54	07/01/11-06/30/12	\$1,696.50
Moreno, Esmerald	Project Teacher-PFA	CD	\$15.00	7/01/11-06/30/12	\$13,082.04
Reynoso, Edna	Project Teacher-CCAMPIS	CD	\$15.00	08/15/11-10/13/12	\$3,270.51
Rosado, Lisette	Tutor-CD (Nat.Univ. Cohort)	CD	\$8.54	07/01/11-06/30/12	\$1,696.50
Sabas, Jenny	TA-Student Lab	CD	\$18.00	07/01/11-06/30/12	\$9,694.08
Sandoval, Arick	TA-Student Lab	CD	\$12.00	07/01/11-06/30/12	\$3,374.98
Abel, Erendira	Fee-Based Instructor	CEEWD	\$50.00	08/06/11-06/30/12	\$5,814.24
Aguirre, Maribel	Traffic School Clerk	CEEWD	\$12.00	07/01/11-06/30/12	\$872.14
Alberts, Alexandra	TA-College for Kids	CEEWD	\$11.00	07/05/11-07/18/11	\$319.78
Allen, Adefemi	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Allen, Adefemi	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Anderson, Joe	Fee-Based Instructor	CEEWD	\$30.00	07/01/11-06/30/12	\$763.12
Araujo, Edson	Fee-Based Instructor	CEEWD	\$40.00	07/01/11-07/18/11	\$193.81
Araujo, Edson	Fee-Based Instructor	CEEWD	\$40.00	07/01/11-07/18/11	\$193.81
Arcolas, Merissa	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Bartak, Fiona	Continuing Ed. Clerk	CEEWD	\$20.00	07/01/11-08/04/11	\$3,682.35
Blamey, Thomas	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Bond, Janka	Fee-Based Instructor	CEEWD	\$70.00	07/01/11-06/30/12	\$2,713.31
Burns, Deborah	Fee-Based Instructor	CEEWD	\$35.00	07/01/11-06/30/12	\$381.56
D'Ablaing, Eugene	Fee-Based Instructor	CEEWD	\$40.00	07/01/11-06/30/12	\$1,938.08
Dugan, Jack	Fee-Based Instructor	CEEWD	\$30.00	07/01/11-06/30/12	\$872.14
Feltes, Peter	Fee-Based Instructor	CEEWD	\$49.50	07/01/11-06/30/12	\$959.35
Feltes, Peter	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Fleming, Carrol	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Fleming, Carrol	CFK Lab Instructor	CEEWD	\$11.00	07/05/11-07/18/11	\$319.78
Frisella, Lisa	Fee-Based Instructor	CEEWD	\$30.00	07/01/11-06/30/12	\$763.12
Ganguzza, Anne	Fee-Based Instructor	CEEWD	\$15.00	07/01/11-06/30/12	\$817.63
Garcia, Elizabeth	Traffice School Clerk	CEEWD	\$12.00	07/01/11-06/30/12	\$1,635.26
Gilbert, Andrew	Fee-Based Instructor	CEEWD	\$50.00	07/01/11-06/30/12	\$1,816.95
Gilbert, Arthur	Fee-Based Instructor	CEEWD	\$50.00	07/01/11-06/30/12	\$1,816.95
Gonzalez, Ann Crystal	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Gonzalez-Miranda, Yessica	Traffic School Clerk	CEEWD	\$12.00	07/01/11-06/30/12	\$872.14
Goodman, Michaelle	Fee-Based Instructor	CEEWD	\$63.33	07/01/11-06/30/12	\$2,301.35
Hodges, Georgina	Clerk Aide	CEEWD	\$14.77	07/05/11-07/07/11	\$447.27
Ibarra, Reiko	TA-College for Kids	CEEWD	\$11.00	07/05/11-07/18/11	\$319.28
Keavney, Brandie	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Krusemark, LeeAnne	Fee-Based Instructor	CEEWD	\$100.00	07/01/11-06/30/12	\$2,180.34
Lattarulo, Elena	Fee-Based Instructor	CEEWD	\$70.00	07/01/11-06/30/12	\$2,543.73
Maley, Sharon	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
McCaffery, Cecie	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Nebo, Elizabeth	TA-College for Kids	CEEWD	\$11.00	07/05/11-07/18/11	\$319.78
Nebo, Olivia	TA-College for Kids	CEEWD	\$11.00	07/05/11-07/18/11	\$319.78
Ochoa, Philip	Fee-Based Instructor	CEEWD	\$40.00	07/01/11-06/30/12	\$1,938.08
Onwuchekwa, Sophia	Fee-Based Instructor	CEEWD	\$20.00	07/01/11-06/30/12	\$969.04
Pabers, Nancy	Fee-Based Instructor	CEEWD	\$60.00	07/01/11-06/30/12	\$1,162.85
Pachon, Rebecca	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Peavyhouse, Thomas	Fee-Based Instructor	CEEWD	\$42.86	07/01/11-06/30/12	\$3,634.14
Pugsley, Charles	Fee-Based Instructor	CEEWD	\$40.00	07/01/11-06/30/12	\$1,938.08
Putrus, Diane	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Reese, Kevin	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Ryall, Marilyn	Fee-Based Instructor	CEEWD	\$35.00	07/01/11-06/30/12	\$847.91
Silva, Kathie	Traffice School Clerk	CEEWD	\$12.00	07/01/11-06/30/12	\$1,635.26
Simpson, William	Fee-Based Instructor	CEEWD	\$40.00	07/01/11-06/30/12	\$1,938.08
Smith, Gary	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Stahl, Michael	Fee-Based Instructor	CEEWD	\$30.00	07/01/11-06/30/12	\$1,090.17
Urias-Islas, Martha	Fee-Based Instructor	CEEWD	\$60.00	07/01/11-06/30/12	\$2,907.12
VanDamme, Tom	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Walters, Susan	College for Kids Instructor	CEEWD	\$40.00	07/05/11-07/18/11	\$1,162.85
Wu, George	Fee-Based Instructor	CEEWD	\$20.00	07/01/11-06/30/12	\$1,744.27
Yager, Dale	Fee-Based Instructor	CEEWD	\$35.00	07/01/11-06/30/12	\$1,695.82
Bond, Janka	Clerk Aide (Med Lab Tech)	HEC-NC	\$14.00	07/01/11-06/30/12	\$12,549.07
Aguilar, Cody	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$3,270.51
Alexander, Richard	Teaching Assistant	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$1,090.17
Alvarez, Carlos	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,635.26
Anderson, Brian	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$1,090.17
Anthenil, Kevin	Lifeguard TA	HEC-NC/CCAC	\$11.00	07/01/11-06/30/12	\$799.46
Barongan, Arlene	TA-CPR	HEC-NC/CCAC	\$50.00	07/01/11-06/30/12	\$1,514.13
Belasco, Holly	Lifeguard TA	HEC-NC/CCAC	\$11.00	07/01/11-06/30/12	\$799.46
Brice, Simon	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$1,090.17
Cawthon, Dane	TA-CPR	HEC-NC/CCAC	\$50.00	07/01/11-06/30/12	\$1,938.08

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
DePeralta, Cliff	Lifeguard TA	HEC-NC/CCAC	\$11.00	07/01/11-06/30/12	\$937.71
Fernandez, Chelsea	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$5,450.85
Figg, Jordan	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$5,450.85
Girten, Tory	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$2,180.34
Hawley, Dan	TA-CPR	HEC-NC/CCAC	\$50.00	07/01/11-06/30/12	\$1,938.08
Herrera, Ernesto	Lifeguard TA	HEC-NC/CCAC	\$25.00	07/01/11-06/30/12	\$908.48
Jacobs, Karen	Teaching Assistant	HEC-NC/CCAC	\$50.00	07/01/11-06/30/12	\$1,938.08
Jacobs, Nancy	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$1,090.17
Kuhlow, Duane	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$1,090.17
Litchfield, Troy	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$1,090.17
Lohrey, Jason	Lead Lifeguard TA	HEC-NC/CCAC	\$50.00	07/01/11-06/30/12	\$484.52
Lohrey, Jason	Lifeguard TA	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$908.48
Martin, Holly	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,635.26
Martinez, Demetrius	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$1,090.17
McCarthy, Daniel	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$1,090.17
McKissick, Daniel	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$1,090.17
Mendez, David	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$545.09
Miller, Brandon	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$645.11
Mireles, Alex	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$1,090.17
Moreno, Oscar	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$4,360.68
Rhedrick, Reginald	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$1,090.17
Rodriguez, Elena	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$3,270.51
Rosales, Oscar	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,090.18
Ruhl, Trevor	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,635.26
Ruhl, Tyler	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$327.05
Savoca, Sean	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$4,360.68
Schmidt, Dane	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$4,360.68
St. Jaques, Chelsea	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,635.26
Sullivan, Don	TA-CPR	HEC-NC/CCAC	\$15.00	07/01/11-06/30/12	\$545.09
Ungar, Ron	TA-CPR	HEC-NC/CCAC	\$50.00	07/01/11-06/30/12	\$1,514.13
Villanueva, John	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$2,725.43
Weade, Russell	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$1,817.95
Williams, Jack	Lifeguard TA	HEC-NC/CCAC	\$9.00	07/01/11-06/30/12	\$2,664.87
Aguilar, Annette	Clerk Aide	HEC-OM	\$15.87	07/01/11-06/30/12	\$9,116.74
Alexander-McFall, R.	TA-Skills Test	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Belloli, Gabriel	TA-Skills Test	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Chism, Sarah	TA-EMT Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$484.52
Copeman, Royce	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Davenport, Barrett	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
DeBry, Wes	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Downing, Emily	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Feliciano, Jonathan	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Fisher, Isaac	TA-Skills Test	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Fries, Randall	TA-Paramedic Lab	HEC-OM	\$15.00	07/01/11-06/30/12	\$145.36
Fries, Randall	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Galotti, Adam	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Hamblin, Jonathan	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Hester, Glen	TA-Skills Test	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Hicks, Michael	TA-Skills Test	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Huffman, Michael	TA-Skills Test	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Hunt, Joseph	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Kuhlow, Duane	TA-EMT Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Marganski, Philip	TA-Skills Test	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Mitchell, Jim	TA-EMT Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Moreno, Andres	TA-EMT Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Murrieta, Tanya	TA-EMT Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Poynter, Marc	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Rai, Eric	TA-Skills Test	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Rhodes, Brian	TA-EMT Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$484.52
Romero, Tony	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Ryan, Matthew	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Sullivan, Don	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Vagelatos, Ross	TA-Paramedic Testing	HEC-OM	\$25.00	07/01/11-06/30/12	\$242.26
Escobedo, Eduardo	Business Advisor	SBDC Network	\$30.00	07/01/11-12/31/11	\$12,718.65
Pittman, Lynn	Marketing Advisor	SBDC Network	\$35.00	07/01/11-12/31/11	\$8,479.10
VanKeith, Michael	Business Advisor	SBDC Network	\$28.00	07/01/11-12/31/11	\$3,391.64
Williams, Rhonda	Project Assistant	SBDC Network	\$16.50	07/01/11-07/06/11	\$1,598.92
Adam, Kenneth	Business Advisor	SDCOC	\$30.00	07/01/11-06/30/12	\$13,372.75
Ferrand, Patricia	Business Advisor	SDCOC	\$30.00	07/01/11-06/30/12	\$71,224.44
Fisher, Cheryl	Business Advisor	SDCOC	\$30.00	07/01/11-06/30/12	\$13,372.75
Fredericks, Nancy	Business Advisor	SDCOC	\$125.00	07/01/11-06/30/12	\$6,662.15
Kozyk, Stevan	Business Advisor	SDCOC	\$42.00	07/01/11-06/30/12	\$38,969.91
Richardson, Nellie	Business Advisor	SDCOC	\$30.00	07/01/11-06/30/12	\$13,372.75
Tietje, Robert	Business Advisor	SDCOC	\$30.00	07/01/11-06/30/12	\$10,901.70
Warren, Timothy	Business Advisor	SDCOC	\$30.00	07/01/11-06/30/12	\$40,990.39
Higa, Jonathan	Gear Up Tutor	Student Activities	\$13.00	07/01/11-08/31/12	\$7,873.45
Kline, Michael	Gear Up Tutor	Student Activities	\$13.00	07/01/11-08/31/12	\$7,873.45
Sanchez, Xenia	Gear Up Tutor	Student Activities	\$8.00	07/01/11-08/31/12	\$4,845.20
					\$558,478.31

Summary:

2010-11

1. Short-Term, Non Academic Hourly Assignments:	
a. Notification of Emergency Assignments	\$15,514.86
b. District Funded Assignments	\$10,449.86
c. Fee-Based/Project/Grant-Funded Assignments	\$89,376.35
GRAND TOTAL:	\$115,341.07

Summary:

2011-12

1. Short-Term, Non Academic Hourly Assignments:	
a. Notification of Emergency Assignments	\$0.00
b. District Funded Assignments	\$713,594.94
c. Fee-Based/Project/Grant-Funded Assignments	\$558,478.31
GRAND TOTAL:	\$1,272,073.25

ASTERISK LEGEND

*	Full-time student
**	Substitute
***	60 Day recruitment
****	This is a change in salary from Department of Defense Contract.

LEGEND
ABBREVIATION

ACLS	Advance Cardiac Life Support
ADN	Associate Degree Nursing
ARRA	American Recovery & Reinvestment Act
A&R	Admissions & Records
ASC	Academic Success Center
BETSI II	Biotechnology Education & Training Sequence Investment II
BFAP	Board of Financial Assistance Program
BPTE	School of Business, Professional and Technical Education
BSI	Basic Skills Initiative
CCAMPIS	Child Care Assess Means Parents in School
CCGR	Communications, Community & Government Relations
CDBG	Community Development Block Grant
CEEWD	School of Continuing Education, Economic & Workforce Development
CTECS	Center for Technical Education & Career Success
DH	Dental Hygiene
DSS	Disability Support Services
EOPS	Extended Opportunities Services
HEC-NC	Higher Education Center at National City & Crown Cove Aquatic Center at Coronado
HEC-NC/FRC	Higher Education Center at National City/Family Resource Center
HEC-OM	Higher Education Center at Otay Mesa
HEC-SY	Higher Education Center at San Ysidro

DESCRIPTION

LEGEND
ABBREVIATION

iLeap	Introduction to Learning English for Academic Purposes
ISS	Instructional Support Services
ITC	Interdisciplinary Tutorial Center
Lang & Lit	School of Language & Literature
LRC	Learning Resource Center
MSE	School of Mathematics, Sciences & Engineering
MW	Men & Women
NAP	Navy Apprenticeship Program
NGTC	National Geospatial Technology Center
OWL	Online Writing Lab
PFA	Preschool for All
PSP	Peer Study Program
PCCS	Purchasing, Contracting & Central Services
Res, Plan & Grants	Research, Planning & Grants
SBDC Network	Small Business Development Center
SBDITC	Small Business Development & International Trade Center
SCPD	School of Counseling & Personal Development
SDCWA	San Diego County Water Authority
SDCOC	San Diego Contracting Opportunity Center
T3	Tutors, Tweens, & Teens
TA	Teaching Assistant
WC	Writing Center

DESCRIPTION

ITEM #20G

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 1699

**REGARDING THE ELIMINATION OF
TWO (2) TEMPORARY, PROJECT-FUNDED CLASSIFIED POSITIONS**

WHEREAS, Classified employees may be subject to layoff for lack of work and/or lack of funds within the meaning of Education Code Sections 88017 and 88127; and

WHEREAS, the Governing Board has determined that, because of funds, the classified temporary, project-funded positions listed below shall be eliminated, effective not earlier than the close of business on August 31, 2011:

Gear-Up Program Coordinator (temporary, project funded)
Gear-Up Senior Project Clerk (temporary, project funded)

NOW THEREFORE, IT IS RESOLVED AND ORDERED BY THE GOVERNING BOARD AS FOLLOWS:

1. Due to lack of funds and/or lack of work, the classified positions listed above shall be eliminated within the meaning of Education Code Sections 88017 and 88127, and as a result of said action, affected classified employees shall be subject to layoff.
2. Said elimination of position shall become effective at a date not earlier than the close of business on August 31, 2011.
3. District representatives are directed to comply with all the requirements, if any, of the Education Employment Relations Act as to this elimination of position.
4. The Superintendent/President or her designee is directed to give the notice of layoff to the affected classified employees not later than sixty (60) days prior to the effective date of the layoff.

The foregoing Resolution was adopted by the Governing Board of the Southwestern Community College District on the 8th day of June, 2011, by the following vote:

AYES:

NOES:

ABSENT:

Tim Nader, Governing Board President

I, Denise Whittaker, Secretary to the Governing Board of the Southwestern Community College District of San Diego County, California, do hereby certify that the foregoing Resolution was introduced, passed and adopted by the Governing Board on June 8, 2011.

Dated: _____

By: _____
Denise Whittaker, Interim Governing Board Secretary

ITEM #21

RESOLUTION NO. 1703

RESOLUTION COMMENDING)
IRMA ALVAREZ)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Irma Alvarez has dedicatedly served the Southwestern Community College District for 37 years; and

WHEREAS, Irma Alvarez has served the Southwestern Community College District as full-time Professor in the School of Business & Information Systems, Dean of the School of Business & Information Systems, and Dean of the Higher Education Center at Otay Mesa & San Ysidro; and

WHEREAS, Irma Alvarez has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Irma Alvarez has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students, and was named the 1987-1988 Teacher of the Year by the Education Committee of the Chula Vista Chamber of Commerce and received the Educator of Distinction Award from the Association of Mexican-American Educators, South Bay Chapter in 1988.

NOW THEREFORE, BE IT RESOLVED that Irma Alvarez is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1704

**RESOLUTION COMMENDING)
PATRICIA AXSOM)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Patricia Axsom has dedicatedly served the Southwestern Community College District for 28 years; and

WHEREAS, Patricia Axsom has served the Southwestern Community College District as Regional Occupational Program (ROP) Job Club Placement Specialist, ROP Career Placement Counselor, Director of Evening, Extension & ROP, Associate Dean of Educational Support Services, Dean of Instructional Support Services, Interim Dean of the School of Technology & Human Services, Dean of the School of Technology & Human Services, Interim Dean of the School of Social Sciences & International Studies, Dean of the School of Applied Technology & Learning Assistance, Acting Dean of the School of Continuing Education, Economic and Workforce Development, and Dean of the School of Business, Professional & Technical Education; and

WHEREAS, Patricia Axsom has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Patricia Axsom has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Patricia Axsom is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1705

RESOLUTION COMMENDING)
DIANE BRANMAN)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Diane Branman has dedicatedly served the Southwestern Community College District for 39 years; and

WHEREAS, Diane Branman has served the Southwestern Community College District as full-time Counselor in Disability Support Services; and

WHEREAS, Diane Branman has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Diane Branman has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Diane Branman is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1706

RESOLUTION COMMENDING)
COREY BREININGER)
FOR HIS SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Corey Breininger has dedicatedly served the Southwestern Community College District for 27 years; and

WHEREAS, Corey Breininger has served the Southwestern Community College District as full-time Professor and Department Chair in the School of Business, Professional & Technical Education; and

WHEREAS, Corey Breininger has devoted a significant portion of his professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Corey Breininger has, through his career, been commended for his excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Corey Breininger is deserving of recognition for his dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for his contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1707

**RESOLUTION COMMENDING)
KENNETH CLARK)
FOR HIS SERVICE TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Kenneth Clark has dedicatedly served the Southwestern Community College District for 22 years; and

WHEREAS, Kenneth Clark has served as Small Business Advisor and Small Business Services Coordinator for the Small Business Development and International Trade Center (SBDITC); and

WHEREAS, Kenneth Clark has devotedly served the Southwestern Community College District in carrying out the responsibilities of his position, and was named the 1998 Minority Small Business Advocate of the Year by the Small Business Administration, San Diego District;

NOW THEREFORE, BE IT RESOLVED that Kenneth Clark is deserving of recognition for his dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff, and students of the Southwestern Community College District for his contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1708

**RESOLUTION COMMENDING)
GLORIA DE LEON)
FOR HER SERVICE TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Gloria De Leon has dedicatedly served the Southwestern Community College District for 24.5 years; and

WHEREAS, Gloria De Leon has served as Library Clerk, Library Assistant, and Senior Library Assistant; and

WHEREAS, Gloria De Leon has devotedly served the Southwestern Community College District in carrying out the responsibilities of her position;

NOW THEREFORE, BE IT RESOLVED that Gloria De Leon is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff, and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1709

RESOLUTION COMMENDING)
ROBERT FLORES)
FOR HIS SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Robert Flores has dedicatedly served the Southwestern Community College District for 21 years; and

WHEREAS, Robert Flores has served the Southwestern Community College District as Head Coach for Men's Soccer and full-time Professor in the School of Health, Exercise Science & Athletics; and

WHEREAS, Robert Flores has devoted a significant portion of his professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Robert Flores has, through his career, been commended for his excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students, and was selected to receive the Coach of the Year Award in 2003.

NOW THEREFORE, BE IT RESOLVED that Robert Flores is deserving of recognition for his dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for his contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1710

**RESOLUTION COMMENDING)
MARIANA GOMEZ)
FOR HER SERVICE TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Mariana Gomez has dedicatedly served the Southwestern Community College District for 27 years; and

WHEREAS, Mariana Gomez has served as Clerk Typist II, Clerical Assistant I, and Clerical Assistant II; and

WHEREAS, Mariana Gomez has devotedly served the Southwestern Community College District in carrying out the responsibilities of her position, and has been commended for her service and selected by her colleagues as the October-December 1992 Outstanding Classified Employee of the Quarter;

NOW THEREFORE, BE IT RESOLVED that Mariana Gomez is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff, and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1711

RESOLUTION COMMENDING)
ROSALINDA GONZALEZ)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Rosalinda Gonzalez has dedicatedly served the Southwestern Community College District for 21 years; and

WHEREAS, Rosalinda Gonzalez has served the Southwestern Community College District as full-time Professor in the School of Social Sciences & Humanities; and

WHEREAS, Rosalinda Gonzalez has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System and has been recognized for her commitment and selected by her colleagues as Academic Senate Faculty Development Coordinator for the 1994-96 term; and

WHEREAS, Rosalinda Gonzalez has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Rosalinda Gonzalez is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1712

**RESOLUTION COMMENDING)
JAMES HAMMOND)
FOR HIS SERVICE TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, James Hammond has dedicatedly served the Southwestern Community College District for 24.5 years; and

WHEREAS, James Hammond has served as Athletic Trainer & Equipment Person and College Trainer; and

WHEREAS, James Hammond has devotedly served the Southwestern Community College District in carrying out the responsibilities of his position, and has been commended for his service and selected by his colleagues as the July-September 1995 Outstanding Classified Employee of the Quarter;

NOW THEREFORE, BE IT RESOLVED that James Hammond is deserving of recognition for his dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff, and students of the Southwestern Community College District for his contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1713

RESOLUTION COMMENDING)
GREGORY HAZLETT)
FOR HIS SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Gregory Hazlett has dedicatedly served the Southwestern Community College District for 30.5 years; and

WHEREAS, Gregory Hazlett has served the Southwestern Community College District as full-time Professor in the School of Business, Professional & Technical Education; and

WHEREAS, Gregory Hazlett has devoted a significant portion of his professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Gregory Hazlett has, through his career, been commended for his excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Gregory Hazlett is deserving of recognition for his dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for his contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1714

**RESOLUTION COMMENDING)
IRENE HOLLMAN)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Irene Hollman has dedicatedly served the Southwestern Community College District for 27 years; and

WHEREAS, Irene Hollman has served the Southwestern Community College District as full-time Professor in the School of Mathematics, Science & Engineering; and

WHEREAS, Irene Hollman has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Irene Hollman has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Irene Hollman is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1715

RESOLUTION COMMENDING)
JAMES JIMENEZ)
FOR HIS SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, James Jimenez has dedicatedly served the Southwestern Community College District for 39.5 years; and

WHEREAS, James Jimenez has served the Southwestern Community College District as full-time Professor in the Business & Technical Studies Division and full-time Counselor in the School of Counseling & Personal Development; and

WHEREAS, James Jimenez has devoted a significant portion of his professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, James Jimenez has, through his career, been commended for his excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that James Jimenez is deserving of recognition for his dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for his contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1716

RESOLUTION COMMENDING)
GLORIA JOHNSON)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Gloria Johnson has dedicatedly served the Southwestern Community College District for 41 years; and

WHEREAS, Gloria Johnson has served the Southwestern Community College District as full-time Professor in the School of Health, Exercise Science & Athletics; and

WHEREAS, Gloria Johnson has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Gloria Johnson has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Gloria Johnson is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1717

RESOLUTION COMMENDING)
VERN JORGENSEN)
FOR HIS SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Vern Jorgensen has dedicatedly served the Southwestern Community College District for 43 years; and

WHEREAS, Vern Jorgensen has served the Southwestern Community College District as full-time Professor in the School of Business, Professional & Technical Education; and

WHEREAS, Vern Jorgensen has devoted a significant portion of his professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Vern Jorgensen has, through his career, been commended for his excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Vern Jorgensen is deserving of recognition for his dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for his contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1718

**RESOLUTION COMMENDING)
PATRICIA KELLY)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Patricia Kelly has dedicatedly served the Southwestern Community College District for 23 years; and

WHEREAS, Patricia Kelly has served the Southwestern Community College District as full-time Professor in the School of Language & Literature; and

WHEREAS, Patricia Kelly has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Patricia Kelly has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Patricia Kelly is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1719

**RESOLUTION COMMENDING)
PATRICIA KELLY)
FOR HER SERVICE TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Patricia Kelly has dedicatedly served the Southwestern Community College District for 26 years; and

WHEREAS, Patricia Kelly has served as Clerk Typist I, Clerk Typist II, Senior Clerical Assistant, Senior Secretary, and Administrative Secretary II; and

WHEREAS, Patricia Kelly has devotedly served the Southwestern Community College District in carrying out the responsibilities of her position, and has been commended for her service and selected by her colleagues as the July-September 1989 Outstanding Classified Employee of the Quarter;

NOW THEREFORE, BE IT RESOLVED that Patricia Kelly is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff, and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1720

**RESOLUTION COMMENDING)
STEVE KOWIT)
FOR HIS SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Steve Kowit has dedicatedly served the Southwestern Community College District for 21 years; and

WHEREAS, Steve Kowit has served the Southwestern Community College District as full-time Professor in the School of Language & Literature; and

WHEREAS, Steve Kowit has devoted a significant portion of his professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Steve Kowit has, through his career, been commended for his excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Steve Kowit is deserving of recognition for his dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for his contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1721

**RESOLUTION COMMENDING)
ANN LINDSHIELD)
FOR HER SERVICE TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT .)**

WHEREAS, Ann Lindshield has dedicatedly served the Southwestern Community College District for 22 years; and

WHEREAS, Ann Lindshield has served as Instructional Assistant I; and

WHEREAS, Ann Lindshield has devotedly served the Southwestern Community College District in carrying out the responsibilities of her position;

NOW THEREFORE, BE IT RESOLVED that Ann Lindshield is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff, and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1722

RESOLUTION COMMENDING)
ALANA-PATRIS LOYER)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Alana-Patris Loyer has dedicatedly served the Southwestern Community College District for 41 years; and

WHEREAS, Alana-Patris Loyer has served the Southwestern Community College District as full-time Professor in the School of Arts & Communication; and

WHEREAS, Alana-Patris Loyer has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Alana-Patris Loyer has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Alana-Patris Loyer is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1723

**RESOLUTION COMMENDING)
DEBRA MCHORNEY)
FOR HER SERVICE TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Debra McHorney has dedicatedly served the Southwestern Community College District for 20 years; and

WHEREAS, Debra McHorney has served as a Physical Education/Athletic Attendant and Athletic Equipment Technician/Physical Education Attendant; and

WHEREAS, Debra McHorney has devotedly served the Southwestern Community College District in carrying out the responsibilities of her position;

NOW THEREFORE, BE IT RESOLVED that Debra McHorney is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff, and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1724

RESOLUTION COMMENDING)
SHERY MEDLER)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Shery Medler has dedicatedly served the Southwestern Community College District for 27 years; and

WHEREAS, Shery Medler has served the Southwestern Community College District as full-time Professor and Department Chair in the School of Mathematics, Science & Engineering; and

WHEREAS, Shery Medler has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Shery Medler has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Shery Medler is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1725

**RESOLUTION COMMENDING)
THOMAS NEISWONGER)
FOR HIS SERVICE TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Thomas Neiswonger has dedicatedly served the Southwestern Community College District for 31 years; and

WHEREAS, Thomas Neiswonger has served as Groundskeeper, Maintenance Worker III, Metal Smith, Sheet Metal Mechanic, Welder/Sheet Metal Mechanic, and Welder/Metal Fabricator; and

WHEREAS, Thomas Neiswonger has devotedly served the Southwestern Community College District in carrying out the responsibilities of his position;

NOW THEREFORE, BE IT RESOLVED that Thomas Neiswonger is deserving of recognition for his dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff, and students of the Southwestern Community College District for his contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1726

RESOLUTION COMMENDING)
MICHAEL RIDDLE)
FOR HIS SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Michael Riddle has dedicatedly served the Southwestern Community College District for 36 years; and

WHEREAS, Michael Riddle has served the Southwestern Community College District as full-time Professor in the School of Mathematics, Science & Engineering; and

WHEREAS, Michael Riddle has devoted a significant portion of his professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Michael Riddle has, through his career, been commended for his excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Michael Riddle is deserving of recognition for his dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for his contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1727

**RESOLUTION COMMENDING)
EDITH RUVALCABA)
FOR HER SERVICE TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Edith Ruvalcaba has dedicatedly served the Southwestern Community College District for 23 years; and

WHEREAS, Edith Ruvalcaba has served as Clerical Assistant I, Clerical Assistant II, Clerical Assistant III, Career Center Assistant, Career Center Technician, and Student Services Specialist; and

WHEREAS, Edith Ruvalcaba has devotedly served the Southwestern Community College District in carrying out the responsibilities of her position, and was selected by her colleagues as the July-September 1999 Outstanding Classified Employee of the Quarter and has faithfully served the campus community as an active member of the California School Employees' Association;

NOW THEREFORE, BE IT RESOLVED that Edith Ruvalcaba is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff, and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1728

**RESOLUTION COMMENDING)
MONIKA SAUCEDO)
FOR HER SERVICE TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Monika Saucedo has dedicatedly served the Southwestern Community College District for 33 years; and

WHEREAS, Monika Saucedo has served as Clerk Typist I, Senior Clerical Assistant, Clerical Assistant III, and Administrative Secretary I; and

WHEREAS, Monika Saucedo has devotedly served the Southwestern Community College District in carrying out the responsibilities of her position;

NOW THEREFORE, BE IT RESOLVED that Monika Saucedo is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff, and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1729

RESOLUTION COMMENDING)
MEREDITH SINCLAIR)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Meredith Sinclair has dedicatedly served the Southwestern Community College District for 30 years; and

WHEREAS, Meredith Sinclair has served the Southwestern Community College District as full-time Professor in the School of Business, Professional & Technical Education; and

WHEREAS, Meredith Sinclair has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Meredith Sinclair has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Meredith Sinclair is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1730

RESOLUTION COMMENDING)
WALTER JOHN SMITH)
FOR HIS SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Walter John Smith has dedicatedly served the Southwestern Community College District for 21 years; and

WHEREAS, Walter John Smith has served the Southwestern Community College District as full-time Professor in the School of Business, Professional & Technical Education; and

WHEREAS, Walter John Smith has devoted a significant portion of his professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Walter John Smith has, through his career, been commended for his excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Walter John Smith is deserving of recognition for his dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for his contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1731

**RESOLUTION COMMENDING)
BARBARA SPEIDEL-HAUGHEY)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Barbara Speidel-Haughey has dedicatedly served the Southwestern Community College District for 31 years; and

WHEREAS, Barbara Speidel-Haughey has served the Southwestern Community College District as full-time Professor in the School of Languages, Community Education Coordinator and Co-Coordinator of the College for Kids Program, and Learning Assistance Services Coordinator; and

WHEREAS, Barbara Speidel-Haughey has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Barbara Speidel-Haughey has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students and was selected to receive the Greater San Diego Reading Association certificate of merit in recognition of excellence in the teaching of reading and language arts.

NOW THEREFORE, BE IT RESOLVED that Barbara Speidel-Haughey is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1733

**RESOLUTION COMMENDING)
LINDA THROWER)
FOR HER SERVICE TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)**

WHEREAS, Linda Thrower has dedicatedly served the Southwestern Community College District for 17 years; and

WHEREAS, Linda Thrower has served as Financial Aid Specialist, Evaluations & Veterans Services Supervisor, and Director of Financial Aid; and

WHEREAS, Linda Thrower has devotedly served the Southwestern Community College District in carrying out the responsibilities of her position;

NOW THEREFORE, BE IT RESOLVED that Linda Thrower is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff, and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

RESOLUTION NO. 1734

RESOLUTION COMMENDING)
EILEEN ZAMORA)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Eileen Zamora has dedicatedly served the Southwestern Community College District for 21 years; and

WHEREAS, Eileen Zamora has served the Southwestern Community College District as full-time Professor in the School of Language & Literature; and

WHEREAS, Eileen Zamora has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System; and

WHEREAS, Eileen Zamora has, through her career, been recognized for her excellent contribution to education through personal assistance, guidance and encouragement to a vast number of students.

NOW THEREFORE, BE IT RESOLVED that Eileen Zamora is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 8th day of June, 2011.

Members of the Governing Board

Interim Superintendent/President

ITEM #22A1.a



*Southwestern Community College District
Purchasing Department*

Governing Board Meeting Date: June 8, 2011

Award of RFP No.118

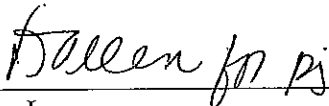
Title of Bid: Comprehensive Emergency Management Program Development

Proposer	Proposal Amount
Emergency Planning Consultants	\$81,000.00
West Coast Consulting Group	\$93,875.00
Global Community College, Inc.	\$225,150.00
Nohbell Corporation	\$136,950.00

- Highlighted cell indicates recommended proposer.

Rejected Proposals

None	
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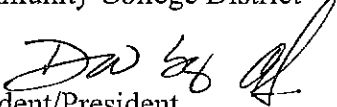
Priya Jerome
Director of Purchasing, Contracting & Central Services


ITEM #22A1.b

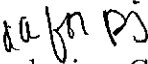
June 8, 2011

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Denise Whittaker 
Interim Superintendent/President

SUBMITTED BY: Robert J. Temple 
Interim Vice President for Business and Financial Affairs

INITIATED BY: Priya Jerome 
Director of Purchasing, Contracting and Central Services

SUBJECT: Agreement with Emergency Planning Consultants

RECOMMENDATION

Approve Agreement No. A3267.11 with Emergency Planning Consultants (EPC), for Comprehensive Emergency Management Program Development, for the period June 9, 2011 to June 8, 2013, inclusive, in an amount not to exceed \$81,000.

OVERVIEW

The Southwestern Community College District advertised for a Comprehensive Emergency Management Program to update its emergency plan and provide related training at all District facilities. Updating the Emergency plan will bring the District in compliance with Federal and State mandates. The update will be implemented in three phases.

EPC has the necessary experience needed to bring our Emergency Plan up to date and train the District staff to maintain it on a yearly basis. EPC will also be required to seek grants related to emergency preparedness possibly bringing enough funds to pay for a percentage or all of the cost of this update.

FISCAL IMPACT/ACCOUNT

\$81,000 Cost to the District

PJ/DA/lh

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Independent Contractor Agreement
(For short or long term contracts with a value of \$3,001 and over)

WHEREAS, it is the desire of the Governing Board of the Southwestern Community College District (hereinafter referred to as "District" or "Client") to contract with Emergency Planning Consultants as an Independent Contractor (hereinafter referred to as "Contractor" or "Engineer"); and whereas such service will assist the Governing Board in discharging its legal obligation to provide an adequate educational program; and whereas Government Code section 53060 authorizes the Governing Board to enter into contracts to obtain special services and advice in financial, economic, accounting, engineering, legal or administrative matters for the District; and

WHEREAS, Contractor has represented to the Governing Board that Contractor is knowledgeable and qualified in skills required for this project and covenants that Contractor is capable of performing the services required under this agreement; and

WHEREAS, the Governing Board recognizes that Contractor is acting as an independent contractor in the performance of work under this contract, and that Contractor, to the extent required by law, shall be solely responsible for the payment of any and all claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of its employees or agents in connection with the performance of work under this contract; and

WHEREAS, Contractor understands that, for purposes of this Agreement, Contractor is not an employee of the District and does not qualify for employee benefits, including workers' compensation benefits;

NOW THEREFORE, the following is agreed:

I. SERVICES AND WORK PRODUCT(S) TO BE RENDERED BY THE INDEPENDENT CONTRACTOR.

Contractor agrees to undertake, carry out and complete for the Governing Board, in a satisfactory and competent manner, the following services:

See the following attachments for services and information:

Attachment A – RFP No. 118 Comprehensive Emergency Management Program Development

Attachment B – Emergency Planning Consultants Proposal

Attachment C – Emergency Planning Consultants Proposal Amendment

II. COMPENSATION, MAXIMUM COST, AND PAYMENT.

- (a) In consideration of the service to be rendered by Contractor as outlined in this agreement, the Governing Board agrees to pay Contractor a total amount not to exceed \$81,000.00 for services and product delivery and subsequent receipt of invoice for services rendered and products delivered by Contractor.
- (b) Invoice shall be processed within thirty (30) days upon receipt and approval by Southwestern Community College District of an invoice, in triplicate, showing services rendered for the period covered by the invoice.
- (c) All invoices submitted must contain the following certification statement: "I certify that payment requested is for appropriate purposes and in accordance with the provisions of the Contract." All invoices must be signed by Contractor's Chief Financial Officer or designee.
- (d) Contractor certifies that Contractor has not and will not receive pay for the same services or days of service by any other public agency.
- (e) District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District, unless otherwise specifically stated in this Contract.

III. PERIOD OF PERFORMANCE.

This period covered by this agreement shall begin on June 9, 2011 and shall terminate on June 8, 2013.

IV. CONFLICT OF INTEREST.

If the District determines that Contractor is a "Consultant" under Political Reform Act of 1974, Contractor shall comply with all applicable Conflict of Interest laws, including the filing of a Statement of Economic Interest, pursuant to the District's Conflict Code, under a disclosure category or categories as determined by the District's Superintendent/President.

V. INDEPENDENT CONTRACTOR.

Contractor, in the performance of this Contract, shall be and act as an independent contractor. Contractor understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the service to be provided under this Contract.

VI. TAXES.

Contractor acknowledges and agrees that it is the sole responsibility of Contractor to report as income its compensation received from District and to make the requisite tax filings and payments to the appropriate federal, state or local tax authority. No part of Contractor's compensation shall be subject to withholding by District for the payment of social security, unemployment, or disability insurance or any other similar state or federal tax obligation.

VII. MATERIALS.

Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Contract unless otherwise specifically stated in the Contract. Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

VIII. AUDIT AND INSPECTION OF RECORDS.

At any time during the normal business hours and as often as District may deem necessary, Contractor shall make available to District for examination at District's place of business as specified herein, all data, records, investigation reports and all other materials respecting matters covered by this Contract and Contractor will permit the District to audit, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Contract.

IX. CONFIDENTIALITY AND USE OF INFORMATION.

- (a) Contractor shall hold in trust for the District, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the District's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
- (b) Contractor shall advise the District of any and all materials used, or recommended for use by consultant to achieve the project goals, that are subject to any copyright restrictions or requirements. In the event Contractor shall fail to so advise the District and as a result of the use of any programs or materials developed by Contractor under this Contract the District should be found in violation of any copyright restrictions or requirements, or the District should be alleged to be in violation of any copyright restrictions or requirements, Contractor agrees to indemnify, defend and hold harmless, District against any action or claim brought by the copyright holder.

X. EQUAL OPPORTUNITY/NON-DISCRIMINATION.

Contractor shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, or marital status.

Contractor shall ensure that services and benefits are provided without regard to race, color, religion, sex, age, or national origin. Contractor shall comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

XI. HOLD HARMLESS.

Contractor agrees to indemnify, but shall have no obligations to, defend the District, its officers employees from liability or damages any and all contractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies to the extent actually caused by with the negligent performance of this Contract, and liability for damages, accruing or resulting to any person, firm or corporation who may be injured (including death) or damaged by the acts or omissions of the Contractor to the extent actually caused by the negligent performance of this Contract. The District agrees to indemnify, defend and hold harmless Contractor from any and all liability, claims and losses accruing or resulting to any and all contractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the negligent performance of this Contract, and from any and all liability, claims and losses accruing or resulting to any person, firm or corporation who may be injured (including death) or damaged by the acts of omissions or the District in the negligent performance of this Contract.

XII. TERMINATION.

The District or the Contractor may, at any time, with or without reason, terminate this Contract upon the giving of thirty (30) days prior written notice to the other party. In the event of termination, the Contractor shall be entitled to payment only for acceptable and allowable work performed under this Contract through the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by Contractor or not later than five (5) days after the day of mailing, whichever is sooner.

District may also terminate this Contract upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by Contractor exposing the District to liability to others for personal injury or property damage; or (c) if Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency. Written notice by District of termination for cause shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the ten (10) days cease and terminate. In the event of such

termination, the District may secure the required services from another contractor. If the cost to the District of obtaining the services from another contractor exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District. Written notice by District shall be deemed given when received by the other party, or no later than five (5) days after the day of mailing, whichever is sooner.

XIII. INSURANCE

Contractor agrees to carry a comprehensive or commercial general liability insurance with limits of one-million dollars (\$1,000,000) per occurrence and \$2,000,000 aggregate combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect Contractor and District against liability or claims of liability which may arise out of this Contract. In addition, Contractor agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." Prior to commencing the performance of services hereunder, Contractor shall provide District with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. Contractor agrees to name District and its officers, agents and employees as additional insureds under said policy.

XIV. WORKER'S COMPENSATION INSURANCE.

Contractor agrees to procure and maintain in full force and effect Worker's Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against District by a bona fide employee of Contractor participating under this Contract, Contractor agrees to defend and hold harmless the District from such claim.

XV. ORIGINALITY.

Contractor agrees that all material produced by the Contractor and delivered to Southwestern Community College District hereunder shall be original, except for such portion as is included with permission of the copyright owners thereof, that it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark, patent, statutory or other proprietary rights of others and that it will hold harmless the Governing Board from any costs, expenses and damages resulting from any breach of this representation.

XVI. WORKS FOR HIRE.

Contractor understands and agrees that all matters produced under this Contract shall be works for hire and shall become the sole property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District.

Contractor consents to use of Contractor name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

XVII. RIGHTS IN DATA.

Contractor grants to the Governing Board the right to publish, translate, reproduce, deliver, use and dispose of, and to authorize others to do so, all data, including reports, drawings, blueprints, and technical information resulting from the performance of work under this Contract.

XVIII. COMPLIANCE WITH APPLICABLE LAWS.

The service completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Contractor agrees to comply with all federal, state and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Contract or accruing out of the performance of such operations.

XIX. PERMITS/LICENSES.

Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Contract.

XX. NON-WAIVER.

The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Contract shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

XXI. SEVERABILITY.

If any term, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.

XXII. ASSIGNMENT.

This Contract is not assignable by Contractor either in whole or in part, nor shall the Contractor further contract for the performance of any of its obligations hereunder, without the prior written consent of the Governing Board.

XXIII. LAWS GOVERNING.

This Contract shall be governed by and construed in accordance with the laws of the State of California.

XXIV. ENTIRE AGREEMENT/MODIFICATION.

This Contract and the Attachments hereto contain the entire agreement of the parties, and no representation, provision, warranty, term, condition, promise, duty or liability, expressed or implied, shall be binding upon or applied to either party, except as herein stated. No amendment or modification of any term, provision or condition of this Contract shall be binding or enforceable unless in writing and signed by each of the parties.

XXV. NOTICES.

All notices to any party hereunder shall be in writing, signed by the party giving it, and shall be sufficiently given or served, if personally served or if sent by registered mail addressed to the parties at their address indicated in this Contract.

This Contract is entered into this 8th day of June, 2011.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date thereof.

Emergency Planning Consultants

Name: Carolyn J. Harshman, CEM

SS#/Federal Tax ID: 547-84-6960

Address: 3665 Ethan Allen Avenue

City/State/Zip: San Diego, CA 92117

Telephone: 858-483-4626

Fax: 858-483-2862

Are you a District employee? ☐ Yes ☒ No

Is a Credential or Special License required for this consultancy? ☐ Yes ☒ No

If yes, please specify and attach a copy of current License. _____

Signature: _____

Date: _____

Southwestern Community College District

Denise Whittaker

Interim Superintendent/President

900 Otay Lakes Road

Chula Vista, CA 91910-7299

Telephone: 619 482-6301/Fax: 619 482-6413

Signature: _____

Date: _____

Originator: Priya Jerome, Director of
Purchasing, Contracting & Central Services

Account No.:

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director

Approval No.: A3267-11

Date: 5/20/11



Request for Proposals (RFP) No. 118

Comprehensive Emergency Management Program Development

**Proposal Due Date
March 7, 2011 at 10:00 am
Via e-mail: purchasing@swccd.edu**

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ACKNOWLEDGMENT FORM

TO: Priya Jerome, Director of Purchasing, Contracting & Central Services

RFP Title: Comprehensive Emergency Management Program Development

RFP No.: 118

NOTE: Please fill in the requested information below as acknowledgment that you have received the Request for Proposal noted above. If your Proposer is interested in participating, it is highly recommended that this form be filled and emailed back to purchasing@swccd.edu as soon as possible or before the due date. This form helps in providing notification of any changes/amendments to the RFP.

As requested, please accept this acknowledgment as notice of our intent to submit a proposal for your review.

- () We have questions that need to be addressed before we can prepare our proposal. Attached please find our request for additional information.
- () We have all of the information we need in order to prepare our proposal.

As part of this notice of our intent, I hereby certify that my company meets the following minimum qualifications:

- A. We have been in business providing the services proposed in the recent five (5) years.
- B. Our knowledge in this business includes meaningful experience providing the services proposed for other clients of the scope and complexity of Southwestern Community College.

Name of Proposer: _____

Address: _____

Fax #: () _____ Tel. #: () _____

Name: (Print) _____ Title: _____

Signature: _____ Date: _____

E-Mail: _____

RFP 118 SCHEDULE

January 28, 2011	Advertisement in the Union Tribune
February 2, 2011	Advertisement in the San Diego Daily
February 4, 2011	Transcript and the Union Tribune
January 28, 2011	Distribution of RFP 118
February 7, 2011	Deadline for Submission of Acknowledgement Form By 12:00 noon
February 7, 2011	Deadline for Submission of Proposal Questions By 12:00 noon
February 10, 2011	District will Respond to Proposal Questions By 4:30 p.m.
March 7, 2011	Proposals Due Via E-Mail: purchasing@swccd.edu By 10:00 a.m.
March 14, 15, 16 17, 2011	Interviews of Semi-finalists Individual interview appointments for each Proposer <u>No substitute Dates will be available for interviews</u> <u>Possible telephone interviews if necessary</u>
April 13, 2011	Anticipated Governing Board Approval

1. **GENERAL INFORMATION**

HISTORY OF SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

The Southwestern Community College District, located south of San Diego and extending to the U.S. – Mexico border, is one of seventy two community college districts in the California Community College system. It serves as the primary source of higher education for approximately 400,000 residents of the South San Diego County area including the communities of Bonita, Chula Vista, Imperial Beach, National City, Nestor, Otay, Palm City, San Ysidro, Sunnyside, and Coronado.

The college began offering classes to 1,675 students in 1961, with temporary quarters at Chula Vista High School. Groundbreaking for the present 156-acre campus was in 1963. By September of 1964, initial construction was complete and classes were held for the first time on the present Otay Lakes Road site in Chula Vista. In addition to its main campus in Chula Vista, Southwestern College has established four (4) center sites, the Southwestern College Education Center at San Ysidro (1988) and the Higher Education Center in National City (1998), and the Higher Education Center in Otay Mesa (2007), Crown Cove Aquatic Center. The college also provides off-campus classes at several extension centers throughout the district. Current enrollment is nearly 23,000 students and more than 600,000 students have attended Southwestern College since it opened its doors fifty (50) years ago and employs approximately 800 employees (full and part time).

The college offers a comprehensive curriculum, preparing students for transfer to a four-year college or university as well as preparing them for jobs and career advancement.

INTRODUCTION

Southwestern Community College District is in the process of updating its emergency plan and related training to be in compliance with federal and state mandates. The District is seeking a qualified consultant/consulting firm (here after referred to as Proposer) with substantial emergency planning experience, in the California public institutional environment. The Proposer will assess and identify emergency planning needs specific to Southwestern Community College District and develop a District Emergency Operations Plan along with site specific emergency plans for use at each of the District's five (5) campus sites; Southwestern Community College District in Chula Vista, Higher Education Center at Otay Mesa, Higher Education Center at San Ysidro, Higher Education Center at National City, and Crown Cove Aquatic Center. The Proposer will be expected to possess the resources to assist in the coordination and presentation, as appropriate, all requisite training. This RFP is a solicitation for qualifications and proposals from emergency planning consultants/consulting firms that can demonstrate previous successful experience in the development of six (6) emergency plans (one (1) Master Plan and five (5) location specific plans which will refer to each location), including District-wide training to that specific plan while insuring that all FEMA, Department of Homeland Security, California state mandates, including ICS and EOC protocols are met. The successful emergency planning consultant will be highly experienced, in the emergency planning process for large complex public institutions and should be able to provide comprehensive emergency management training program.

2. PROPOSAL INSTRUCTIONS

PURPOSE OF RFP

The purpose of this "Request for Proposals" is to select a qualified Proposer for the development of a Comprehensive Emergency Management Program with experience in developing and managing an emergency plan, requisite training and exercise for a large complex public institution, preferably in a Community College environment.

RIGHT TO REJECT

The District reserves the right to accept, reject and/or negotiate terms with any respondent.

PROPOSAL QUESTIONS

All questions regarding this Request for Proposals should be sent to the Purchasing Department Mailbox:

e-mail: purchasing@swccd.edu

Questions must be sent via e-mail. Questions will only be accepted until February 7, 2011 no later than 12:00 noon. The e-mail subject line should read: "Your company name/Questions regarding RFP No. 118" No direct responses will be sent to the company asking the question. Questions we feel need to be responded, will be answered in the form of an addendum and sent to all potential respondents on/about February 10, 2011.

PROPOSAL SUBMISSION

It shall be the responsibility of the Proposer to assure that Proposals are received as follows:

Proposals are to be submitted to the Purchasing Department via e-mail to purchasing@swccd.edu not later than 10:00 a.m. on March 7, 2011. The Proposal must be submitted in a single attachment in Word, PDF, or Excel format and not exceed file size of 10MB. Proposals with documents exceeding 10MB in size need to be compressed and e-mailed in a single zipped folder. Subject line of e-mail containing submitted proposal should include and read "name of your company/submittal for RFP No. 118."

Upon receipt, a confirmation email will be sent. It is the responsibility of the Proposer to confirm that the Proposal was received on time.

PROPOSAL EVALUATION

This Request for Proposal does not constitute a commitment by the District to award a contract. The District reserves the right to waive any informalities and to reject any or all proposals and/or to cancel the Request for Proposal. The award shall be made on the proposal(s) that serves the best interest of the District and

will not be evaluated solely on a monetary basis. No contract award shall exist until executed in writing. Award will be based on proposer's qualification and best fit for the Southwestern Community College District.

PROPRIETARY INFORMATION

In the event any Proposer shall include in the Proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The District discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The District, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The District shall have the right to use any or all information included in the proposals submitted unless the information is expressly restricted by the Proposer.

PROPOSAL FORM

Oral, telephone, facsimile (fax machine) proposals **will not** be accepted. Each proposal shall be prepared simply, providing the straightforward, concise description of the proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of contents. No proposal shall exceed ten (10) back to back typewritten pages in length plus any pricing schedule(s), exhibits, or attachments.

MODIFICATIONS TO PROPOSALS

No oral, telephone, telegraphic, facsimile or computer data transfer proposals or modifications will be considered.

WITHDRAWAL OF PROPOSALS

Any Proposer may withdraw their proposal by written request via e-mail to purchasing@swccd.edu at any time **prior** to the deadline set for receipt of proposals. The subject line of the e-mail should include and read: "your company name/withdrawal of RFP No. 118." No proposal may be withdrawn or modified after that deadline and shall be binding upon Proposer for a period of ninety (90) days after due date. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals provided that they are then fully in conformance with the general terms and conditions of the RFP.

COST OF PREPARING PROPOSALS

Any and all costs associated with the preparation of responses to this Request for Proposal, including site visits, oral presentations and any other costs shall be entirely the responsibility of the Proposer and shall not be reimbursable in any manner by the District.

ORAL PRESENTATIONS

Proposers may, after opening and prior to award, be required to make oral and visual presentations at the request of the District. The District will schedule the time and location for any presentations as requested. Oral presentations will be evaluated and may be subjected to the selection criteria.

AWARD WITHOUT DISCUSSION

The District reserves the right to make an award without further discussion of the proposals received. It is therefore critical that all proposals be submitted initially in the most favorable terms possible, both economically and technically.

CONTRACT COMMENCEMENT/TERM

It is the intent of the District to commence the resulting contract as soon as possible after evaluation of the proposals. A written Notice of Award will be made prior to commencement of performance. Initial performance period is anticipated to be from April 14, 2011 to April 13, 2012 and is subject to change based on award of RFP. The District and Proposer may mutually agree, in writing, to extend the term of this agreement prior to its expiration.

SCCD MODIFICATIONS TO PROPOSALS

Any interpretation, correction, or change of this RFP will be made by written Addendum. Interpretations, corrections, or changes of this RFP made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes. Any changes or corrections will be issued by SCCD Purchasing. Addenda will be e-mailed to all that are known to have received a copy of the RFP. **Since failure to acknowledge any addendum(s) may be cause for rejection, Proposers must return the addendum-completed acknowledgment(s) prior to or with the proposal.**

Negotiation: District reserves the right to negotiate the final pricing before award of business.

3. EVALUATION AND SCORING CRITERIA

The following is a listing of general and specific criteria used for the evaluation and scoring of this RFP. The areas include, but are not limited to:

- A. General quality of responsiveness of proposer: (10 points total)
 - Ability to meet all terms and conditions
 - Completeness and thoroughness of proposal
 - Description of approach to be taken
- B. Specific criteria of evaluation (qualifications, experience, & ability to complete identified tasks. (90 points combined)
 - Professional, technical and managerial qualifications and experience of the Proposer and personnel in system-wide emergency plan & preparedness. (10 points)
 - Past experience in providing comparable services to other clients. (10 points)
 - Success in working with and managing large public organizations that have complex emergency preparedness situations (10 points)
 - Responses to Minimum and Specific Requirements. (10 points)
 - Respondent Questionnaire responses. (10 points)
 - Pricing (20 points)
 - Required Interview (20 points)

4. SCOPE OF SERVICES

Phase I: Planning

- A. Proposer will review the District's current Emergency Operations Plan (EOP) and Emergency Response Plan.
- B. The proposer will be required to work with the District's Emergency Response Coordinator in developing the EOP.
- C. Proposer will provide a District level community college based Emergency Operations Plan in compliance with current State and Federal regulations to include individual site plans for each of the following: the Chula Vista campus, Crown Cove Aquatic Center and Higher Education Centers at San Ysidro, National City, and Otay Mesa. The selected Proposer will work collaboratively with the District in the assignment of designated personnel and the plan will fall within compliance of National Incident Management System (NIMS) regulations and California Standardized Emergency Management System (SEMS). The plans will include:
 - District Emergency Operations Plan
 - a. A thorough hazard analysis
 - b. Authorities and references for activating the Emergency Operations Center (EOC)
 - c. Location and Layout of EOC

d. EOC Position Checklist

- Standardized Emergency Management System (SEMS), Incident Command System (ICS), and National Incident Management System requirements (NIMS).
- A detailed organizational chart with corresponding “easy-to-read” checklists, assignments, and responsibilities.
- Area specific emergency procedures for biological emergencies, environmental emergencies (chemical spills, asbestos fiber release, air pollution alerts), bombs and explosives, disturbances, demonstrations, earthquake, fire, flooding, active shooters, terrorism, special population evacuation protocols, and governmental response to pandemic flu & other regional hazards.
- Site command team position checklist.
- A glossary, extra checklists, and ICS Forms required for state and federal recovery claim reimbursements.
- Plan & Grant Updates:
 - The Proposers should have an update protocol including a methodology for identifying all federal and state mandates and timelines for the updates.
 - Methodology to keep the plan updated for the term of the contract
 - The Proposer will provide timely information on federal grant opportunities, related to emergency planning to SCCD for its review and use.
 - The Proposer will indicate all grants available to the District and provide assistance and service in writing the grant.
- Proposer will provide a master reproducible CD of all plans with one hard copy of the six (6) plans.

Phase II Training

- A. Proposer will provide the EOP, & Site plans along with an overview of the six (6) Plans to Emergency Response Team personnel to cover:
- the organizational structure;
 - how to use the Plans;
 - individual responsibilities;
 - priority tasks within sixty (60) days of receiving Emergency Response Team Personnel assignments;
 - Campus maps/evacuation sites.
- B. Proposer will provide training to include:
- Introduction to Standardized Emergency Management System (SEMS);
 - Incident Command System (ICS-100);
 - Introduction to Higher Education (HE)/ICS-200;
 - National Incident Management System (NIMS/IS-700)

- C. Training will be customized to a community college environment for Emergency Response Team personnel and taught to the NIMS National Integration Center standards.
- D. Certificates of completion will be sent to the designated administrator for audit documentation.
- E. Training will be provided for:
 - General personnel with any role in emergency preparedness, incident management or response.
 - Public safety, police, public relations, environmental health and safety, facilities and grounds and other Incident Command System positions.
 - Leadership personnel with supervisory field roles who direct general personnel and may work within an Incident Command Post.
- F. Proposer will provide certified training sessions on the Standardized Emergency Management System & Incident Command System for Executives (SEMS Executive & ICS-402) for:
 - Executive personnel and senior administrators including Chancellors, Superintendent/Presidents, and Vice Chancellors and Vice Presidents (not in EOC) tasked with setting policy only.
 - Governing Board Officials.
- G. Proposer will provide certified training session on the certified Standardized Emergency Management System Emergency Operations Center (SEMS EOC) course for:
 - Critical personnel with a role in an Emergency Operations Center or on an emergency management team to include public safety, police, public relations, environmental health and safety, facilities and grounds and other Incident Command System positions.
 - Leadership personnel with supervisory field roles who direct general personnel and may work within an Incident Command Post.
- H. Proposer will provide certified training session on the Intermediate and Advanced Incident Command System (ICS-300/400) for:
 - Leadership personnel with supervisory field roles who direct general personnel and may work within an Incident Command Post.

Phase III Exercises

- A. Proposer will provide facilitation of a Table Top Exercise incorporating all Emergency Operations Center personnel and each site's Emergency Response Team
 - The Table Top Exercise will simulate an emergency on campus and groups will use the Emergency Operations Plan as a guide while incorporating the knowledge and skills gained in action planning session.

- Coordinate the development of Action Plans in preparation for the table top exercises. Session will include duties and responsibilities of Emergency Response Team personnel and the development of assignments for preparation of the Table Top Exercise.
- Representatives from local law enforcement, fire service, unified school district, hospital, and County Office of Emergency Services will be invited to participate and discuss coordination in an emergency.
- Proposer will design and facilitate a functional exercise (5 separate exercises).

DETAILED TIMELINE

- The Proposer will provide a detailed timeline for delivering the EOP, Site Emergency Plans and all related orientations and training.

5. PROPOSAL REQUIREMENTS

The below paragraphs require specific, written responses or confirmations. To be considered for selection, respondents shall meet/provide the following requirements:

MINIMUM REQUIREMENTS

The Proposer:

- The Proposer must operate a full-time emergency management firm. The Proposer must have provided emergency planning consulting services comparable to the duties contained in this RFP to at least three (3) large complex public / governmental entities, one (1) of which must be a Community College.
- Must be licensed in the State of California, if duties requested require such licensure.
- Must complete in full this section of proposal requirements (Section 5), the pricing schedule in (Section 7), the Firm Billing Information (Section 8) based on the scope of work described in (Section 4), signed by an authorized company signatory.
- Adherence to schedule and cost is of noteworthy criteria to this project, hence, proposer must provide significant attention to both these critical components while preparing responses.
- Must submit written answers to the respondent questionnaire (Section 6). All answers must be in the order in which the questions were asked.

SPECIFIC REQUIREMENTS

- National Incident Management System (NIMS) certification, California Standardized Emergency Management System (SEMS) and /or other emergency preparedness certifications are preferred. While certification is preferred, commensurate experience with NIMS and SEMS will be considered.
- Must have sufficient professional staff personnel who will assist in the implementation, coordination and training of the Emergency Management Program.
- Must have strong working knowledge with NIMS and California SEMS mandates and requirements. In addition, must have knowledge regarding grants and special funding within these areas at the federal and state level along with experience in identifying funding sources and writing grants.
- Proposer may subcontract any portion of this contract to another entity. District reserves the right to approve any subcontracting. All subcontracting related costs are the sole responsibility of the Proposer.
- Must comply with the relevant Federal, State and District statutes, policies, procedures, and guidelines.
- Must meet the District's Emergency Management Program objectives of this RFP as indicated in the Scope of Services in Section 4.
- Must have a thorough understanding of all Federal and State emergency planning mandates.
- Must have a professional staff that has successfully implemented an emergency plan, provided comprehensive training to a diverse staff comparable to California Community College District.
- Must provide at least three (3) positive client references regarding customer service and emergency planning performance dated within the last five (5) years.
- Must be available for consultation and meetings with the District.
- Must be able to demonstrate a quantifiable performance track record in implementing CA SEMS and NIMS regulations.

RFP Submission

Please complete all questions in the order that they are presented in the Respondent Questionnaire (Section 6) of this RFP. Preface each response with the section number, questions numbers and text of the question. Any additional comments or information may be provided as an Appendix.

The individual who is authorized to bind the emergency planning consulting Proposer (hence, "Proposer") contractually must sign a cover letter, which must accompany the Proposer's RFP response. This cover letter must indicate the signer is so authorized and must indicate the title or position that the signer holds in the Proposer's firm. **An unsigned cover letter shall cause the proposal to be rejected.** The cover letter must contain a statement that the Proposer acknowledges that all documents submitted pursuant to this request for proposal process will become a matter of public record. The letter must also contain the following:

- The Proposer's name, address, e-mail, telephone, and facsimile number.
- The Proposer's Federal Employer Identification Number and Corporate Identification Number, if applicable.
- The name, title or position, and telephone number of the individual signing the cover letter.
- A statement indicating the signature is authorized to bind the Proposer contractually.
- The name, title or position, and telephone number of the primary contact and/or account administrator, if different from the individual signing the cover letter.
- A statement to the effect that the proposal is a firm and irrevocable offer, good for 120 days. Please complete Sections 5, 6, 7 & 8 as part of your RFP response.
- A statement expressing the Proposer's willingness to perform the services as described in this RFP.
- A statement expressing the Proposer's availability of staff and other required resources for performing all services and providing all deliverables within the specified time frames as described in the RFP.

DEVIATIONS FROM RFP

Proposers must specifically provide a separate listing of each circumstance in which their proposal differs from any terms or conditions of the request for proposal. Failure to list such a deviation will result in that terms of the proposal being disregarded in favor of the correlative term(s) of the RFP.

AWARD CONSIDERATION

From the total information requested, determination shall be made of the Proposer's ability to serve the District. Only proposals from responsible organizations or individuals, as determined by SCCD, which have the capability of providing the required services under this RFP, shall be considered. Representatives from the District reserve the right to conduct interviews with the individual proposers for clarification of the proposals presented. The District reserves the right to negotiate any and all provisions presented in the proposals.

6. RESPONDENT QUESTIONNAIRE

All questions in this section require specific, written responses or confirmations.

ORGANIZATION

A. Provide a brief background of the firm. Please include your experience and qualifications in emergency planning within the California Community College environment, and other large local government entities including:

- Assessment of District needs for professional development training as outlined in SEMS & NIMS.
- Recommendations for online vs. classroom training as appropriate with all projected timelines for each level of training.
- Administering and facilitating a variety of Table Top Exercises.
- Provide a copy of a sample educational Institution Emergency Operations Plan, and Site Emergency Plan prepared within the last five (5) years.

B. Provide complete disclosure of all subcontracting activities undertaken as part of this contract including but not limited to:

- Name of the firm/firms subcontracting with.
- Type of activities /services/ portions of this proposal subcontracting with.
- Reasons for such subcontracting.
- Brief background of the firm; include experience and qualification that pertains specifically to the areas of subcontracting and to emergency planning in general.

ESTIMATED SCHEDULE

- Outline proposed schedule for completion of EOP and Site Emergency Plans.
- Outline proposed schedules for orientation and training.

PERSONNEL

- Identify the key staff in the firm who will have primary responsibility for work under this contract. Which professional staff member will be the primary client contact for the District?
- Describe their current responsibilities with the firm.
- Describe the role each firm staff member will play if a contract is awarded to the Proposer.
- How frequently would you suggest your key staff communicate with the District Emergency Planning Coordinator?
- Provide a resume of each individual who would be working on the contract, if awarded, including:
 - a. Their length of service with the firm.
 - b. Their education and specific experience in the field and relevant clients that they have served as an emergency management practitioner or consultant.
 - c. Other information that demonstrates specifically that the key personnel assigned to this contract have the skills and experience to successfully perform the duties required under the scope of work.
 - d. Resumes of all personnel partnering with, if subcontracting with other entities.

REFERENCES

- A. Give the names, addresses, and telephone numbers of three (3) large governmental entities (one of which must be a California government entity), one (1) community college client and scope of work for each.

SERVICES AVAILABLE

- A. Describe any other services you have available to SCCD in regards to emergency management.
- B. Describe the support your company can provide to SCCD in preparation for your involvement in meetings, communications, and your approach and assistance in providing emergency management advice.
- C. Describe your technological resources and how they can be used in support of the services you can provide.

- D. List any additional information about your Proposer and field that would demonstrate the Proposers' qualifications to serve as an emergency planning advisor.
- E. List any value added services that will be made available to Southwestern Community College District.
- F. List all grants that the proposer can assist the District in writing and identify the years of experience in writing Grants.

NOTE: When responding to this section, clearly identify in your proposal response to each paragraph number shown above and your response to that paragraph. Responses to all of the above questions is mandatory and critical to the evaluation process, however, if some questions do not apply to your Proposer please provide a one line justification of why this does not apply to your Proposer.

7. PRICING SCHEDULE

As the term of the contract is expected to be from April 14, 2011 to April 13, 2012 (contract may be extended to include year two (2) three (3) and four (4)), the Fee Proposal should be guaranteed for this time period from the effective date of the contract. Proposer should submit an all inclusive hourly fee for services as follows:

All Inclusive Flat Fee	\$ Amount
Phase I	
Phase II	
Phase III	

The final service fee should represent the only compensation received by the agency for services provided to SCCD. There should not be any other benefit, monetary or otherwise, that results from this relationship between the agency and SCCD.

Costs/Fees listed above shall include **all** overhead and profit. No billing will be accepted that shows any other costs than those listed above. This includes, but is not limited to, travel expenses, any out-of-pocket costs, meetings, secretarial, printing, delivery, rent, phone calls, postage, overnight mail service, accounting, fuel charges, office supplies, etc.

NOTE: Please answer all the above questions and fill in the fee proposal

- * **Payment will be made on completion of each phase.**
- * **All subcontracting cost should be included in the pricing schedule. The District will not be liable for any payments to parties that the proposer is subcontracting with.**

8. Proposer Billing Information

Name: _____
Please Print Signature

Title: _____

Company Name: _____
Please Print

Company Address: _____
(Please Print)

Telephone: _____ Fax: _____

e-mail: _____

Is your Proposer a:

☐ Corporation* ☐ Partnership ☐ Individual ☐ Joint Venture

* If a corporation, answer the following:

(a) Where incorporated: _____

(b) Date incorporated: _____

(c) Have your Articles ever been suspended or revoked? ☐ Yes ☐ No

If yes, when, for what reason, and when were they reinstated:

Has your Proposer or its parent or subsidiaries ever been debarred or suspended from providing any goods or services to the Federal Government or other public entities?

If yes, when, for what reason, and when were they reinstated:

Attachment A

Sample Agreement

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Independent Contractor Agreement**

(For short or long term contracts with a value of \$3,001 and over)

WHEREAS, it is the desire of the Governing Board of the Southwestern Community College District (hereinafter referred to as "District" or "Client") to contract with _____ as an Independent Contractor (hereinafter referred to as "Contractor" or "Engineer"); and whereas such service will assist the Governing Board in discharging its legal obligation to provide an adequate educational program; and whereas Government Code section 53060 authorizes the Governing Board to enter into contracts to obtain special services and advice in financial, economic, accounting, engineering, legal or administrative matters for the District; and

WHEREAS, Contractor has represented to the Governing Board that Contractor is knowledgeable and qualified in skills required for this project and covenants that Contractor is capable of performing the services required under this agreement; and

WHEREAS, the Governing Board recognizes that Contractor is acting as an independent contractor in the performance of work under this contract, and that Contractor, to the extent required by law, shall be solely responsible for the payment of any and all claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of its employees or agents in connection with the performance of work under this contract; and

WHEREAS, Contractor understands that, for purposes of this Agreement, Contractor is not an employee of the District and does not qualify for employee benefits, including workers' compensation benefits;

NOW THEREFORE, the following is agreed:

I. SERVICES AND WORK PRODUCT(S) TO BE RENDERED BY THE INDEPENDENT CONTRACTOR.

Contractor agrees to undertake, carry out and complete for the Governing Board, in a satisfactory and competent manner, the following services:

Proposal will become Attachment A.

II. COMPENSATION, MAXIMUM COST, AND PAYMENT.

- (a) In consideration of the service to be rendered by Contractor as outlined in this agreement, the Governing Board agrees to pay Contractor a total amount not to exceed \$_____ for services and product delivery and subsequent receipt of invoice for services rendered and products delivered by Contractor.
- (b) Invoice shall be processed within thirty (30) days upon receipt and approval by Southwestern Community College District of an invoice, in triplicate, showing services rendered for the period covered by the invoice.
- (c) All invoices submitted must contain the following certification statement: "I certify that payment requested is for appropriate purposes and in accordance with the provisions of the Contract." All invoices must be signed by Contractor's Chief Financial Officer or designee.
- (d) Contractor certifies that Contractor has not and will not receive pay for the same services or days of service by any other public agency.
- (e) District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District, unless otherwise specifically stated in this Contract.

III. PERIOD OF PERFORMANCE.

This period covered by this agreement shall begin on April 14, 2011 and shall terminate on April 13, 2012.

IV. CONFLICT OF INTEREST.

If the District determines that Contractor is a "Consultant" under Political Reform Act of 1974, Contractor shall comply with all applicable Conflict of Interest laws, including the filing of a Statement of Economic Interest, pursuant to the District's Conflict Code, under a disclosure category or categories as determined by the District's Superintendent/President.

V. INDEPENDENT CONTRACTOR.

Contractor, in the performance of this Contract, shall be and act as an independent contractor. Contractor understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility for the acts

and/or omissions of his/her employees or agents as they relate to the service to be provided under this Contract.

VI. TAXES.

Contractor acknowledges and agrees that it is the sole responsibility of Contractor to report as income its compensation received from District and to make the requisite tax filings and payments to the appropriate federal, state or local tax authority. No part of Contractor's compensation shall be subject to withholding by District for the payment of social security, unemployment, or disability insurance or any other similar state or federal tax obligation.

VII. MATERIALS.

Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Contract unless otherwise specifically stated in the Contract. Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

VIII. AUDIT AND INSPECTION OF RECORDS.

At any time during the normal business hours and as often as District may deem necessary, Contractor shall make available to District for examination at District's place of business as specified herein, all data, records, investigation reports and all other materials respecting matters covered by this Contract and Contractor will permit the District to audit, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Contract.

IX. CONFIDENTIALITY AND USE OF INFORMATION.

- (a) Contractor shall hold in trust for the District, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the District's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
- (b) Contractor shall advise the District of any and all materials used, or recommended for use by consultant to achieve the project goals, that are subject to any copyright restrictions or requirements. In the event Contractor shall fail to so advise the District and as a result of the use of

any programs or materials developed by Contractor under this Contract the District should be found in violation of any copyright restrictions or requirements, or the District should be alleged to be in violation of any copyright restrictions or requirements, Contractor agrees to indemnify, defend and hold harmless, District against any action or claim brought by the copyright holder.

X. EQUAL OPPORTUNITY/NON-DISCRIMINATION.

Contractor shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, or marital status.

Contractor shall ensure that services and benefits are provided without regard to race, color, religion, sex, age, or national origin. Contractor shall comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

XI. HOLD HARMLESS.

Contractor agrees to indemnify, but shall have no obligations to, defend the District, its officers employees from liability or damages any and all contractors, suppliers, laborers and any other person, Proposer or corporation furnishing or supplying work, services, materials or supplies to the extent actually caused by with the negligent performance of this Contract, and liability for damages, accruing or resulting to any person, Proposer or corporation who may be injured (including death) or damaged by the acts or omissions of the Contractor to the extent actually caused by the negligent performance of this Contract. The District agrees to indemnify, defend and hold harmless Contractor from any and all liability, claims and losses accruing or resulting to any and all contractors, suppliers, laborers and any other person, Proposer or corporation furnishing or supplying work, services, materials or supplies in connection with the negligent performance of this Contract, and from any and all liability, claims and losses accruing or resulting to any person, Proposer or corporation who may be injured (including death) or damaged by the acts of omissions or the District in the negligent performance of this Contract.

XII. TERMINATION.

The District or the Contractor may, at any time, with or without reason, terminate this Contract upon the giving of thirty (30) days prior written notice to the other party. In the event of termination, the Contractor shall be entitled to payment only for acceptable and allowable work performed under this Contract through the date of termination. Written notice by the District shall be sufficient to stop

further performance of services by Contractor. Notice shall be deemed given when received by Contractor or not later than five (5) days after the day of mailing, whichever is sooner.

District may also terminate this Contract upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by Contractor exposing the District to liability to others for personal injury or property damage; or (c) if Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency. Written notice by District of termination for cause shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District of obtaining the services from another contractor exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District. Written notice by District shall be deemed given when received by the other party, or no later than five (5) days after the day of mailing, whichever is sooner.

XIII. INSURANCE

Contractor agrees to carry a comprehensive or commercial general liability insurance with limits of one-million dollars (\$1,000,000) per occurrence and \$2,000,000 aggregate combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect Contractor and District against liability or claims of liability which may arise out of this Contract. In addition, Contractor agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." Prior to commencing the performance of services hereunder, Contractor shall provide District with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. Contractor agrees to name District and its officers, agents and employees as additional insureds under said policy.

XIV. WORKER'S COMPENSATION INSURANCE.

Contractor agrees to procure and maintain in full force and effect Worker's Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against District by a bona fide employee of Contractor participating under this Contract, Contractor agrees to defend and hold harmless the District from such claim.

XV. ORIGINALITY.

Contractor agrees that all material produced by the Contractor and delivered to Southwestern Community College District hereunder shall be original, except for such portion as is included with permission of the copyright owners thereof, that it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark, patent, statutory or other proprietary rights of others and that it will hold harmless the Governing Board from any costs, expenses and damages resulting from any breach of this representation.

XVI. WORKS FOR HIRE.

Contractor understands and agrees that all matters produced under this Contract shall be works for hire and shall become the sole property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District.

Contractor consents to use of Contractor name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

XVII. RIGHTS IN DATA.

Contractor grants to the Governing Board the right to publish, translate, reproduce, deliver, use and dispose of, and to authorize others to do so, all data, including reports, drawings, blueprints, and technical information resulting from the performance of work under this Contract.

XVIII. COMPLIANCE WITH APPLICABLE LAWS.

The service completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Contractor agrees to comply with all federal, state and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Contract or accruing out of the performance of such operations.

XIX. PERMITS/LICENSES.

Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Contract.

XX. NON-WAIVER.

The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Contract shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

XXI. SEVERABILITY.

If any term, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.

XXII. ASSIGNMENT.

This Contract is not assignable by Contractor either in whole or in part, nor shall the Contractor further contract for the performance of any of its obligations hereunder, without the prior written consent of the Governing Board.

XXIII. LAWS GOVERNING.

This Contract shall be governed by and construed in accordance with the laws of the State of California.

XXIV. ENTIRE AGREEMENT/MODIFICATION.

This Contract and the Attachments hereto contain the entire agreement of the parties, and no representation, provision, warranty, term, condition, promise, duty or liability, expressed or implied, shall be binding upon or applied to either party, except as herein stated. No amendment or modification of any term, provision or condition of this Contract shall be binding or enforceable unless in writing and signed by each of the parties.

XXV. NOTICES.

All notices to any party hereunder shall be in writing, signed by the party giving it, and shall be sufficiently given or served, if personally served or if sent by registered mail addressed to the parties at their address indicated in this Contract.

This Contract is entered into this 13th day of April, 2011.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date thereof.

Southwestern Community College District

Name:

Raj K. Chopra, Ph.D.
Superintendent/President
900 Otay Lakes Road

SS#/Federal Tax ID:

Address:

Chula Vista, CA 91910-7299

City/State/Zip:

Telephone: 619 482-6301/Fax: 619 482-6413

Telephone:

Fax:

Signature: _____

Date: _____

Are you a District employee? ☐ Yes ☐ No

Is a Credential or Special License required for this consultancy? ☐ Yes ☐ No

If yes, please specify and attach a copy of current License. _____

Originator:

Account No.:

Signature: _____

Date: _____

ATTACHMENT B

**Southwestern Community College District
Emergency Preparedness Plan Development
Request for Proposals**

SUBMISSION CHECKLIST

Item	Included in RFP Response
Cover Letter (Section 3)	
Responses / confirmations to Proposal Requirements (Section 3)	
Answers to all Questions in Respondent Questionnaire (Section 6)	
Pricing Schedule (Section 7)	
Firm Billing Information (Section 8)	
Exhibit A –	
Exhibit B –	
Exhibit C –	
Exhibit D –	
Exhibit E –	
Exhibit F –	
Exhibit G -	
Exhibit H --	



Carolyn J. Harshman
President

Attachment B

March 7, 2011

Priya Jerome
Director of Purchasing, Contracting & Central Services
Southwestern Community College District

This cover letter is submitted to fulfill a requirement of Southwestern Community College District RFP #118 – Comprehensive Emergency Management Program Development. This letter confirms the fact that Carolyn J. Harshman, CEM, is President and Owner of Emergency Planning Consultants and is the sole individual authorized to bind Emergency Planning Consultants to Southwestern Community College District.

Emergency Planning Consultants acknowledges that all documents submitted pursuant to this Request for Proposal will become a matter of public record. Ms. Harshman will serve as the primary contact. She and Emergency Planning Consultants share the same contact information, as provided below. Ms. Harshman is the sole proprietor of Emergency Planning Consultants and, as such, does not have a Federal Employer Identification Number. Instead, the business is associated with Ms. Harshman's personal Social Security Number which will be made available upon request.

The offer contained in this proposal from Emergency Planning Consultants is a firm and irrevocable offer and good for 120 days from March 7, 2011. Emergency Planning Consultants welcomes the opportunity to perform the services described in this proposal and stands ready to support the project with experienced staff and project support required to successfully complete all of the identified services and deliverables within the specified timeframes identified in the Request for Proposal.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Carolyn J. Harshman", with a stylized flourish at the end.

Carolyn J. Harshman, CEM
President, Emergency Planning Consultants
3665 Ethan Allen Avenue
San Diego, CA 92117
(858) 483-4626, office
(858) 483-2862, fax
epc@pacbell.net

Section 5. Proposal Requirements

The Proposer must operate a full-time emergency management firm. The Proposer must have provided emergency planning consulting services comparable to the duties contained in this RFP to at least three (3) large complex public / governmental entities, one (1) of which must be a Community College.

Emergency Planning Consultants was established by Owner and President Carolyn J. Harshman, CEM in 1986 in response to a growing need for emergency management consulting services. At the time, Ms. Harshman was working with the County of San Diego Office of Disaster Preparedness (now known as Office of Emergency Services) as an Operations Officer. For the next ten years as a part-time consultant/trainer, Carolyn taught emergency management courses for the State of California's Office of Emergency Services (now Cal EMA) and the State Fire Marshall. In 1997 Ms. Harshman's consulting business was much more than a part-time venture – it had evolved into a full service consulting practice providing a range of plans, training, and exercise to government entities.



*Carolyn J. Harshman, CEM
with Former FEMA Director
David Paulison*

Attachment: Emergency Planning Consultants Client List includes an extensive list of federal, state, local, educational institutions, and other special districts. Among those clients, the following have involved preparation of Comprehensive Emergency Management Programs similar to those requested in the Southwestern Community College District RFP #118: City of Carlsbad, City of Upland, City of Rancho Cucamonga, City of Hermosa Beach, City of Manhattan Beach, City of Rancho Palos Verdes, San Diego Unified School District, Chula Vista Elementary School District, Santa Clara County Office of Education, San Diego Community College District, and El Camino Community College District.

Specific Requirements

National Incident Management System (NIMS) certification, California Standardized Emergency Management System (SEMS) and /or other emergency preparedness certifications are preferred. While certification is preferred, commensurate experience with NIMS and SEMS will be considered.

Carolyn Harshman is a FEMA Master Trainer and has completed and meets the instructional requirements for an extensive list of FEMA, SEMS and NIMS courses. Following is a list of courses pertinent to this proposal: NIMS 700, NIMS 800, SEMS Introduction Course, SEMS EOC Course, SEMS Executive Course, ICS 100, ICS 200, ICS 300, and ICS 402.

Must have sufficient professional staff personnel who will assist in the implementation, coordination and training of the Emergency Management Program.

All trainings will be delivered by Carolyn Harshman who is a Certified Emergency Manager (as granted by the International Association of Emergency Managers) and a FEMA Master Trainer. Carolyn consistently receives very high ratings from attendees and has taught each of the courses identified in the RFP numerous times to a variety of government and educational entities. Each of the course deliveries identified in the RFP will be conducted onsite. In other words, the campus Emergency Response Team trainings will be delivered one campus at a time. This creates an optimal learning

environment and EPC has extensive experience with other educational institutions utilizing this delivery method.



*Training can be fun!
EOC Course Delivery –
City of Apple Valley,
California*

Must have strong working knowledge with NIMS and California SEMS mandates and requirements. In addition, must have knowledge regarding grants and special funding within these areas at the federal and state level along with experience in identifying funding sources and writing grants.

Carolyn has been a professional emergency manager since 1982 and has consistently maintained expertise in the laws and regulations that guide the profession. Since 1996 when California SEMS regulations were first released, Carolyn has attended briefings and reviewed initiating laws and implementing regulations pertaining to SEMS. The same has been true with NIMS. Since the tragic events of 2001, the federal government has made a concerted effort to roll out a "nationalized" emergency management system which is very similar to California SEMS.

In regards to knowledge of funding source and grants, Carolyn has a very successful track record of preparing US Department of Education's Readiness and Emergency Management for Schools (REMS) grant applications. To date, Carolyn has written or significantly contributed to the preparation of successful REMS grants for the following organizations: San Diego Unified School District (2006 and 2008), Chula Vista Elementary School District (2008 and 2010), and the State of Hawaii Department of Education (2008). All together, these grants have totaled approximately \$3,000,000.

The equivalent of a REMS grant for higher education institutions is US Department of Education's Emergency Management for Higher Education Grant (EMHE) which began in 2008. EMHE supports institutions of higher education to develop, or review and improve, and fully integrate campus-based all-hazards emergency management planning efforts. In FY 2008, 17 institutions received funding totaling approximately \$7.2 million. In FY 2009, additional EMHE awards were made from the list of eligible and scored applicants from the FY 2008 competition. Ultimately, 26 EMHE awards were made in 2009 equaling approximately \$11.2 million for FY 2009. The precepts, goals, and standards of EMHE and REMS are nearly identical. EMHE would be an excellent funding source for future emergency management activities in Southwestern Community College District.

Additional funding sources include FEMA's Pre-Disaster Hazard Mitigation Grant. These grants are released on an annual basis and provide funds for strengthening existing facilities and mitigating against impacts of known natural hazards. In order to qualify for this funding source, it's necessary that the applicant jurisdiction have an approved Local Hazard Mitigation Plan or requesting funds to prepare one. Although a Mitigation Plan is not identified in the RFP, EPC has recommended it under "Services Available –A".

Proposer may subcontract any portion of this contract to another entity. District reserves the right to approve any subcontracting. All subcontracting related costs are the sole responsibility of the Proposer.

EPC acknowledges this statement. At the present time, EPC has no need to subcontract with any other provider. However, should the need arise, EPC does have experience with and maintains a robust list of qualified consultants who could assist with any or all aspects of the tasks identified in this RFP.

Must comply with the relevant Federal, State and District statutes, policies, procedures, and guidelines.

EPC agrees to comply with this requirement.

Must meet the District's Emergency Management Program objectives of this RFP as indicated in the Scope of Services in Section 4.

Please see Attachment: Scope of Work for the recommended strategies pertaining to the Section 4. Scope of Services.

Must have a thorough understanding of all Federal and State emergency planning mandates.

EPC's knowledge and experience was identified above under "Working Knowledge with NIMS and SEMS". In addition to the knowledge and experience with NIMS and SEMS, it is even more critical that a consultant possess suitable actual experience at applying and implementing the standards within governmental and educational institutions. The greatest challenge faced by organizations during emergencies is the interface between emergency responders. If the various entities (city law enforcement, campus police, campus emergency response teams) don't understand each other's roles and responsibilities while using a common operating system, then the efficiency and effectiveness of the response will fail.

Equally important, Carolyn Harshman has relationships with the leaders in the field of higher education emergency management. Because of her extensive experience with REMS grants and REMS program administration, Carolyn maintains relationships with US Department of Education coordinators who administer both the REMS and EMHE programs. Also, Carolyn talks regularly with the REMS Technical Assistance Center who provides support, lessons learned, and document samples from REMS and EMHE recipients.

FEMA's annual Higher Education Conference is an invitation-only event where representatives from higher education institutions come together to attend presentations on academic course development and emergency management practitioner accomplishments. Carolyn has attended the FEMA Higher Education Conference for several years and was a presenter at the 2010 event on the topic of "Lessons Learned in Hazard Mitigation".

Lastly, in addition to knowledge of the national and state standards and relationships with regulators and leaders in the field of higher education emergency management, Carolyn has experience with a wide range of government (city, county, state, federal), educational institutions (K-12, community college, college and university), and utility providers (transit, water, etc.).

Must have a professional staff that has successfully implemented an emergency plan, provided comprehensive training to a diverse staff comparable to California Community College District.

Specifically regarding community college experience, Carolyn has developed Comprehensive Emergency Management Programs (plans, training, and exercises) for El Camino Community College District and San Diego Community College District. Both of these programs required activities very similar to those identified in the RFP. In addition, specific services have been provided to San Bernardino Community College District (hazard mitigation plan). See Attachment: EPC Client List for complete roster of clients and services.

Must provide at least three (3) positive client references regarding customer service and emergency planning performance dated within the last five (5) years.

Please refer to Section 6. Respondent Questionnaire - References

Must be available for consultation and meetings with the District.

EPC is located in San Diego. This proximity greatly facilitates availability for consultations and meetings with the District. The proposal does not include any costs for any type of travel or any time associated with travel.

Must be able to demonstrate a quantifiable performance track record in implementing CA SEMS and NIMS regulations.

In addition to Community Colleges, Carolyn has developed several other Comprehensive Emergency Management Programs throughout southern California including: City of Carlsbad, City of Hermosa Beach, City of Manhattan Beach, City of Rancho Cucamonga, City of Rancho Palos Verdes, City of Upland, San Diego Unified School District, Chula Vista Elementary School District, and Santa Clara County Office of Education. Specific services (plans, trainings, or exercises) have been delivered to an extensive list of other government entities (see Attachment: EPC Client List).

Deviations from the RFP

Section 5.P proposal Requirements identifies the need for a separate listing of each circumstance where the proposal by Emergency Planning Consultants differs from any items contained in Section 4. Scope of Services.

Phase II Training

ICS-300 (ICS Intermediate) and ICS-400 (ICS Advanced) are both identified in the RFP however not included in this proposal. These courses are both for high-level field responders and written specifically for city, county, state, and federal emergency responders. More specifically, the courses are designed for individuals likely to fill the position of Incident Commander at an ICS Command Post. The only individuals likely to ever need these courses at the District would be the highest ranking members of the College Police Department. Emergency Planning Consultants strongly recommends these courses be taken through a training provider, as opposed to specific classes being offered at the District through this proposal. In addition to publically available training resources including POST, Cal EMA, and FEMA's Emergency Management Institute, EPC recommends private provider Willdan Homeland Solutions, based in Anaheim, California. Each of these providers offers the ICS-300 and ICS-400 courses on a regular basis with participants from several jurisdictions attending the same course.

Section 6. Respondent Questionnaire **Organization**

A. Provide a brief background of the firm. Please include your experience and qualifications in emergency planning within the California Community College environment, and other large local government entities including:

EPC President Carolyn J. Harshman, CEM began her career in emergency management in 1982. Since the establishment of EPC in 1986, the company's focus has been on delivering emergency management services to local governments including cities, counties, educational institutions, and other special districts. As a result of working with dozens of government and educational institutions on plans, training, and exercises, Ms. Harshman is considered a subject matter expert in the field of emergency management. Carolyn is a Certified Emergency Manager, as conferred by the International Association of Emergency Managers (IAEM). She is on FEMA's Emergency Planning Advisory Committee that develops nationwide planning standards. She also serves on the US National Weather Service StormReady Board providing guidance on severe weather public awareness programs. Ms.

Harshman is a FEMA Master Trainer and teaches at FEMA's Emergency Management Institute, California Specialized Training Institute, and speaks at a variety of professional conferences. Ms. Harshman has served as Chair of the IAEM Conference Committee since 2005, guiding the conference program activities for nearly 3,000 annual attendees. Ms. Harshman holds a Master of Public Administration degree from San Diego State University.

Actively involved in assisting educational institutions since 2003, Ms. Harshman participates in FEMA's annual Higher Education Conference, regional Disaster Resistant California Community Colleges meetings, US Department of Education REMS Conferences, and monitors the REMS Technical Assistance Center which also supports the Emergency Management for Higher Education Grants.

Attachment: EPC Client List includes an extensive list of federal, state, local, educational institutions, and other special districts. Among those clients, the following have involved preparation of comprehensive emergency management programs similar to those requested in the RFP: City of Carlsbad, City of Upland, City of Rancho Cucamonga, City of Hermosa Beach, City of Manhattan Beach, City of Rancho Palos Verdes, San Diego Unified School District, Chula Vista Elementary School District, Santa Clara County Office of Education, San Diego Community College District, and El Camino Community College District.

- *Assessment of District needs for professional development training as outlined in SEMS & NIMS. During 2009, EPC was invited by the Disaster Resistant California Community Colleges program to provide an "Overview of Emergency Management" to the community college representatives attending the DRCCC Regional Meeting. That invitation came as a result of several discussions with DRCCC Board members and recommendations for EPC community college clients. At that meeting, Ms. Harshman presented a PowerPoint on the regulations and standards pertaining to emergency management that impact educational institutions. Also during that presentation, she distributed sample Strategic Plans for use by the participants. The Strategic Plan identified standards pertaining to plans, training, and exercises. In regards to assessing training needs, SEMS and NIMS both outline specific courses and examples of targeted audiences. Although the language of the implementing guidelines is vague and confusing (it implies every single staff member and occupant should be trained!), the actual regulatory documents very clearly explain who needs training: staff members with an identified (documented) role in an emergency. The key to an effective needs assessment is fundamental knowledge of the underlying regulations and standards.*
- *Recommendations for online vs. classroom training as appropriate with all projected timelines for each level of training. Although FEMA has made many of the NIMS and ICS courses available online (as have many private providers), it is the experience of EPC that live training creates a much superior learning outcome. The participants of these courses, for the most part, do not have emergency-related day-to-day jobs and therefore some of the concepts of emergency management and disaster response remain foreign even at the conclusion of online courses. One exception to this finding is when customized online courses are developed utilizing mandated course content materials while customizing the content with jurisdiction-specific examples and case studies. EPC has developed online courses in the past for educational institutions so large that live trainings are simply impractical. As an example, working with San Diego Unified School District, it was necessary to provide the NIMS 700 course to hundreds of EOC, campus, and field response staff. EPC prepared a customized online course with SDUSD specific content, photos, and pertinent historical examples. The delivery system utilized the District's intranet, existing login accounts used to verify participant information, a test embedded at the end of the course materials, and a closing screen with a course certificate indicating participant's name, course title, and date of completion. That said, EPC has experience with successful development of delivery of live and online courses. This proposal is based on live trainings, however EPC is open to and capable of changing that delivery method should the District so choose.*

- Administering and facilitating a variety of Tabletop Exercises.
Exercise design and delivery is mastered over time. Back in the late 1980's Ms. Harshman attended her first FEMA Exercise Design Course at the Emergency Management Institute. Since that time, she has taught the course dozens of times and builds tabletop exercises into every training delivery. The trainings identified in this RFP (excluding the Executive Course), will include several brief tabletop exercises. To date, EPC has delivered approximately 1,500 tabletops, 200 functional, and 2 full-scale/field exercises (active shooter).
- Provide a copy of a sample educational Institution Emergency Operations Plan, and Site Emergency Plan prepared within the last five (5) years.
See Attachment: Work Samples

B. Provide complete disclosure of all subcontracting activities undertaken as part of this contract.
None

Estimated Schedule

- Outline proposed schedule for completion of EOP and Site Emergency Plans.
See Attachment: Project Schedule
Please Note: The attached Project Schedule complies with the one-year timeline identified in the RFP. Although it is certainly possible to accomplish all of the identified tasks in a one-year period, EPC recommends and would be available to extend the tasks over a longer period of time. Given the academic calendar, budget cutbacks, and resulting strained schedules, it can be challenging to schedule trainings and exercises with large groups. To that end, EPC recommends expanding the activities over two years.
- Outline proposed schedules for orientation and training.
See Attachment: Project Schedule

Personnel

- Identify the key staff in the firm who will have primary responsibility for work under this contract. Which professional staff member will be the primary client contact for the District?
Carolyn Harshman will serve as the Point of Contact and will have primary responsibility for work under this contract. Support staff will include Tim Harshman and Alex Fritzler. See Attachment: Resume of Carolyn J. Harshman, CEM, Attachment: Resume of Timothy W. Harshman, and Attachment: Resume of Alexander L. Fritzler.
- Describe their current responsibilities with the firm.
Carolyn Harshman is the Owner and President of Emergency Planning Consultants and is responsible for all business and consulting aspects. Tim Harshman and Alex Fritzler conduct document and internet research in support of plans, training, and exercises.
- Describe the role each firm staff member will play if a contract is awarded to the Proposer.
Carolyn Harshman will be the provider of all professional consulting services: plan writing, customizing trainings, exercise design, facilitations, meetings, training deliveries, and exercise deliveries. Tim Harshman and Alex Fritzler will provide support services relating to hazard research, preparation of graphics and other tools to support planning documents and training materials, and assist with tallying evaluations and preparation of After-Action Reports.
- How frequently would you suggest your key staff communicate with the District Emergency Planning Coordinator? *In addition to the recommended quarterly Advisory Committee meetings, monthly meetings would be scheduled with the District's Emergency Response Coordinator.*
- Provide a resume of each individual who would be working on the contract.
 - a. Their length of service with the firm. *See Resumes*

- b. Their education and specific experience in the field and relevant clients that they have served as an emergency management practitioner or consultant. *See Resumes*
- c. Other information that demonstrates specifically that the key personnel assigned to this contract have the skills and experience to successfully perform the duties required under the scope of work. *The knowledge, skills, and experience of EPC have been outlined throughout this proposal. However, there are other attributes and facts that are noteworthy and pertinent to this proposal.*

Carolyn is a native San Diegan and has lived in the San Diego region her entire life. After graduating from Chula Vista High School, she attended Southwestern Community College and received an Associate of Arts Degree - Psychology. She then attended San Diego State University and received a Bachelor of Arts Degree – Psychology and a Master of Public Administration. Having worked in emergency management since 1982, Ms. Harshman maintains long-standing relationships with local agencies and individual responders. Her work as a professional planner included relationships with the City of San Diego and the County of San Diego. Her work as a consultant has a much broader reach – including the City of Chula Vista.

All that said, Carolyn Harshman knows San Diego... knows Chula Vista... and knows Southwestern Community College. There will be no need for “learning curves”, time and money spent on travel, or struggles to figure out local politics.

- d. Resumes of all personnel partnering with, if subcontracting with other entities. *Not applicable*

References

See Attachment: Section 6. Respondent Questionnaire - References

Services Available

- A. Describe any other services you have available to SCCD in regards to emergency management.

Attachment: Scope of Work, EPC recommends the following additional services:

Phase I: Planning

Advisory Committee - There is no particular mention of the need for an advisory committee, however EPC has extensive experience will integrating such a group into the planning process. The concept would be to include leaders from the Emergency Operations Center, a leader from each of the Sites, and leaders from the field responders (e.g. College Police Department, Maintenance, etc.). The Advisory Committee would meet on a quarterly basis to assist in guiding the development of plans, training, and exercises.

Capability and Needs Assessment - Another important component in the planning process is to compare the hazards you have to your response capabilities. Although this can range anywhere from simple to complex, EPC feels the most important aspect is to determine whether or not the individuals charged with emergency response have the plans, training, and supplies required for success. Plans that the District is required to maintain are a District-level Emergency Operations Plan (in the RFP), Site Emergency Plans (in the RFP), and a Local Hazard Mitigation Plan (EPC recommending this under “Services Available – A”). In regards to trainings, EPC is assuming the District does not already track mandated disaster trainings, and therefore offers to assist with the collection of data and establishment of a training tracking system. Another critical component of a Capability and Needs Assessment is conducting an inventory of essential emergency supplies.

Hazard Mitigation Plan - The federal government's Disaster Mitigation Act of 2000 requires every state and local government (including public educational institutions and other special districts) to develop, maintain, and update a Local Hazard Mitigation Plan. This Plan has been required since 2004 and the District is in jeopardy of not being eligible for critical rebuilding and reconstruction funds in the event of a Presidential-

declared major disaster. EPC has written more than fifty Hazard Mitigation Plans. Impact of this planning process on the District will include the Advisory Committee's participation in three two-hour meetings and the Plan will need to be submitted to the Governing Board for adoption.

Strategic Plan – A comprehensive emergency management program is not static. Built originally based on standards and regulations at the time, the overall program must be adjusted and maintained in order to be compliant. In addition, staffing and facilities change on a regular basis so plans, training, and exercises must be updated and renewed. The Strategic Plan includes all of the major component of an emergency management program along with responsibilities and timelines.

Phase III: Exercises

The RFP calls for the design and delivery of tabletop exercises at the EOC and at each of the campus locations. EPC also recommends a tabletop exercise for each of the "field response" departments (e.g. College Police Department, Maintenance, etc.).

The RFP also identifies the need for functional exercises at the 5 campus locations. EPC strongly recommends a functional exercise for the staff of the Emergency Operations Center. While a tabletop exercise is discussion-based exercise involving an initial disaster scenario and a progression of increasingly complex situations that are discussed by the participants, a functional exercise adds a greater dimension of reality. As an example, a functional exercise in the Emergency Operations Center would include not only the scenario and message injects but the added reality of simulated telephone calls, television broadcasts, simulators representing outside entities, etc. By far, this level of exercise has the richest return on learning and application of knowledge.

Other Services Provided by Emergency Planning Consultants

EPC believes it is critical that the District be provided an opportunity to learn and master the building blocks of emergency management before diverting into more advanced plans, training, and exercises. However, as indicated in Attachment: EPC Client List, EPC has experience and capability to provide and support advanced services including the following: multi-jurisdictional functional exercises (simultaneous exercise involving District, cities, and utility providers), full-scale or field exercise (similar to the site functional exercises but with actual response from external emergency responders – City of Chula Vista Police Department, Fire Department, etc.), Continuity of Operations Plan (discusses critical department-level functions and how those functions will be accomplished during a crisis – example: payroll), Specialized Training for Emergency Response Team (Search & Rescue, First Aid), and EOC Section-Specific Trainings.

B. Describe the support your company can provide to SCCD in preparation for your involvement in meetings, communications, and your approach and assistance in providing emergency management advice.

As identified in the Attachment: Scope of Work, EPC will take the lead on working with meeting, training, and exercise locations to identify desirable dates, times, and meeting rooms. EPC will provide all training materials and refreshments for each of the trainings and exercises. Rather than a centralized delivery system, EPC much prefers onsite deliveries. This approach is much more efficient and effective for the training and exercise participants.

C. Describe your technological resources and how they can be used in support of the services you can provide.

EPC produces professional quality documents and training materials on a daily basis. The office is equipped with a full range of color and black/white laser printers, high speed copiers, laptop and projectors, portable screen, and other equipment required for professional production and delivery of services.

Additionally, EPC has produced online courses and a wide range of document management tools (merges, templates, etc.) that greatly increase efficiency to both the client and the company. Most recently, a site

emergency plan was developed for San Diego Unified School District. The District maintains 252 campuses and administrative locations – each in need of a customized plan. After writing the site plan template with input from Principals, School Police, Nursing, Counseling, and Maintenance, EPC worked with each site administrator to gather site-specific information and enter it into a Microsoft Access Database. The database content for that site was then merged with the site plan template and a customized plan emerged. Each site has approximately 50 site-specific pieces of data (names of Team members, emergency signals, etc.) that need to find their way into the site's plan. The process developed by EPC has worked seamlessly for several years.

EPC's website is in the process of being updated. In the future it will include the capacity to serve as a location where authorized users will be able to download client-specific documents.

EPC support staff are extremely computer savvy, fully utilizing all components of the Microsoft Office Suite including: Word, Excel, PowerPoint, Access, and Visio. EPC also maintains still and video photographic equipment and skills.

D. List any additional information about your Proposer and field that would demonstrate the Proposers' qualifications to serve as an emergency planning advisor.

EPC takes great pride in having happy customers. Training and exercises can be entertaining – even when the subject matter is important and serious by its very nature. Lessons learned, photographs, role playing, brief tabletop exercises, props, team building exercises, video and audio clips from real events can all contribute to an engaging and interesting training environment. Training evaluations following EPC trainings routinely mention “fun”, “engaging – now I get it”, “you make a boring subject really interesting”, “you turn complex issues into simple ones”. Clearly, the proverbial light bulb comes on and people are engaged and excited.

The other way EPC “makes a difference” is by its dedication to sustainability. The proposed work is just the beginning of a long process of building and maintaining an emergency management program that will last for decades. In order for the initial building to be successful, it's critical that EPC coach, mentor, and inspire representatives at the District. The obvious ones are the District's Emergency Response Coordinator, the College Police Chief, and the members of the Advisory Committee. The less obvious but equally important are the members of the campus Emergency Response Teams. If the Team members don't “get it” then the entire program will fail. A program like this might be rolled out from the top but it's held together day after day by the people at the individual campuses.

Carolyn Harshman has great passion for emergency management and it's contagious!

E. List any value added services that will be made available to Southwestern Community College District. Recommended earlier in Services Available – A, EPC offers the addition of the EOC Functional Exercise as a value added service. Because the EOC maintains many more positions than a site-specific Emergency Response Team, designing an EOC Functional Exercise is much more complex. In addition, EPC offers the addition of the Capability and Needs Assessment and the Strategic Plan as value added services. The value of all three of these activities is \$20,000.

F. List all grants that the proposer can assist the District in writing and identify the years of experience in writing Grants.

Since 2006, Ms. Harshman has enjoyed a very successful track record in preparing applications for federal grants. Specifically, EPC has been quite successful with US Department of Education's Readiness and Emergency Management for Schools (REMS) grant applications. To date, Carolyn has written or significantly contributed to the preparation of successful REMS grants for the following organizations: San Diego Unified School District (2006 and 2008), Chula Vista Elementary School District (2008 and 2010),

and the State of Hawaii Department of Education (2008). All together, these grants have totaled approximately \$3,000,000.

The equivalent of a REMS grant for higher education institutions is US Department of Education's Emergency Management for Higher Education (EMHE) which began in 2008. EMHE supports institutions of higher education to develop, or review and improve, and fully integrate campus-based all-hazards emergency management planning efforts. In FY 2008, 17 institutions received funding totaling approximately \$7.2 million. In FY 2009, additional EMHE awards were made from the list of eligible and scored applicants from the FY 2008 competition. Ultimately, 26 EMHE awards were made in 2009 equaling approximately \$11.2 million for FY 2009. Although EPC has not yet provided grant writing assistance on an EMHE application, the precepts, goals, and standards of EMHE and REMS are nearly identical.

The other likely source of emergency management related funding would be FEMA's Pre-Disaster Hazard Mitigation Grants. These grants provide funds for strengthening and enforcing facilities in advance of a major disaster. In order to qualify for this funding source, it's necessary that the applicant jurisdiction have an approved Local Hazard Mitigation Plan or using the grant to prepare such a Plan.

Section 7. Pricing Schedule

See Attachment: Section 7. Pricing Schedule

Section 8. Proposer Billing Information

See Attachment: Section 8. Proposer Billing Information

ATTACHMENTS

Training – Target Audience

Section 6. Respondent Questionnaire – References

Section 7. Pricing Schedule

Section 8. Proposer Billing Information

Scope of Work

EPC Client List

Project Schedule

Resume of Carolyn J. Harshman, CEM

Resume of Timothy W. Harshman

Resume of Alexander L. Fritzler

**Work Sample: District Emergency Operations Plan & Site Emergency Plan
(Miramar College Site Emergency Plan is a separate electronic file)**

Attachment: Training – Target Audience

	Executive Leadership & Governing Board	EOC Staff	Site Emergency Response Team Members	Field Responders (Campus Police, Maintenance, etc.) with emergency responsibilities
SEMS Introduction Course		X	X	X
NIMS-700: Introduction		X	X	X
ICS-100 HE: Introduction to ICS for Higher Education		X	X	X
ICS -200b: Single Resources and Initial Action Incidents (updated version of ICS 200: ICS Basic)		Supervisory only (EOC Section Chiefs)	Supervisory only (ERT Section Chiefs)	Supervisory only – individuals who would likely fill Section Chief positions at a field ICS Command Post
SEMS Emergency Operations Center Course (will also include brief overview of the Campus Site Emergency Plans)		X		
Site Emergency Response Team Training			X	
Field Response Department Training				X
Combination of SEMS Executive Course and G:402: ICS Overview for Executives/Senior Officials	X			

Note: NIMS-800 National Response Framework was not identified in the RFP. That course is required only for individuals whose full-time profession is dedicated to emergency management. Although the proposal identifies a "District Emergency Response Coordinator", it is not clear whether or not this individual has collateral duties. In the event the Coordinator works full-time on emergency management responsibilities, EPC recommends the individual pursue the online version of NIMS-800 to satisfy the requirement.

Attachment: Section 6. Respondent Questionnaire – References

Name	Address	Telephone	Scope of Work
Don Braun, Chief of School Police <i>San Diego Unified School District</i>	4100 Normal Street San Diego, CA 92103	619-725-7000	2003 - 2010 Comprehensive Emergency Management Program (plans, training, and exercises)
Don Bolce, Program Director - Special Projects <i>Santa Clara County Office of Education</i>	1290 Ridder Park Drive San Jose, CA 95131	408-453-6877	2010 – present Comprehensive Emergency Management Program (plans, training, and exercises)
Anthony Millican, Communications Director <i>Chula Vista Elementary School District</i>	84 East J Street Chula Vista, CA 91910	619-425-9600 x1328	2007- present Comprehensive Emergency Management Program (plans, training, and exercises)
Charlie Hogquist, Chief of College Police <i>San Diego Community College District</i>	3375 Camino Del Rio South San Diego, CA 92108	619-388-6404	2007- 2009 Comprehensive Emergency Management Program (plans, training, and exercises)
Rocky Bonura, Director of Business Services <i>El Camino Community College District</i>	16007 Crenshaw Boulevard Torrance, CA 90506	310-532-3670 x3126	2007- present Comprehensive Emergency Management Program (plans, training, and exercises)

Attachment: Section 7. Pricing Schedule

All Inclusive Flat Fee	\$ Amount as per RFP	\$ EPC Additional Recommended Services
Phase I: Planning	\$39,200	\$20,000
Phase II: Training	\$19,200	No change
Phase III: Exercises	\$35,200	\$6,400
	\$93,600	\$26,400

Task (<i>EPC additional items shown in italics</i>)	Cost Basis	Total
Phase I: Planning		
<i>Advisory Committee Meetings</i>	<i>Pricing included in planning activities</i>	\$0
District Emergency Operations Plan	Flat Fee	\$10,000
Site Emergency Plans	\$5,000 template development + \$1,000 per site for customizing	\$10,000
<i>Hazard Mitigation Plan</i>	<i>Flat Fee</i>	<i>\$20,000</i>
Monitor Grant Availability and Write Grants (EMHE and FEMA Pre-Disaster Hazard Mitigation Grants)	Also includes overall project management. 1 day per month (\$1,600 x 12 months = \$19,200) to handle communications, grant monitoring and grant writing	\$19,200*
<i>Strategic Plan</i>	<i>Flat Fee \$5,000</i>	<i>Value Added Activity</i>
<i>Capability and Needs Assessment</i>	<i>Flat Fee \$5,000</i>	<i>Value Added Activity</i>
Phase II: Training		
Emergency Response Team Trainings (5 total)	5 deliveries x \$1,600	\$8,000
Field Response Training (2 total)	2 deliveries x \$1,600	\$3,200
Emergency Operations Center Training	1 delivery	\$3,200
ICS 200b - Single Resources and Initial Action Incidents	1 delivery	\$3,200
Executive Training	1 delivery	\$1,600
Phase III: Exercises		
Emergency Response Team Tabletop Exercises (5 total)	5 deliveries x \$3,200	\$16,000
EOC Tabletop Exercise	1 delivery	\$3,200
<i>Field Response Tabletop Exercises (2 total)</i>	<i>2 deliveries x \$3,200</i>	<i>\$6,400</i>
Emergency Response Team Functional Exercises (5 total)	5 deliveries x \$3,200	\$16,000
<i>EOC Functional Exercise</i>	<i>Flat Fee \$10,000</i>	<i>Value Added Activity</i>
* In the event the contract is extended beyond one year, this monthly fee would need to be extended.		

Attachment: Section 8.P roposer Billing Information

Southwestern Community College District
900 Otay Lakes Road, Chula Vista, CA 91910

8. Proposer Billing Information

Name: CAROLYN HARSHMAN
Please Print

[Signature]
Signature

Title: PRESIDENT

Company Name: EMERGENCY PLANNING CONSULTANTS
Please Print

Company Address: 3665 ETHAN ALLEN AVENUE
(Please Print) SAN DIEGO, CA 92117

Telephone: 858-483-4626

Fax: 858-483-2862

e-mail: EAC@PACBELL.NET

Is your Proposer a:

() Corporation* () Partnership (X) Individual () Joint Venture

* If a corporation, answer the following:

(a) Where incorporated: _____

(b) Date incorporated: _____

(c) Have your Articles ever been suspended or revoked? () Yes () No

If yes, when, for what reason, and when were they reinstated:

Has your Proposer or its parent or subsidiaries ever been debarred or suspended from providing any goods or services to the Federal Government or other public entities? NO

If yes, when, for what reason, and when were they reinstated:

Attachment: Scope of Work

This document identifies the project approach for each of the items identified in Section 4. Scope of Services.

Phase I: Planning

The planning documents (District EOP, Site Emergency Plan) will be developed by EPC in coordination with the District Emergency Response Coordinator. In addition, EPC recommends the establishment of an Advisory Committee that will meet on a quarterly basis to provide guidance and input throughout the project. (Please see "Services Available – A").

The District Emergency Operations Plan will include a hazard analysis that will be based existing data contained in the San Diego County Hazard Mitigation Plan as well as hazard data contained in the City of Chula Vista's Emergency Operations Plan. EPC maintains both of those reference documents. The District EOP will also include information about the organizational structure and authorities relating to activation of an Emergency Operations Center, along with activation guidelines, staffing charts, and position checklists. Also, District-wide emergency procedures will be detailed in the District EOP.

A Site Emergency Plan "template" will also be developed for use as a building block for each of the five campus locations. The Site Emergency Plan will be designed to meet the needs of effective handling of an onsite emergency. Each of the campus plans will be based on the same "template". EPC will work onsite with each campus to customize the Plan with campus-specific information (e.g. emergency signals, evacuation paths, name of Emergency Response Team members, etc.). In addition, each of the Site Emergency Plans will contain information about the hazards most likely to impact the campus (e.g. earthquake, flooding, wildfire, tsunami). Finally, the Emergency Plans will contain position checklists with detailed descriptions of the tasks associated with each of the Team's positions.

Both the District EOP and Site Emergency Plans will contain language about the importance and frequency of plan updates. Throughout the length of the contract, EPC will maintain responsibility for plan updates to all plans. Upon completion of all contracted work, EPC will provide electronic and hard copies of each of the six final plans to the District.

Preparation of the Site Emergency Plans will include EPC participating in onsite meetings at each of the campuses. The intention will be to meet with the campus administrator to discuss the Plan, gather pertinent emergency information about the site (emergency signals, evacuation locations, etc.), and assist with identifying appropriate members to serve on the Emergency Response Team. Determining Team membership is critical to the invitation process during Phase II: Training.

EPC's response to Section 5. Proposal Requirements includes a discussion on funding sources and grant writing. Please refer to that response for a detailed description. In summary, EPC has extensive experience with grants well suited to community colleges.

Assuming the District accepts EPC's recommendation to add the Hazard Mitigation Plan, this task will be added to Phase I: Planning. The majority of the Plan will be researched and written by EPC. The Advisory Committee (or some other group designated by the District), will be required to attend 3 2-hour meetings to learn about the hazards impacting the District's holdings. In addition, the group will be tasked with identifying existing mitigation activities. Mitigation is defined as activities taken to minimize or eliminate threats associated with hazards. As an example, it is likely that the Southwestern College location already mitigates against wildfire with a brush management program. The focus of the Plan is to identify hazards then identify existing and future techniques for minimizing the need for future emergency response. Also, if the District accepts the value added services (Capability and Needs Assessment and Strategic Plan), these too will be added to Phase I: Planning.

Phase II: Training

In advance of the training deliveries, EPC will create a combined course that eliminates redundancies while maintaining mandated content integrity. The combined courses will include SEMS Introduction, NIMS 700, and ICS 100. Separately, these courses would be approximately 6 hours long however the removal of redundancies will grossly reduce the course time total. Also in advance of the deliveries, EPC will prepare a "Plan Overview" PowerPoint that will share the connections and differences between the District Emergency Operations Plan and the Site Emergency Plan. Each of the trainings will include opportunities for participant involvement. Tests will be administered, as necessary, evaluation forms distributed, and completion certificates issued by EPC.

Emergency Response Team Training

The Emergency Response Team Training will be delivered onsite during separate deliveries to each of the campus Teams (5 total). The training will include mandated content from SEMS Introduction, NIMS 700, ICS 100, and the District-specific Plan Overview. The training will last a total of 4 hours. EPC will provide all training materials and refreshments. Each location will be responsible for inviting the "first and second" shift members, as identified in the Site Emergency Plan. EPC will coordinate directly with the campus administrator to identify a suitable date, time and location for the training.

Field Response Staff Training

The training will include mandated content from SEMS Introduction, NIMS 700, ICS 100, and the District-specific Plan Overview. It is contemplated that EPC will provide at least two of these trainings – one to College Police Department and one to the Maintenance Department. The training will last a total of 4 hours. EPC will provide all training materials and refreshments. The departments will be responsible for inviting staff members with field responsibilities during an emergency. EPC will coordinate directly with the Department head to identify a suitable date, time and location for the training.

Emergency Operations Center Staff Training

The training will include mandated content from SEMS Introduction, NIMS 700, ICS 100, the District-specific Plan Overview, and the SEMS Course materials. The training will last a total of 8 hours. EPC will provide all training materials and refreshments. The District Emergency Response Coordinator will be responsible for inviting the "first and second" shift members, as identified in the District's Emergency Operations Plan. EPC will coordinate directly with the Coordinator to identify a suitable date, time and location for the training.

ICS 200b - Single Resources and Initial Action Incidents (updated version of ICS 200: ICS Basic)

This course covers advanced concepts and issues for individuals likely to serve in a supervisory capacity during an emergency. Specifically, EPC recommends that staff designated for "Section Chief" positions in the field (e.g. College Police, Maintenance), in the Emergency Operations Center, or on an Emergency Response Team be required to attend. This course is 8 hours long and will be offered in a centralized location. It is contemplated that approximately 35 individuals will need to take this course. This course needs to be taken after the courses identified above including ICS 100.

Executive Leadership and Board Officials Training

This training is a minimum of 1 hour long and contains mandated content from G-402 ICS System for Executives and SEMS Executive. EPC will coordinate directly with the Coordinator to identify a suitable date, time and location for the training.

Phase III Exercises

Tabletop Exercises

EPC will design three different tabletop exercise scenarios (e.g. earthquake, flooding, and wildfire) based on the hazard posing the most significant threat to the District. The scenario for the campuses will be selected based on the location's vulnerability to hazards. As an example, the Tabletop Exercise for the Emergency Response Team for the Southwestern College campus may focus on wildfire as the initiating

hazard. EPC will work with the Disaster Emergency Response Coordinator to select a suitable scenario for the EOC Tabletop Exercise. Each of the Tabletop Exercises will be delivered onsite and will last 2 hours. EPC also recommends tabletop exercises be offered to each of the field response departments. EPC will serve as the Exercise Controller (facilitator) during each of the tabletop exercises. An After-Action Report will be developed at the conclusion to each exercise.

Functional Exercises

The RFP identifies the need for functional exercises to be designed and delivered for each of the five campus locations. In addition to the site-level functional exercises, EPC strongly recommends that the Emergency Operations Center staff also have the opportunity to experience a functional exercise. This activity has been recommended as a value added service (see "Services Available – E).

The Emergency Response Team functional exercises will involve the site providing approximately a dozen role-playing "victims". Before the beginning of the exercise, the victims will be pre-positioned and building damage signs will be posted. The exercise will begin with the EPC Exercise Controller reading the initiating scenario (e.g. a 7.0 earthquake has just taken place on the Rose Canyon Fault). Additional messages, victims, and damage to buildings will provide a very realistic setting for the site's Emergency Response Team to practice their roles and responsibilities while utilizing the site's emergency supplies. An After-Action Report will be developed at the conclusion to each exercise.

Attachment: EPC Client List

Emergency Planning Consultants Client List		
	Address	Scope of Work
Federal Government		
FEMA	16825 S. Seton Avenue Emmitsburg, MD 21727	Course deliveries at the Emergency Management Institute and non-resident deliveries
State Governments		
California	1 Capitol Mall Sacramento, CA 95814	Multi-Hazard Functional Plan Template; Course deliveries at California Specialized Training Institute
Indiana	200 W Washington Street Indianapolis IN 46204	Comprehensive Emergency Management Plan Template; Facilitated completion of CEMP for 15 Indiana Counties
Missouri	201 W Capitol Avenue # B2 Jefferson City, MO 65101	Comprehensive Emergency Management Plan Template
New Hampshire	107 North Main Street Concord, NH 03301	State Operations Plan and EOC Standard Operating Procedures
Hawaii	1390 Miller Street Honolulu, HI 96813	Readiness and Emergency Management for Schools Grant (2008)
City and County Governments		
City of Anaheim	200 S. Anaheim Boulevard Anaheim CA 92805	Update Hazard Mitigation Plan
City of Artesia	18747 Clarkdale Avenue Artesia, CA 90701	Hazard Mitigation Plan
City of Bellflower	16600 Civic Center Drive Bellflower, CA 90706	Hazard Mitigation Plan
City of Carlsbad	1200 Carlsbad Village Drive Carlsbad, CA 92008	Comprehensive Emergency Management Program – Emergency Operations Plan, EOC Trainings and Exercises, Full-Scale Active Shooter Exercise (multi-jurisdictional law enforcement event)
City of Carson	701 E Carson Street Carson, CA 90745	Hazard Mitigation Plan
City of Cerritos	18125 Bloomfield Avenue Cerritos, CA 90703	Hazard Mitigation Plan
City of Chula Vista	276 Fourth Avenue Chula Vista, CA 91910	Pre-Disaster Recovery & Reconstruction Plan
City of Compton	205 S. Willowbrook Avenue Compton, CA 90220	Hazard Mitigation Plan, Update Hazard Mitigation Plan
City of Cudahy	5220 Santa Ana Street Cudahy, CA 90201	Hazard Mitigation Plan
City of Culver City	9770 Culver Boulevard Culver City, CA 90232	Hazard Mitigation Plan
City of Downey	11111 Brookshire Avenue Downey, CA 90241	Hazard Mitigation Plan
City of El Monte	11333 Valley Boulevard El Monte, CA 91731	Hazard Mitigation Plan
City of El Segundo	350 Main Street El Segundo, CA 90245	Hazard Mitigation Plan

City of Hawaiian Gardens	21815 Pioneer Boulevard Hawaiian Gardens, CA 90716	Hazard Mitigation Plan
City of Hermosa Beach	1315 Valley Drive Hermosa Beach, CA 90254	Comprehensive Emergency Management Program - Hazard Mitigation Plan, Emergency Operations Plan, EOC Trainings and Exercises
City of Huntington Park	6550 Miles Avenue Huntington Park, CA 90255	Hazard Mitigation Plan
City of La Habra Heights	1245 Hacienda Road La Habra Heights, CA 90631	Hazard Mitigation Plan
City of La Mirada	13700 La Mirada Boulevard La Mirada, CA 90638	Hazard Mitigation Plan
City of Long Beach	333 West Ocean Boulevard Long Beach, CA 90802	Hazard Mitigation Plan
City of Lynwood	11330 Bullis Road Lynwood, CA 90262	Hazard Mitigation Plan
City of Manhattan Beach	1400 Highland Avenue Manhattan Beach, CA 90266	Comprehensive Emergency Management Program - Hazard Mitigation Plan, Emergency Operations Plan, Deliver EOC Trainings and Exercises
City of Maywood	4319 Slauson Avenue Maywood, CA 90270	Hazard Mitigation Plan
City of Moorpark	799 Moorpark Avenue Moorpark, CA 93021	Hazard Mitigation Plan
City of Norwalk	125 East Avenue Norwalk, CA 06851	Hazard Mitigation Plan
City of Rancho Palos Verdes	30940 Hawthorne Boulevard Rancho Palos Verdes, CA 90275	Comprehensive Emergency Management Program – Hazard Mitigation Plan, Emergency Operations Plan, EOC Trainings and Exercises
City of Rolling Hills	2 Portuguese Bend Road Rolling Hills, CA 90274	Hazard Mitigation Plan
City of Rolling Hills Estates	4045 Palos Verdes Drive North Rolling Hills Estates, CA 90274	Hazard Mitigation Plan
City of Santa Fe Springs	11710 Telegraph Road Santa Fe Springs, CA 90670	Hazard Mitigation Plan
City of Signal Hill	2175 Cherry Avenue Signal Hill, CA 90755	Hazard Mitigation Plan
City of South El Monte	1415 Santa Anita Avenue South El Monte, CA 91733	Hazard Mitigation Plan
City of South Gate	8650 California Avenue South Gate, CA 90280	Hazard Mitigation Plan
City of Vernon	4305 South Santa Fe Avenue Vernon, CA 90058	Hazard Mitigation Plan
City of Whittier	13230 Penn Street Whittier, CA 90602	Hazard Mitigation Plan, Update Hazard Mitigation Plan
County of Los Angeles	500 W. Temple Street Los Angeles, CA 90012	Update Hazard Mitigation Plan
City of Santa Ana	20 Civic Center Plaza Santa Ana, CA 92701	Emergency Operations Plan
Town of Yucca Valley	57090 Twentynine Palms Highway Yucca Valley, CA 92284	Hazard Mitigation Plan
City of Twentynine Palms	6136 Adobe Road Twentynine Palms, CA 92277	Update Hazard Mitigation Plan

City of Rancho Cucamonga	10500 Civic Center Drive Rancho Cucamonga, CA 91730	Comprehensive Emergency Management Program - Emergency Operations Plan, Departmental Continuity of Operations Plans, Continuity of Government Plan, EOC Trainings and Exercises
City of Upland	460 N. Euclid Avenue Upland, CA 91786	Comprehensive Emergency Management Program - Emergency Operations Plan; EOC Training and Exercises; EOC Design
County of San Bernardino	385 N. Arrowhead Avenue San Bernardino, CA 92415	Exercise Evaluator; EOC Course deliveries and SEMS Introduction Online Course
Educational Institutions		
Chula Vista Elementary School District	84 East J Street Chula Vista, CA 91910	Comprehensive Emergency Management Program - Hazard Mitigation Plan, District Emergency Operations Plan, Site Emergency Plans, Needs & Capabilities Assessment, District Hazard Analysis, Risk/Vulnerability Assessments
Covina-Valley Unified School District	519 E. Badillo Street Covina, CA 91723	Hazard Mitigation Plan, District Hazard Analysis, Needs & Capability Assessment
Compton Unified School District	501 S. Santa Fe Compton, CA 90221	Hazard Mitigation Plan
East Whittier City Elementary School District	14535 E. Whittier Boulevard Whittier, CA 90605	Hazard Mitigation Plan
El Camino Community College District	16007 Crenshaw Boulevard Torrance, CA 90506	Comprehensive Emergency Management Program - Hazard Mitigation Plan, District Emergency Operations Plan, Site Emergency Plans, Needs & Capabilities Assessment, District Hazard Analysis, Risk/Vulnerability Assessments
El Segundo Unified School District	641 Sheldon Street El Segundo, CA 90245	Hazard Mitigation Plan
Little Lake City Elementary School District	10515 South Pioneer Boulevard Santa Fe Springs, CA 90670	Hazard Mitigation Plan
Los Nietos Elementary School District	8324 S. Westman Avenue Whittier, CA 90606	Hazard Mitigation Plan
Palos Verdes Peninsula Unified School District	3801 Via La Selva Palos Verdes Estates, CA 90274	Hazard Mitigation Plan
San Diego Community College District	3375 Camino Del Rio South San Diego, CA 92108	Comprehensive Emergency Management Program - Hazard Mitigation Plan, District Emergency Operations Plan, Site Emergency Plans, EOC and Site Trainings and Exercises, Risk/Vulnerability Assessments
San Diego Unified School District	4100 Normal Street San Diego, CA 92103	Comprehensive Emergency Management Program - Hazard Mitigation Plan, District Emergency Operations Plan, Site Emergency Plans, Needs & Capabilities Assessment, District Hazard Analysis, Risk/Vulnerability Assessments, 20 Tabletop Exercises, 170 Site Functional Exercises, Full-Scale Active Shooter Exercise, EOC Functional Exercises

Santa Clara County Office of Education	1290 Ridder Park Drive San Jose, CA 95131	Comprehensive Emergency Management Program - District Emergency Operations Plan, Site Emergency Plans, District Hazard Analysis, Site Safety Assessments, EOC Trainings, Site Command Team Trainings, EOC Tabletop Exercises
South Whittier School District	11200 Telechron Avenue Whittier, CA 90605	Hazard Mitigation Plan
Whittier City School District	7211 S. Whittier Avenue Whittier, CA 90602	Hazard Mitigation Plan
Whittier Union High School District	9401 S. Painter Avenue Whittier, CA 90605	Hazard Mitigation Plan
San Bernardino Community College District	114 South Del Rosa Drive San Bernardino, CA 92408	Hazard Mitigation Plan
Other Special Districts		
Omnitrans	1700 W Fifth Street San Bernardino, CA 92411	Hazard Mitigation Plan

Attachment: Project Schedule

Phase/Task (EPC recommended additional services are indicated in italics)	Quarter				
	2 nd 2011 (Apr-Jun)	3 rd 2011 (Jul-Sep)	4 th 2011 (Oct-Dec)	1 st 2012 (Jan-Mar)	2 nd 2012 (Apr-Jun)
Phase I: Planning					
<i>Advisory Committee Meetings</i>	<i>Attend Quarterly</i>	<i>Attend Quarterly</i>	<i>Attend Quarterly</i>	<i>Attend Quarterly</i>	<i>Attend Quarterly</i>
District Emergency Operations Plan	Prepare Draft	Present to Advisory Committee	Update EOP as necessary	Update EOP as necessary	Update EOP as necessary
Site Emergency Plans	Prepare Draft Template	Present to Advisory Committee	Meet with Campus Administrator and Finalize Plans	Update Site Plans as necessary	Update Site Plans as necessary
<i>Hazard Mitigation Plan</i>	<i>Prepare Draft</i>	<i>Present to Advisory Committee</i>	<i>Present to Governing Board</i>	<i>Submit Plan to FEMA for Approval</i>	
Strategic Plan	Prepare Draft	Present to Advisory Committee	Update Plan as necessary	Update Plan as necessary	Update Plan as necessary
<i>Capability and Needs Assessment</i>	<i>Prepare Assessment Tool</i>	<i>Present findings to Advisory Committee</i>			
Monitor Grant Availability and Write Grants (EMHA and FEMA Pre-Disaster Hazard Mitigation Grants)	Monitor and Write as Grants Become Available	Monitor and Write as Grants Become Available	Monitor and Write as Grants Become Available	Monitor and Write as Grants Become Available	Monitor and Write as Grants Become Available
Phase II: Training					
Emergency Response Team Trainings (5 total)				Conduct Trainings	
Field Response Training (2 total)				Conduct Trainings	
Emergency Operations Center Training				Conduct Training	
ICS 200b - Single Resources and Initial Action Incidents				Conduct Training	
Executive Training				Conduct Training	
Phase III: Exercises					
Emergency Response Team Tabletop Exercises (5 total)					Conduct Exercises
EOC Tabletop Exercise					Conduct Exercises
<i>Field Response Tabletop Exercises (2 total)</i>					<i>Conduct Exercises</i>
Emergency Response Team Functional Exercises (5 total)					Conduct Exercises
<i>EOC Functional Exercise</i>					<i>Conduct Exercise</i>

Attachment: Resume of Carolyn J. Harshman, CEM

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3665 Ethan Allen Avenue
San Diego, CA 92117
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CAROLYN J. HARSHMAN, CEM

O B J E C T I V E

CONSULTING OPPORTUNITIES IN EMERGENCY MANAGEMENT

E D U C A T I O N

MASTER OF PUBLIC ADMINISTRATION, SAN DIEGO STATE UNIVERSITY, 1977
BACHELOR OF ARTS, PSYCHOLOGY, SAN DIEGO STATE UNIVERSITY, 1974
ASSOCIATE OF ARTS, PSYCHOLOGY, SOUTHWESTERN COMMUNITY COLLEGE, 1972

C E R T I F I C A T I O N

Certified Emergency Manager, International Association of Emergency Managers
Master Trainer, Federal Emergency Management Agency

E X P E R I E N C E

President (1984 to Present), *Emergency Planning Consultants*, San Diego, California. Consulting contracts include the Federal Emergency Management Agency (FEMA), U.S. Department of Defense - Center for Excellence in Disaster Management & Humanitarian Assistance (training); State of Hawaii (training and exercises); State of California (Multi-Hazard Functional Plan template); State of New Hampshire (EOP/SOP/SOG); State of Indiana (grant administration, local CEMP & hazard analysis courses, project management tools, development of county CEMP & hazard analysis documents, and state mitigation & recovery plan); State of Missouri (HSEEP agroterrorism functional exercise, HSEEP regional WMD exercises); State of Wyoming (training and exercises); State of Nebraska (training and exercises); County of Los Angeles (all-hazard mitigation plan); County of San Diego (multi-hazard functional plan); County of San Bernardino (training and exercises); City of Long Beach (hazard mitigation plan); City of Anaheim (hazard mitigation plan); City of Oakland (catastrophic plans); City of Carlsbad (comprehensive program of plans, training, and exercises); San Diego Unified School District (comprehensive program of plans, training, exercises, and REMS grant administration); San Diego Community College District (comprehensive program of plans, training, and exercises); El Camino Community College District (comprehensive program of plans, training, and exercises); Chula Vista Elementary School District (comprehensive program of plans, training, and exercises); Hawaii Department of Education (REMS grant writing, consulting); Santa Clara Office of Education (comprehensive program of plans, training, and exercises); University of San Diego (continuity of

operations plan); City of Chula Vista (pre-disaster recovery & reconstruction plan); City of Upland (comprehensive program of plans, training, and exercises); City of Rancho Cucamonga (comprehensive program of plans, training, and exercises); City of Santa Ana (emergency operations plan); and numerous other local governments, school districts, and other governmental and consulting organizations. Contracts include consulting services in the areas of emergency management program development, emergency operations plans, comprehensive emergency management plans, grant preparation & administration, standard operating procedures, standard operating guidelines, recovery plans, hazard analysis, hazard mitigation plans, SEMS/ICS/NIMS trainings, and disaster exercises (includes design and exercise control of approximately 1,500 tabletop; 200 functional; and 2 full-scale exercises).

Faculty (1984 to Present), *National University, FEMA's Emergency Management Institute, University of Hawaii, San Diego State University, Cal Poly San Luis Obispo, California State Fire Marshal, California Specialized Training Institute.* Subject areas include: FEMA Professional Development Series, disaster management, disaster planning, disaster recovery, hazard analysis, hazard mitigation, emergency public information, exercise design (includes design of tabletop, function, and full scale exercises), capital improvements financing, instructional development, design, & delivery. FEMA Master Trainer – adjunct faculty at FEMA's Emergency Management Institute and the California Specialized Training Institute. Adjunct Faculty for National University's Graduate Program in Public Administration, including design and instruction of the following courses: Foundations of Public Administration; Public Personnel Policy; Seminar in Media Relations; Urban Affairs; Urban Planning & Redevelopment; and Financial Management & Grant Administration.

Senior Projects Manager (1995 to 1996), *Southeastern Economic Development Corporation,* San Diego, California. Management of Projects & Development Division for City of San Diego's Redevelopment Agency. Directly responsible for overseeing redevelopment of 252 Corridor and other activities involving the Southcrest, Gateway Center West, and the Dells Imperial Redevelopment Project Areas.

Director of Training & Development (1987 to 1995), *City of San Diego,* San Diego, California. Management of organizational effectiveness and training programs for City Planning Department and the Building Inspection Department. Facilitations focused on team building and interdepartmental and interjurisdictional task forces. Directed city-wide training program for regulatory revisions to the City's Zoning Ordinance. Developed, delivered, and managed a training program for over 500 community planning volunteers. Disaster Preparedness Coordinator.

City Planner (1985 to 1987), *City of San Diego Planning Department,* San Diego, California. Responsible for preparing the Southeast San Diego Community Plan and the Southcrest Redevelopment Plan. Analyzed data, negotiated with community planning groups, assisted property owners and developers, prepared reports and plan drafts relating to environmental analysis, land use, transportation, and capital improvements.

Operations Officer (1982 to 1985), *County of San Diego Office of Disaster Preparedness,* San Diego, California. Project Manager on County's Emergency Operations Plan, Hazard Analysis, Dam Evacuation Plans, Drought Plan, and Damage Assessment Process. Public Information Officer and Exercise Officer. Operational responsibilities included Emergency Operations Center activations.

Regional Land Use Planner (1977 to 1982), *County of San Diego Department of Planning and Land Use,* San Diego, California. Sectional assignments included infrastructure planning, regional growth management, and environmental planning with specializations in water resources and water conservation. Responsible for supervision of the minor subdivision process and planning/zoning

public counter. Reviewed complex building plans for planning and design conformance. Advised public regarding zoning, subdivisions, planning and minor building permits.

SPECIAL RECOGNITION

National StormReady Board, U.S. National Weather Service
Member, 2008-present

FEMA Emergency Management Institute
Advisory Group on Emergency Planning, 2005-present
Higher Education Conference – Speaker, 2010, Topic: *Lessons Learned in Hazard Mitigation*

International Association of Emergency Managers (IAEM)
Member, 1996-present
Conference Committee Chair 2005-2006, 2006-2007, 2007-2008, 2008-2009, 2009-2010, 2010-2011
Conference Committee Member 2000-present
California State Representative 2004, 2005, 2006, 2007, 2008, 2009
Speaker, 1998 Annual Conference
Topic: *Standardized Emergency Management System 101*
Topic: *Grassroots Recovery – The Recovery Task Force*
Speaker, 1997 Annual Conference
Topic: *Creative Financing Techniques for Hazard Mitigation*

World Conference on Disaster Management
Speaker, July 2007
Topic: *Recovery & Reconstruction Planning – Avoiding the Rush to Normalcy*

Asia-Pacific Homeland Security Summit
Speaker, October 2008
Topic: *Recovery & Reconstruction Planning – Avoiding the Rush to Normalcy*

County of Los Angeles Emergency Preparedness Commission
Speaker, January 2005
Topic: *Integrating Disaster Mitigation into Land Use Planning*

Italian Civil Protection National Department
International Delegate
October 1999
As a guest of the government of Italy, toured Italy's disaster prone areas and participated in an international exchange of ideas and best practices in Emergency Management.

World Health Organization
Center of Excellence in Disaster Management and Humanitarian Assistance
Speaker, 1997 Asia-Pacific Disaster Conference
Topic: *Recovery From Disaster*

California Emergency Services Association (CESA)
Member, 2000-present

Attachment: Resume of Timothy W. Harshman

Timothy W. Harshman

4312 Cass Street, San Diego, CA 92109
(858) 705-4500 timharshman@gmail.com

EDUCATION

California State University, San Marcos, CA
Bachelor of Arts Communications
Concentration: Mass Media Production

May 2011

WORK EXPERIENCE

Emergency Planning Consultants, San Diego, CA

2005-Present

- Executive Assistant
 - Planning - Hazard Mitigation Plans
 - Review technical documents and internet for information pertaining to natural, technological, and human-caused hazards
 - Review technical documents and internet for demographic information and other community profile data
 - Analyze proximity of jurisdiction to location of various hazards – earthquakes, floods, wildfires/urban fires etc.
 - Training and Exercises
 - Analyze effectiveness of training and instructional performance and prepare After-Action Reports
 - Assist with preparation of training materials including PowerPoint presentations and development of Online Courses
 - Produce customized video and audio clips for functional exercises including mock news reports and simulated live feed from field responders
- Computer Technical Specialist
 - Maintain and repair computers including updating hardware and software, and sustaining computer network
 - Develop document management tools including templates and other formatting tools to increase efficiency for client and consultant

Attachment: Resume of Alexander L. Fritzler

Alexander L. Fritzler

16028 Cayenne Ridge Rd, San Diego, CA 92127
(858) 774-3406 alexfritzler23@gmail.com

EDUCATION

San Diego State University

Bachelor of Science Business Administration

Concentration: Finance

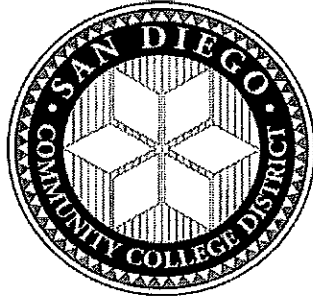
Expected June 2013

WORK EXPERIENCE

Emergency Planning Consultants, San Diego, CA

2010-Present

- Research Assistant
 - Planning - Hazard Mitigation Plans
 - Review technical documents and internet for information pertaining to natural, technological, and human-caused hazards
 - Review technical documents and internet for demographic information and other community profile data
 - Analyze proximity of jurisdiction to location of various hazards – earthquakes, floods, wildfires/urban fires etc.
 - Training and Exercises
 - Analyze effectiveness of training and instructional performance and prepare After-Action Reports



**SAN DIEGO COMMUNITY
COLLEGE DISTRICT**

**EMERGENCY
OPERATIONS PLAN**

**Final Draft
February 6, 2009**

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SECTION ONE

Introduction

Promulgation

The Emergency Operations Plan addresses the responsibilities of San Diego Community College District in emergencies associated with natural disaster, human-caused emergencies and technological incidents. It provides a framework for coordination of response and recovery efforts within the District in coordination with local, State, and Federal agencies. The Plan establishes an emergency organization to direct and control operations at all locations during a period of emergency by assigning responsibilities to specific personnel or positions.

The Emergency Operations Plan:

- Conforms to the State-mandated Standardized Emergency Management System (SEMS) and Federal-mandated National Incident Management System (NIMS) and effectively coordinates emergency response at all levels in compliance with the Incident Command System (ICS).
- Establishes response policies and procedures, providing San Diego Community College District with clear guidance for planning purposes.
- Describes and details procedural steps necessary to protect lives and property.
- Outlines coordination requirements.
- Provides a basis for ongoing unified training and response exercises to ensure compliance.

Requirements

The Plan meets the requirements of the City of San Diego and County of San Diego's policies on Emergency Response and Planning, the Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS). **Appendices** to the Plan identify primary and support roles of the District, campuses, and facilities in incident response and after-incident damage assessment and reporting requirements.

SECTION TWO

Purpose & Scope

Purpose

The Purpose of the Emergency Operations Plan is to protect the safety and welfare of the staff, students, and visitors in the District's campuses and facilities, and to ensure the preservation of public property under the jurisdiction of San Diego Community College District.

Scope

The Scope encompasses all District campuses and administrative facilities, as well as coordination with satellite locations. It addresses a broad range of major emergencies that may significantly impact one or more District locations. Such events include earthquake, tsunami, hazardous materials emergencies, floods, terrorism, landslides and wildfires.

Campus administrators have the responsibility to make every effort to ensure the safety of their students and staff in an emergency, whether it is an earthquake, a flood, or an act of terrorism. State and federal laws require the development of emergency plans and training staff in emergency response procedures.

The principles of SEMS are incorporated in this plan and District personnel must be trained in how the system works. The District Emergency Operations Center (EOC), administrative facilities, and campuses must also conduct SEMS mandated trainings and exercises. Periodic training will also be available to help orient new employees and provide refresher training to current employees.

The American Red Cross (ARC) may request access to District locations for use as shelters following a disaster. ARC prefers to use locations in damaged areas to set up their sheltering facilities, and local governments may request the use of District campuses and facilities for the same purposes. This requires close cooperation between District and campus officials and the ARC or local government representatives, and should be planned and arranged for in advance within the Logistics Section of the campus and District EOC emergency organizations.

SECTION THREE

Objectives

The objectives of the plan are to:

- Protect the safety and welfare of students, staff, and buildings.
- Provide for a safe and coordinated response to emergencies.
- Protect the District's facilities and properties.
- Enable the District to restore normal conditions with minimal confusion in the shortest time possible.
- Provide for interface and coordination between facilities and campuses and the District Emergency Operations Center.
- Provide for interface and coordination between District locations and the County or City EOC in which they reside.
- Provide for the orderly conversion of District locations for use as American Red Cross shelters, when necessary.
- Provide for meeting the ongoing requirements for updating the Plan and fulfilling training and exercise mandates.

SECTION FOUR

Definitions

Incident

An *incident* is an occurrence or event, either human-caused or caused by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incidents may result in extreme peril to the safety of persons and property and may lead to, or create conditions of disaster. Incidents may also be rapidly mitigated without loss or damage. Although they may not meet disaster level definition, larger incidents may call for managers to proclaim a "Local Emergency".

Incidents are usually a single event that may be small or large. They occur in a defined geographical area and require local resources or, sometimes, mutual aid. There is usually one to a few agencies involved in dealing with an ordinary threat to life and property and to a limited population. Usually a local emergency is not declared and the jurisdictional EOC is not activated. Incidents are usually of short duration, measured in hours or, at most, a few days. Primary command decisions are made at the scene along with strategy, tactics, and resource management decisions.

Disaster

A *disaster* is defined as a sudden calamitous event bringing great damage, loss, or destruction. Disasters may occur with little or no advance warning. An example would be an earthquake or a flash flood. A disaster may develop from one or more incidents, such as a small brush fire into a major wildfire or a hazardous materials release growing into a large scale response.

Disasters are either single or multiple events that have many separate incidents associated with them. The resource demand goes beyond local capabilities and extensive mutual aid and support are needed. There are many agencies and jurisdictions involved including multiple layers of government. There is usually an extraordinary threat to life and property affecting a generally widespread population and geographical area. A disaster's effects last over a substantial period of time (days to weeks) and local government will proclaim a Local Emergency. Emergency Operations Centers are activated to provide centralized overall coordination of jurisdictional assets, departments and incident support functions. Initial recovery coordination is also a responsibility of the EOC.

SECTION FIVE

Regulations

National Incident Management System (NIMS)

A comprehensive incident response system developed by Homeland Security at the request of the President of the United States, March 1, 2004. NIMS requires that all local governments (including special districts) conform with standardized organizational systems, and maintain identified training competencies.

Standardized Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is the group of principles developed for coordinating State and local emergency response in California. SEMS provides for a multiple level emergency organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels; the field response, local government, operational areas, regions and the State management level. The organizational responses of these various agencies adhere to the same set of standards – those of the Incident Command System.

Incident Command System (ICS)

The Incident Command System (ICS) was developed by the fire services to provide a common language when requesting personnel and equipment from others, and utilizes common tactics when responding to emergencies in the field or an EOC. The system is designed to minimize the problems common to many emergency response efforts -- duplication of efforts -- by giving each person a structured role in the organization, and each organization its piece of the larger response. For a District, ICS begins at the field level with the campus or facility using the system to organize a staff response to the event.

ICS is a standard, on-scene, all-hazard incident management concept. ICS is a proven system that is in use throughout the country for incident management by firefighters, rescuers, emergency medical teams, and hazardous materials teams. ICS represents organizational “best practices” and has become the standard for incident response.

Another critical benefit to ICS is its flexibility. The modular organization of the ICS allows responders to scale their efforts and apply the parts of the ICS structure that best meet the demands of the incident. In other words, there are no hard and fast rules for when or how to expand the ICS organization. Many incidents will never require the activation of Planning & Intelligence, Logistics, or Finance & Administration Sections, while others will require some or all of them to be established. A major advantage of the ICS organization is the ability to fill only those parts of the organization that need full-time attention. For some incidents, and in some applications, only a few of the organization’s functional elements may be required. However, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need.

ICS is organized around five components that are described below:

Management Section

The Management Section is responsible for overall policy, direction, and coordination of the emergency response effort in the Emergency Operations Center (EOC). The Management Section is also responsible for interacting with each other and others within the EOC to ensure the effective function of the EOC organization.

Operations Section

The Operations Section is responsible for coordinating all operations in support of the emergency response and for implementing action plans. This section includes response teams that work toward reduction of the immediate hazard, mitigating damage, and establishing control and restoration of normal operations.

Planning & Intelligence Section

The Planning and Intelligence Section is responsible for collecting, evaluating, and disseminating information; maintaining documentation; and evaluating incoming information to determine the potential situation in the not-too-distant future. This section also coordinates the development of Action Plans for implementation by the Operations Section.

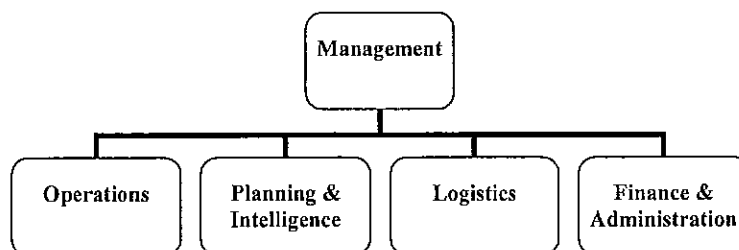
Logistics Section

The Logistics Section is responsible for providing all types of support for the emergency response operation. This section orders all resources from off-site locations and provides facilities, services, personnel, equipment, and materials.

Finance & Administration Section

The Finance and Administration Section is responsible for accounting and financial activities such as establishing contracts with vendors, keeping pay records, and accounting for expenditures. This section is also responsible for all other administrative requirements and acts as the clearinghouse for documentation during the recovery phase.

SEMS/ICS Organization Chart



Emergency Operations Documents

District Emergency Operations Plan

Update and maintenance of the Emergency Operations Plan (EOP) is the responsibility of College Police and should consist of the following:

- A thorough review of the plan should be conducted annually.
- Updates shall be distributed every year as needed or when there are significant changes.
- This Plan is a management tool. It supports, and is integrated with, Emergency Plan, Emergency Procedures, and the EOC Manual.

District Emergency Operations Center Manual

Update and maintenance of the EOC Manual is the responsibility of College Police and should consist of the following:

- A thorough review of the manual should be conducted annually.
- After-Action Reports should be prepared following every training, exercise, or real event involving the Emergency Operations Center.
- There should be a dedication to continuous improvement.

Emergency Plans - Campuses and Administrative Facilities

Each District-owned location is required to comply with SEMS regulations. To reduce the burden of developing and updating individual disaster plans, and to provide standardization, the District provides Site Incident Commanders with an Emergency Plan Template. This, in no way, is meant to limit what is contained in Emergency Plans, but serves as a guide outlining minimum requirements for compliance and compatibility with other emergency documents impacting District locations.

Training & Exercises

Training

This Plan is consistent with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. The Human Resources Department is responsible for maintaining SEMS/NIMS Training Compliance Records. Following is the recommended training and exercise program.

Training is a key component to ensure successful emergency operations.

The Site Incident Commander will coordinate annual training for all staff with assignments identified in the location's Emergency Plan. All new staff members with assignments will receive basic training within 30 days of assignment. Basic training can simply involve knowledge of basic SEMS, ICS, and NIMS protocols, key evacuation locations, review of position checklists, and the location of important resources. Specialized teams (i.e. Search & Rescue and Medical Teams) will receive training required to familiarize members with equipment and protocols.

All staff that may be assigned to participate in emergencies in the District's Emergency Operations Center (EOC) or at the field response level (Command Team) must maintain minimum training competencies pursuant to SEMS/NIMS regulations. The Human Resources Department will document all related emergency management training provided to emergency response personnel.

All District staff that may participate in emergencies in the District's Emergency Operations Center are required to maintain minimum training competencies pursuant to the SEMS approved courses of instruction.

SEMS Courses required for all personnel that are assigned to perform a SEMS function in the EOC include: SEMS Introductory Course and SEMS EOC Course.

SEMS EOC (Emergency Operations Center) Orientation Course:

This course is required for staff with a response assignment in the EOC. The course provides an overview of the Emergency Operations Plan and an introduction to the various roles in the EOC. The training could be offered either as a facilitated class or as computer-based training through the District's Intranet.

SEMS Introductory Course (self-study or facilitated course):

This course is required for staff with EOC or field response assignments. In other words, if you are assigned a role in the facility's Emergency Operations Plan or if it's likely you may participate in any field (outside the EOC) response activities, you should attend. The course provides a basic understanding of the Standardized Emergency Management System (SEMS) and consists of three self-study modules with an optional test and should take 1-2 hours to complete.

Executive Staff

The term executive describes an individual that works in executive management or elected positions but does not regularly fill command or management roles at incidents or in the District's EOC. Executive staff is required to attend the **SEMS Executive Course**.

SEMS Field Course – Orientation to the ICS (ICS 100) (self-study or facilitated course):

This course is required for staff with a field response assignment or if it's likely you may participate in any field response activities. The course introduces the concepts of an ICS organization, basic terminology, and roles and responsibilities related to managing an incident in the field. EOC responders, Command Team members, and Field Responders (College Police and Facilities Maintenance) are required to take this course. This course consists of one self-study module with an optional test.

Additional Field Response Training Standards

At the field response level, the use of SEMS/NIMS is intended to standardize the response to emergencies involving multiple jurisdictions or multiple agencies. SEMS/NIMS require emergency response agencies to use the Incident Command System as the basic emergency management system. In California, this requirement specifies that when more than two response agencies are involved, the Incident Command System will be used (e.g. College Police, Facilities Management, plus City of San Diego Fire Department). Compliance with this requirement can be accomplished by incorporating ICS into the daily functions of the emergency response departments, or to maintain expertise in the system through training.

Higher Level SEMS/NIMS Field Courses are required for many personnel that may be associated with a field response. The level of mandated training is dependent on the position held in the emergency response organization.

- **Field ICS Basic**

- **Field ICS Intermediate (ICS supervisor)**
- **Field ICS Advanced (ICS commander or command staff)**

National Incident Management System – An Introduction (NIMS 700) (self-study or facilitated course):
 On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. *(Note: As NIMS training requirements change, the Plan should be updated.)*

Exercises

Drills

Campuses and administrative facilities are required to complete certain drills related to safety compliance. *Note: It is the responsibility of the District Risk Management Department and campus or administrative administrator to comply with California Education Code, OSHA, local fire code, and any other regulations pertaining to the conduct of routine safety drills (i.e. fire drills, evacuation drills). It's important to note that campuses occupied by K-12 students are required to conduct monthly fire drills with the goal of evacuating all K-12 buildings and areas quickly and in an orderly fashion, as well as accounting for all people in the facility. Campuses occupied by K-12 students are also required to conduct annual earthquake "duck/cover/hold drills.*

Tabletop Exercises

District EOC

The primary and alternate staff with assigned positions in the EOC should participate in annual Tabletop Exercises in order to become familiar with the applied theory of the Incident Command System, practice roles and responsibilities, and practice coordinating with outside entities. The Exercises should include tests of all functions and sections within the EOC and be based on credible hazard scenarios.

Campuses & Administrative Facilities

All District employees with emergency management response assignments should participate in one facilitated Tabletop Exercise annually. This is a discussion-based, guided review of policies and procedures. Scenario topics should vary to address a variety of incidents and conditions.

EOC Functional Exercise

The District should conduct at least one EOC functional exercise annually, simulating an actual incident or disaster. This serves to practice policies, procedures and decision-making skills. The exercise can be for the District alone, or in conjunction with outside agencies, such as during an actual evacuation drill. This is the most effective method of training staff. Shortly after the functional exercise, a lessons-learned workshop should be held involving all that participated.

District-Wide Four Year Exercise Cycle

	Year 1	Year 2	Year 3	Year 4
--	--------	--------	--------	--------

District EOC Exercises				
District EOC Tabletop Exercise	X	X	X	X
District EOC Functional Exercise	X	X	X	
District EOC Full-Scale Exercise with the Field Response Departments and/or Campus				X
Command Team Exercises (Campuses)				
Command Team Tabletop Exercise	X	X	X	X
Command Team Functional Exercise			X	
Command Team Full-Scale Exercise				X
Field Response Department Exercises (College Police, Facilities Management)				
Field Response Department Discussion/Tabletop Exercise	XX	XX	XX	XX
Field Response Department Full-Scale Exercise				X

Communication Tests

San Diego Community College District should test all communication systems and protocols at least once a year, and after significant changes in the system. Directories and procedures in the Checklists should be updated after each test.

SECTION SIX

Response Levels

Response Levels

Response Levels are used to describe the type of event in terms of the area affected, the extent of coordination or assistance needed, and the degree of participation expected from the District. Response Levels are closely tied to Emergency Proclamations issued by local governments.

Level 1 – A Minor or Moderate Incident

A minor to moderate incident, where local resources are adequate and available. A Local Emergency may be proclaimed depending on the situation. This level of emergency response occurs when an emergency incident, e.g., gas leak, sewer back-up, assaults, bomb threat, toxic spill, medical emergency, shooting, etc., occurs at a single location. A Level 1 requires Site Incident Commanders to implement guidelines in the Emergency Plan.

Level 2 – A Moderate to Severe Emergency

A moderate to severe emergency, where resources are not adequate and mutual aid may be required on a regional or even State-wide basis. The City of San Diego or County of San Diego may proclaim a Local Emergency and a State of Emergency may be declared. This level of response occurs when multiple sites and/or multiple events occur and local emergency responders are working in concert with San Diego Community College District.

Level 3 – Major Disaster

A major disaster, where resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required. A Local Emergency will be proclaimed, a State of Emergency will be declared and a Presidential Declaration of an Emergency or Major Disaster will be requested.

The District Emergency Operations Plan is based on a Level 3 event and a full emergency response by the District. However, only those sections of the response organization that are required to address the situation at the time will be activated. For example, a Level 1 emergency occurring at one location may require minimal activation of the Plan, where more serious situations may require additional activation.

Response Levels

Level 1: Minor to Moderate Incident

Site Incident Commanders activate their Emergency Plan. Communicate with College Police and Local Emergency Responders (911).

College Police Dispatch informs Chief of Police who informs Chancellor (EOC Director).

Level 2: Moderate to Severe Emergency

Site Incident Commanders are in charge of on-scene response and directing the Site Command Team. Communicate with College Police, Local Emergency Responders, and District EOC.

District EOC partial to full activation. Coordinates with City EOC and County

Level 3: Major Disaster

Site Incident Commanders are in charge of on-scene response and directing the Site Command Team. Communicate with College police, Local Emergency Responders, and District EOC.

District EOC full activation. Coordinates with City of San Diego EOC and San Diego County Operational Area.

SECTION SEVEN

Emergency Management Phases

General Information Regarding Emergencies

Some emergencies will be preceded by a build-up or warning period, providing sufficient time to warn the population and implement mitigation measures designated to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All employees must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and use of mutual aid.

Emergency management activities during peacetime and national security emergencies are often associated with the phases indicated below. However, not every disaster necessarily includes all indicated phases.

Mitigation Phase

Mitigation is perhaps the most important phase. Although the District has no control over some of the hazards that may impact it, such as earthquakes, they can take actions to minimize or mitigate the impact of such incidents. As an example, locations in earthquake-prone areas can mitigate the impact of a possible earthquake by securing bookcases and training students and staff in what to do during an actual event. Here are some other examples of mitigation activities:

- Connect with community emergency responders to identify local hazards.
- Review the last safety audit to examine buildings and grounds.
- Encourage staff to provide input and feedback into the crisis planning process.
- Review incident data.
- Determine major problems at the various campuses with regard to student crime and violence.
- Conduct an assessment to determine how these problems – as well as others- may impact your vulnerability to certain crises.

Preparedness Phase

The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and responses to a disaster. The District Emergency Operations Plan identifies checklists detailing personnel assignments, policies, notification procedures, and resource lists. Personnel charged with responsibility to carry out these activities are acquainted with their duties through trainings and exercises. Other examples of preparedness efforts could include:

- Determine what crisis plans exist in the community.
- Identify all stakeholders involved in crisis planning.
- Develop procedures for communicating with staff, students, families, and the media.
- Establish procedures to account for students during a crisis.
- Gather information that exists about each location, such as maps and the location of utility shutoffs.
- Identify the necessary equipment that needs to be assembled to assist staff in a crisis.

Response Phase

Pre-Impact: Learn to recognize an approaching disaster where actions can be taken to save lives and protect property. Warning systems may be activated and resources may be mobilized, EOC may be activated and evacuation may begin.

Immediate Impact: Emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Incident Command Posts and EOC may be activated, and emergency instructions may be issued.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Response support facilities may be established. The resource requirements continually change to meet the needs of the incident.

Other response activities may include:

- Determine if a crisis is occurring.
- Identify the type of crisis that is occurring and determine the appropriate response.
- Activate the Incident Command System.
- Ascertain whether an evacuation; reverse evacuation; lockdown; or shelter-in-place needs to be implemented.
- Maintain communication among all relevant staff.
- Establish what information needs to be communicated to staff, students, families, and the community.
- Monitor how emergency first aid is being administered to the injured.
- Decide if more equipment and supplies are needed.

Recovery Phase

The goal of recovery is to return to learning and restore the infrastructure of the District's facilities as quickly as possible. Often, recovery begins while the emergency response is still underway. Staff must be trained to deal with the emotional impact of the crisis, as well as to initially assess the emotional needs of students, staff, and responders. Additional examples of recovery activities include:

- Strive to return to learning as quickly as possible.
- Restore the physical buildings and facilities, as well as the greater neighborhood surrounding the campus or administrative facility.
- Monitor how staff is assessing students for the emotional impact of the crisis.
- Conduct debriefings with staff and first responders.
- Capture "lessons learned" and incorporate them into plan revisions and trainings.

SECTION EIGHT

Emergency Organization Overview

San Diego Community College District

Policies Governing Emergency Preparedness and Response

The safety of students is paramount. All actions taken shall bear this in mind as well as the safety and well-being of employees.

If a disaster occurs during operating hours, college students will be encouraged to follow the direction of faculty or staff. Young students will remain under the supervision of campus authorities until released. In the event closure is considered prudent, the following notifications shall be made as soon as a closure decision is made:

- Board of Trustees
- District personnel
- Local area media
- Police, fire, and other agencies
- State & Federal legislators and other officials
- City and County Office of Emergency Services
- County Office of Education
- Local hospitals and County Emergency Medical Services

Since District personnel are expected to assist in post-disaster care of students, arrangements for the care of their own family should be prearranged in order to permit discharge of this emergency responsibility.

Each location will have a designated Site Incident Commander (Dean or President, Site Administrator) who shall supervise the planning and implementation of the Emergency Plan.

The Site Incident Commander shall prepare a list of staff to be assigned specific emergency response roles as outlined in this plan. Each Site Incident Commander shall conduct a survey of certificated and classified personnel to determine each employee's status in terms of first aid training, disaster preparedness training, and other emergency experience and training. Records will be kept current as changes of personnel occur. Copies of records will be kept on file in the Site Incident Commander's office, and a copy will be forwarded to the College Police.

Students may be included in planning and implementation of the Emergency Plan. Sports teams, clubs, and other student organizations should be encouraged to become sources of leadership among their peers in first aid and disaster preparedness & response.

District Disaster Response Assumptions

All District emergencies are reported to the Chancellor's Office and to the immediate manager or supervisor.

District facilities and campuses may implement their respective Emergency Plan independent of the District EOP.

Depending on the severity and scope of the emergency, and its effect on individual facilities and campuses, the Emergency Plan and its Command Team may or may not be activated.

The Site Command Team will be partially or fully activated, as deemed necessary, by the Site Incident Commander. The Incident Command System is designed to be adaptable and flexible, allowing for anything from one-position to each position being fully staffed.

When a local emergency is proclaimed by the Chancellor (and later ratified by the Board of Trustees), the District's policies and procedures outlined in this plan become effective.

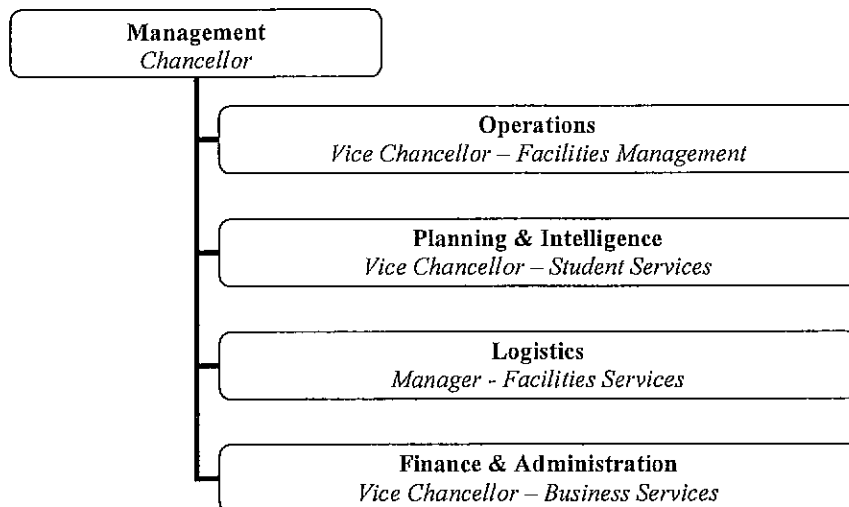
Overall Emergency Structure

SEMS requires that all public agencies use the five designated functions to serve as the basis for organizing emergency planning and response. San Diego Community College District emergency response organization is based on these functions. There is a chain of command with three alternates named for every position in a section.

EOC Structure

District EOC Structure Chart

An emergency requires constant management. The Emergency Operations Center shall have management represented AT ALL TIMES. This task is the responsibility of the District Chancellor or designee.



Role of the Chancellor

The Chancellor (or designee) has responsibility for overall management of the District at all times.

- Delegates responsibility for uniform planning and execution of details of the disaster preparedness program for the District.
- Establishes a chain of command for emergencies.
- Establishes communication between the locations and the District EOC using the District telephone tree.
- Directs each Site Incident Commander to prepare and publish plans for their campus or facility procedures for emergency or disaster situations.
- Requires that prescribed training and disaster plans are implemented.
- Requires that locations maintain first aid equipment and other emergency supplies. Plans for safe storage of District records.

- Requires a list of emergency contacts (law enforcement, fire, medical, etc.), with telephone numbers and addresses to be maintained at the District office, each campus and administrative facility within the District.
- Informs the public about the District's emergency program, and their responsibilities and participation in the plan for community's care, if required.
- Delegates in-service training of faculty and staff in emergency techniques.
- Requires safety inspections of all buildings.
- Ensure funding for campus and administrative facility training and exercises.
- May delegate responsibility for overall management to the Vice Chancellor – Student Services.

Emergency Operations Center (EOC) Manual

The District Emergency Operations Center Manual describes the EOC structure and provides the position checklists.

See Attachment 2 for the District Emergency Operations Center Manual (under separate cover).

Explanation of the EOC

The Emergency Operations Center (EOC) is the location from which centralized management of an emergency response is performed. The use of an EOC is a standard practice in emergency management.

The EOC Director and key decision-making personnel operate from the EOC during the emergency response, establishing policy and priorities. It serves as the central point for information gathering, processing, and dissemination; coordination of all San Diego Community College District emergency operations, and coordination with other agencies and the San Diego County Operational Area EOC. The District EOC is partially or fully activated by the EOC Director, according to the requirements of the situation.

The EOC is organized according to SEMS, based on ICS, as noted earlier in this plan. The EOC Director and Section Chiefs serve as the EOC management team, along with the Public Information Officer, Safety Officer, and Liaison Officer.

Unless otherwise specified, the EOC should not be providing tactical direction to the various incidents that are being conducted at the individual administrative facilities and campuses.

EOC Activation

Activation of the District EOC means that at least one District official implements SEMS as appropriate to the scope of the emergency and the District's role in response to the emergency. The District EOC is activated when routine use of resources needs support and/or augmentation. The District official implementing SEMS may function from the EOC or from other locations depending on the situation.

An activated EOC may be partially or fully staffed to meet the demands of the situation. The District maintains four EOC staffing levels that can be applied to various situations. Activation criteria are listed below:

EOC Activation Levels

Level	Conditions	EOC Duties	Activation	Staffing
NONE	1. None	1. Maintenance	1. None	1. No actions.
Level 0	1. No potential severe weather 2. Some international tension 3. Some national or local tension 4. Slightly increasing probability of hazard	1. Monitor world, national, regional, and local news and monitor regional weather forecasts and space forecasts.	1. None	1. No actions.
Level 1	1. Serious increase in international tension 2. Possibility of local unrest 3. Severe weather watch is issued 4. Situational conditions warrant 5. Small incidents involving one facility 6. Earthquake advisory 7. Flood watch	1. Continuous monitoring of event 2. Check & update all resource lists 3. Distribute status and analysis to EOC personnel 4. Receive briefing from field personnel as necessary	1. Only basic support staff or as determined by EOC Director	1. EOC Section Chiefs review Plan and Guidelines and check readiness of staff and resources.
Level 2	1. Small scale civil unrest 2. Situational conditions warrant 3. Severe weather warning issued 4. Moderate earthquake 5. Wildfire affecting specific areas 6. Incidents involving 2 or more facilities 7. Hazardous materials evacuation 8. Imminent earthquake alert 9. Major scheduled event	1. Continuous monitoring of event 2. Initiate EOC start-up checklist 3. Facilitate field personnel 4. Provide status updates to EOC personnel	1. Staffed as situation warrants and liaison to other agencies 2. Primary EOC personnel will be available and check-in regularly	1. Briefings to Chancellor and Board 2. EOC begins full operation
Level 3	1. International crisis deteriorated to the point that widespread disorder is probable 2. Acts of terrorism (biological, technical, other) are imminent 3. Civil disorder with relatively large scale localized violence 4. Hazardous conditions that affect a significant portion of the District 5. Severe weather is occurring 6. Verified and present threat to critical facilities 7. Situational conditions warrant 8. Major emergency in the District 9. Major earthquake	1. Brief arriving staff on current situation 2. Facilitate EOC staff	1. As determined by the Emergency Manager 2. EOC essential and necessary staff 3. Key department heads 4. Required support staff	1. As situation warrants

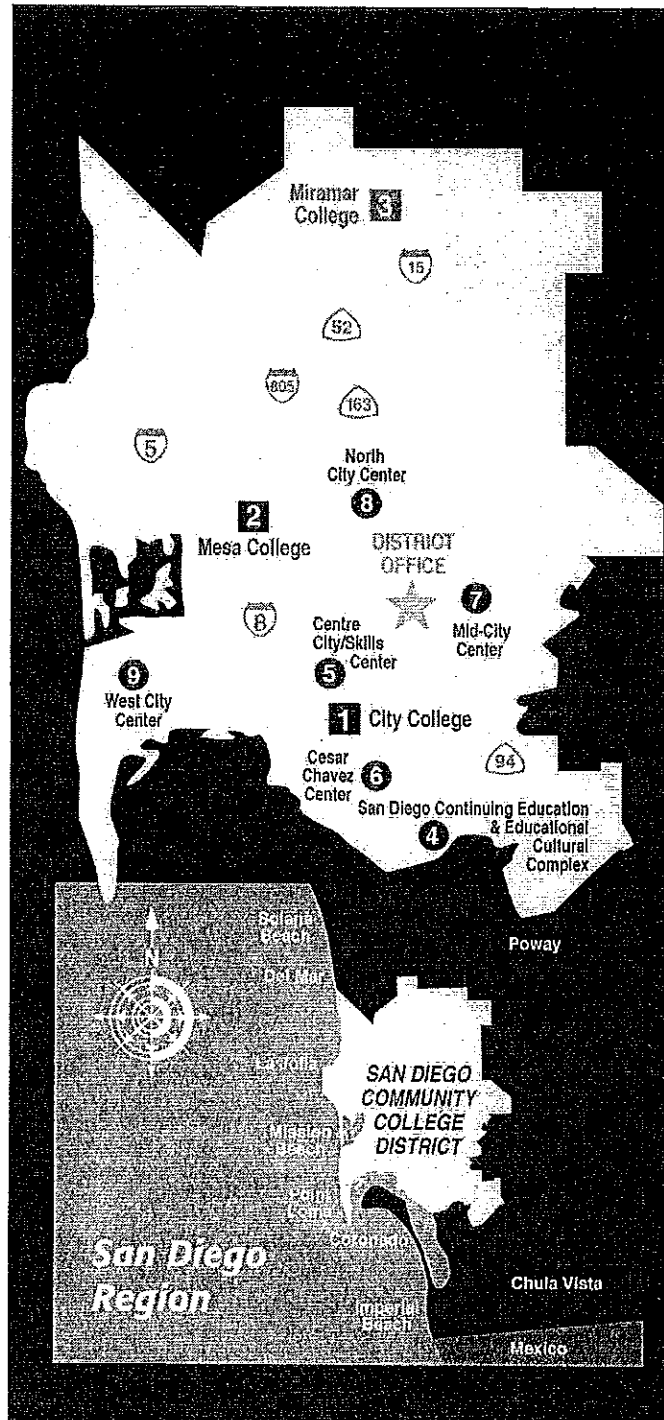
SECTION NINE

San Diego Community College District Map

San Diego Community College District

3375 Camino del Rio South
San Diego, CA 92108-3883

- 1** **SAN DIEGO CITY COLLEGE**
1313 Park Blvd.
San Diego, CA 92101-4787
- 2** **SAN DIEGO MESA COLLEGE**
7250 Mesa College Dr.
San Diego, CA 92111-4998
- 3** **SAN DIEGO
MIRAMAR COLLEGE**
10440 Black Mountain Rd.
San Diego, CA 92126-2999
- 4** **SAN DIEGO CONTINUING
EDUCATION & ECC**
4343 Ocean View Blvd.
San Diego, CA 92113-1915
- 5** **CENTRE CITY/SKILLS CENTER**
1313 Park Blvd., L-200
San Diego, CA 92101-4721
- 6** **CESAR CHAVEZ CENTER**
1960 National Ave.
San Diego, CA 92113-2116
- 7** **MID-CITY CENTER**
3792 Fairmount Ave.
San Diego, CA 92105-2606
Navajo Campus
- 8** **NORTH CITY CENTER**
Kearny Mesa Campus
8401 Aero Dr.
San Diego, CA 92123-1720
Miramar Campus
- 9** **WEST CITY CENTER**
Point Loma Campus
3249 Fordham St.
San Diego, CA 92110-5332
Claremont Campus
Mission Bay Campus



SECTION TEN

Hazard Identification

Disaster Risks

Major Earthquake

Earthquakes are sudden releases of strain energy stored in the earth's bedrock. The great majority of earthquakes are not dangerous to life or property either because they occur in sparsely populated areas or because they are small earthquakes that release relatively small amounts of energy. However, where urban areas are located in regions of high seismicity, damaging earthquakes are expectable, if not predictable, events. Every occupant in San Diego County assumes a certain level of seismic risk because the County is within an area of moderate seismicity. Several major active faults exist in San Diego County, including the Rose Canyon, La Nacion, Elsinore, San Jacinto, Coronado Banks and San Clemente Fault Zones. The Rose Canyon Fault Zone is considered by many geologists as to be part of the Newport-Inglewood Fault Zone, which originates to the north in Los Angeles, and the Vallecitos and San Miguel Fault Systems to the south in Baja California. The Rose Canyon Fault Zone extends inland from La Jolla Cove, south through Rose Canyon, along the east side of Mission Bay, and out into San Diego Bay. The Rose Canyon Fault Zone is considered to be the greatest potential threat to San Diego as a region, due to its proximity to areas of high population.

Historic documents record that a very strong earthquake struck San Diego in 1862, damaging buildings in Old Town and opening up cracks in the earth near the mouth of the San Diego River. That quake was estimated at a Magnitude 6.0 on the Richter Scale. The strongest recently recorded earthquake in the County was a Magnitude 5.3 that occurred on July 13, 1986 on the Coronado Banks Fault, 25 miles west of Solana Beach. Ongoing field and laboratory studies suggest the following maximum likely magnitudes for local faults: Rose Canyon (6.2-7.0) Coronado Banks (6.0-7.7), Elsinore (6.5-7.3), and San Clemente (6.6-7.7).

The major effects of earthquakes are ground shaking and ground failure. Flooding may be triggered by dam failures resulting from an earthquake, or by seismically induced settlement or subsidence. Any movement beneath a structure, even on the order of an inch or two, could have catastrophic effects on the structure and its service lines. All of these geologic effects are capable of causing property damage and, more importantly, risks to life and safety of persons.

Liquefaction is another secondary impact associated with earthquakes. Liquefaction is the phenomenon that occurs when ground shaking causes loose soils to lose strength and act like viscous fluid. Liquefaction is not known to have occurred historically in the County, although liquefaction has occurred in nearby Imperial Valley in response to large earthquakes (Magnitude 6.0 or greater).

Earthquakes		
Descriptive Title	Richter Magnitude	Intensity Effects
Minor Earthquake	1 to 3.9	Only observed instrumentally or felt only near the epicenter.
Small Earthquake	4 to 5.9	Surface fault movement is small or does not occur. Felt at distances of up to 20 or 30 miles from the epicenter. May cause structural damage.

Moderate Earthquake	6 to 6.9	Moderate to severe earthquake range; fault rupture probable.
Major Earthquake	7 to 7.9	Landslides, liquefaction and ground failure triggered by shock waves.
Great Earthquake	8 to 8+	Damage extends over a broad area, depending on magnitude and other factors.

Landslide

Landslides occur when masses of rock, earth, or debris move down a slope. Landslides are influenced by human activity (mining, construction) and natural factors (geology, precipitation, and topography). Frequently they accompany other natural hazards such as floods and earthquakes.

Landslides are present throughout the coastal plain of the County and can also occur in the granitic mountains of East San Diego County.

Schools near fault rupture zones, in hilly areas subject to landslides or in liquefaction zones should have special measures for coping when the effects of these hazards are added to shaking damage.

Flooding

A flood occurs when excess water from snowmelt, rainfall, or storm surge accumulates and overflows onto a river's bank or to adjacent floodplains. Floodplains are lowlands adjacent to rivers, lakes, and oceans that are subject to recurring floods. Most injury and death from flood occurs when people are swept away by flood currents, and property damage typically occurs as a result of inundation by sediment-filled water. Average annual precipitation in San Diego County ranges from 10 inches on the coast to approximately 45 inches on the highest point of the County's mountain region, and 3 inches in the desert east of the mountains.

Several factors determine the severity of floods, including rainfall intensity and duration. A large amount of rainfall over a short time span can result in flash flood conditions. A sudden thunderstorm or heavy rain, dam failure, or sudden spills can cause flash flooding. Flash floods in the County range from the stereotypical wall of water to a gradually rising stream. The central and eastern portions of the County are most susceptible to flash floods where mountain canyons, dry creek beds, and high deserts are the prevailing terrain.

Between 1950 and 1997, flooding prompted 10 Proclaimed States of Emergency in the County. Historically, flooding in the County has occurred during the season of highest precipitation or during heavy rainfalls after long dry spells. The areas surrounding the river valleys in all of San Diego County are susceptible to flooding because of the wide, flat floodplains surrounding the riverbeds, and the numerous structures that are built in the floodplains. Seven principle streams originate or traverse through the County.

FEMA defines flood risk primarily by a 100-year flood zone, which is applied to those areas with a 1% chance, on average, of flooding in any given year. These high hazard areas are generally concentrated within the coastal areas, including bays, coastal inlets and estuaries. Major watershed areas connecting the local mountain range to the coastal region also contain 100-year flood hazard areas.

Structures located near rivers and in floodplains should have pre-planned evacuation routes and safe areas.

Hazardous Materials

Hazardous Materials releases can occur at facilities or along transportation routes. Such releases, depending on the substance involved and type of release, can directly cause injuries and death and contaminate air, water, and soils. While the probability of a major release at any particular facility or at any point along a known transportation corridor is relatively low, the consequences of releases of these materials can be very serious.

Hazardous materials can include toxic chemicals, radioactive materials, infectious substances, and hazardous wastes. Numerous facilities in the County generate hazardous wastes in addition to storing and using large numbers of hazardous materials. There are a total of 13,034 sites with permits to store and maintain chemical, biological and radiological agents, and explosives in the County.

In situations where large refineries, petroleum or toxic waste storage facilities, large manufacturers or numerous gas stations are near a facility or campus, evacuation routes and shelter-in-place drills should be conducted regularly.

Fire

A structural fire hazard is one where there is a risk of a fire starting in an urban setting and spreading uncontrollably from one building to another across several city blocks, or within hi-rise buildings.

A wildfire is an uncontrolled fire spreading through vegetative fuels and exposing or possibly consuming structures. They often begin unnoticed and spread quickly. Naturally occurring and non-native species of grasses, brush, and trees fuel wildfires. A wildland fire is a wildfire in an area in which development is essentially nonexistent, except for roads, railroads, power lines and similar facilities. A Wildland/Urban Interface Fire is a wildfire in a geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels. Significant development in San Diego County is located along canyon ridges at the wildland/urban interface. Areas that have experienced prolonged droughts or are excessively dry are at risk of wildfires.

Wildland fires have prompted 7 Proclaimed States of Emergency in the County between 1950 and 2003. San Diego County's worst wildfire occurred in October 2003. Several fires burned at the same time throughout the County, burning over 392,000 acres in the urban areas and the backcountry. The fires destroyed 2,668 residential and commercial structures, with costs exceeding \$450 million.

Structures located anywhere near the Wildland/Urban Interface must incorporate evacuation planning into their Emergency Plans. Fire drills and fire evacuation routes should be pre-planned and practiced with transportation vehicles and shelter locations pre-planned.

Terrorism

Terrorism is defined as "the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives."

Recently, the federal government's Department of Homeland Security has placed a great deal of attention on "weapons of mass destruction" (WMD). Following is a list of the categories of WMD weapons: chemical, biological, radiological, nuclear, and explosive.

Given San Diego proximity to an international border and the prevalence of military establishments and entertainment facilities, the region is considered to be a high risk in terms of terrorism.

In the aftermath of the September 11, 2001, terrorist attacks, educational facilities need to evaluate the potential impact of acts of terrorism directly on their campuses and administrative facilities. In some cases, their proximity to local primary targets may increase their vulnerability to terrorists.

Bomb Threats

San Diego County experienced numerous bomb threats to educational facilities, government buildings, religious sites, and commercial facilities over the years.

Aircraft Crash

On September 25, 1978, San Diego was the scene of one of the worst air disasters in the United States. A mid-air collision between a Cessna and a Pacific Southwest Airlines Boeing 727 caused both planes to crash into the neighborhood of North Park. A total of 144 lives were lost including 7 people on the ground.

The region is home to a wide range of public, private, and military airports. Of particular concern, is the Miramar College facility because of its close proximity to the U.S. Marine Corps Miramar Air Station.

Violence

In 1984, a gunman opened fire in a San Ysidro McDonald's restaurant, killing 21 people.

Santana High School in 2001 was the scene of a student shooter who caused the deaths of 2 students and injured 13.

Granite Hills High School was the scene of yet another student shooter in 2001 resulting in injuries to 2 teachers and 3 students.

SECTION ELEVEN

Glossary

Terms

All Clear Alarm: Continuous audio alarm that signals the end of evacuation when conditions are acceptable for reentry of buildings.

Assembly Areas: Designated meeting areas for students, employees, and visitors during emergency evacuation of all San Diego Community College District buildings and auxiliary sites.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Command Post: For major incidents requiring extended, complex, multi-agency response, emergency response officials will typically establish a command and control location in a building or vehicle near the event.

Disaster Service Workers: All public employees in California are subject to such emergency or disaster activities as may be assigned by their supervisors or by law.

Drop Cover, and Hold: Shelter position under tables or desks or other protected places away from overhead fixtures, windows, high cabinets, and bookcases, for immediate individual protection during an emergency.

Emergency Plan Diagram: Diagram of each building of San Diego Community College District facility or campus with marked exits, evacuation routes, and assembly areas, for use in the event of an emergency evacuation.

Emergency Evacuation Plan: Official procedures for evacuation of all effected students, employees and visitors to San Diego Community College District buildings and auxiliary sites upon order of the Chancellor and/or upon building alarm system activation, in the event of an emergency.

Emergency Operations Plan: Plan to protect the safety and welfare of student, employees and visitors in the offices, schools, and programs operated by San Diego Community College District and to assure the continued operation of the essential services of the District during a period of emergency.

Emergency Operations Center: A centralized location where the District can provide emergency management of the response to an emergency, including, but not limited to, logistical support, coordinating media relations, track fiscal issues, and coordinate recovery operations.

Emergency Organization: Organization to direct and control operations of the District's locations during a period of emergency with assigned responsibilities and tasks for planning, response, and recovery in emergency situations.

Evacuation Plan: An official plan for safe and orderly evacuation of District buildings.

Fire Alarm: Intermittent audio alarm that signals evacuation of buildings.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

Level I EOC Activation: Minor to moderate emergency, such as major power outage, bomb threat, air pollution alert, isolated fire, or minor earthquake (no injuries or significant damage).

Level II EOC Activation: Moderate to severe emergency, such as major fire, moderate earthquake, bomb explosion (with injuries and/or structural damage).

Level III EOC Activation: Major disaster such as a catastrophic earthquake.

Local Emergency Responder: Public safety services provided by outside agencies, such as San Diego Police Department, San Diego Fire Department, medical or rescue services.

National Incident Management System: A comprehensive incident response system developed by Homeland Security at the request of the President of the United States, March 1, 2004.

Site Incident Command Team: Employee group assigned to perform a specific emergency function, such as Communications, Medical, Safety and Security, or Search and Rescue.

Standardized Emergency Management System (SEM): An emergency management system required by California law based on the Incident Command System.

Site Incident Commander: The individual responsible for executing the Emergency Plan during an emergency. Typically this individual is the campus President or Site Administrator.

Unified Command: An organization established to oversee the management of multiple incidents being handled by ICS organizations in one location to ensure coordination in multi-jurisdictional situation.

Acronyms

<u>ARC:</u>	American Red Cross
<u>DSR:</u>	Damage Survey Report
<u>DSW:</u>	Disaster Service Worker (All public employees)
<u>EOC:</u>	Emergency Operations Center
<u>FEMA:</u>	Federal Emergency Management Agency
<u>ICS:</u>	Incident Command System
<u>MACS:</u>	Multi-Agency Coordination System
<u>NIMS:</u>	National Incident Management System
<u>OES:</u>	Office of Emergency Services (City, County or State)
<u>PIO:</u>	Public Information Officer
<u>SEMS:</u>	Standardized Emergency Management System
<u>SIC:</u>	Site Incident Commander

SECTION TWELVE

Authorities and References

Federal

National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across all functional disciplines. California's special districts comply with NIMS by adopting the Standardized Emergency Management System, which includes the Incident Command System. ICS is being adopted nation-wide as the standard, all-hazard management concept to be practiced from the field level all the way up to the State and Federal levels.

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended (the Stafford Act) was enacted to support State and local governments and their citizens when disasters overwhelm them. This law establishes a process for requesting and obtaining a Presidential disaster declaration, defines the type and scope of assistance available under the Stafford Act, and sets the conditions for obtaining that assistance.

Federal Civil Defense Act of 1950

The Federal Defense Act of 1950 created the Federal Civil Defense Administration that was attached to the Office of the President to provide a mechanism to monitor emergencies. It led to the Federal Disaster Relief Act which allowed the Federal Government to provide limited assistance to states during disasters. Civil Defense Planning was part of this program.

State of California

California Emergency Services Act This Act (Chapter 7, Division 1, Title 2, California Government Code) provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency, or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of this Act.

California Government Code, Section 3100, Title 1, Division 4, Chapter 4

The Code (Section 3100, Title 1, Division 4, Chapter 4) states that public employees are disaster service workers, subject to such disaster service activities as may be assigned to them by their superiors or by law. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public District, excluding aliens legally employed. The law applies to public school employees in the following cases:

- When a local emergency is proclaimed.
- When a state of emergency is proclaimed.
- When a federal disaster declaration is made.

The law has two specific ramifications for District employees:

It is likely that public school employees are pressed into service as Disaster Service Workers by their superiors, and may be asked to do jobs other than their usual duties for periods exceeding their normal working hours.

When pressed into disaster service, employees' Workers' Compensation Coverage becomes the responsibility of state government, but their overtime pay is paid by the school. These circumstances apply only when a local or state emergency is declared.

The Governor's Office of Emergency Services has stated that inadequately trained staffs render school officials potentially liable for acts committed or omitted by school staff during or after a disaster (Sub Sections 835-840.6). It requires that Special Districts be prepared to respond to emergencies using SEMS.

California Civil Code – Good Samaritan Liability

This section of the Code (Chapter 9, Section 1799.102) provides for "Good Samaritan Liability" for those providing emergency care at the scene of an emergency. ("No person, who, in good faith and not for compensation, renders emergency care at the scene of an emergency, shall be liable for any civil damages resulting from any act or omission. The scene of an emergency shall not include emergency departments and other places where medical care is usually offered.")

California Emergency Plan

Promulgated by the Governor, and published in accordance with the California Emergency Services Act, it provides overall statewide authorities and responsibilities, and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that "...the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof." Therefore, local emergency plans are considered extensions of the California Emergency Plan.

Local

City of San Diego Ordinances, Plan, and Resolutions

As the San Diego Community College District buildings are located within the boundaries of the City of San Diego, the District could be subject to the City Ordinances, Emergency Plan and City Resolutions pertaining to emergency preparedness, response, recovery, and mitigation. If the City declares a disaster, all District buildings within the City boundaries would be included in the declaration and may be eligible for possible reimbursement of emergency response-related funds.

County of San Diego Ordinances, Plan, and Resolutions

San Diego Community College District Emergency Operations Plan is part of the San Diego County Operational Area SEMS Emergency Plan and could be subject to any County Ordinances, Operational Area Emergency Plans, or Resolutions pertaining to emergency preparedness, response, recovery or mitigation.

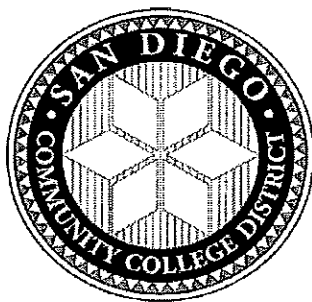
Emergency Plans and EOC Manual

Emergency Plans

Each campus and administrative facility in the District maintains a Emergency Plan. The plans are based on a standardized format and are in compliance with the Standardized Emergency Management System and the National Incident Management System.

Emergency Operations Center Manual

In the event of a major emergency that impacts one of more of the District's campuses or administrative facilities, the Chancellor (or designee) has the authority to activate the District's Emergency Operations Center. The EOC Manual contains the protocols and position checklists that would guide the actions of staff members filling positions in the EOC.



SAN DIEGO COMMUNITY COLLEGE DISTRICT

EMERGENCY OPERATIONS CENTER MANUAL

Draft
July 3, 2008

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11 -	Equipment and Supplies
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ATTACHMENTS:

- A - EOC Position Checklists
- B - EOC Forms & Instructions
 - Form #1 – EOC Position Log
 - Form #2 – Site Status Report
 - Form #3 – Site Status Summary Display Board Template
 - Form #4 – EOC Action Plan
 - Form #5 – EOC Message
- C - EOC Phone List

INTRODUCTION / OVERVIEW

This manual is formatted to provide the user with a simple, user-friendly, quick-reference document for the operation and management of the San Diego Community College District's Emergency Operations Center (EOC).

College Police is responsible for maintenance of this document, as well as training and exercises for EOC staff. Recommendations for changes to this document should be forwarded to:

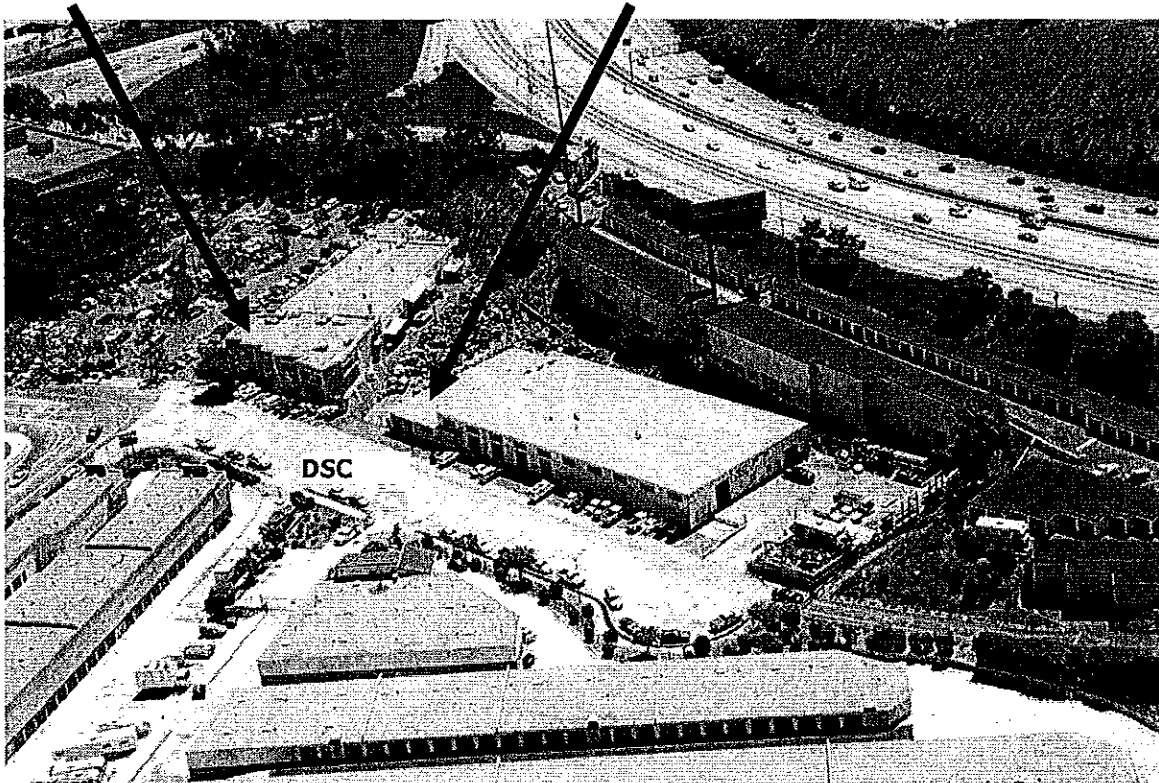
College Police
1536 Frazee Road
San Diego, CA 92108

EOC LOCATIONS

The Primary EOC is located at 1536 Frazee Road, San Diego, CA 92108. In the event that the primary location is unusable, the Alternate EOC is located at 1546 Frazee Road, San Diego, CA 92108.

Primary

Alternate



ROLE OF THE EOC

The District Emergency Operations Center is activated to perform the following activities:

- Provide a centralized point of District emergency management
- Provide logistical support to campuses and facilities
- Provide logistical support in remote sheltering operations
- Coordinate media relations
- Serve as the central point for District information and status
- Coordinate special resources related to crisis counseling and disabled service
- Track fiscal issues and expenditures
- Coordinate claims issues
- Coordinate recovery operations

EOC ACTIVATION

The scope of the activation will depend upon the situation (e.g. during instructional hours vs. after-hours). Because each emergency will be unique in its complexity and demands, the individual authorizing activation must determine which positions should be activated and this information given to College Police for notification.

The EOC may be activated by the:

- Chancellor; or if unavailable:
 - Vice Chancellor – Facilities Management
 - Vice Chancellor – Business Services
 - Vice Chancellor – Student Services

Activation of the EOC should be considered whenever any of the following situations occurs:

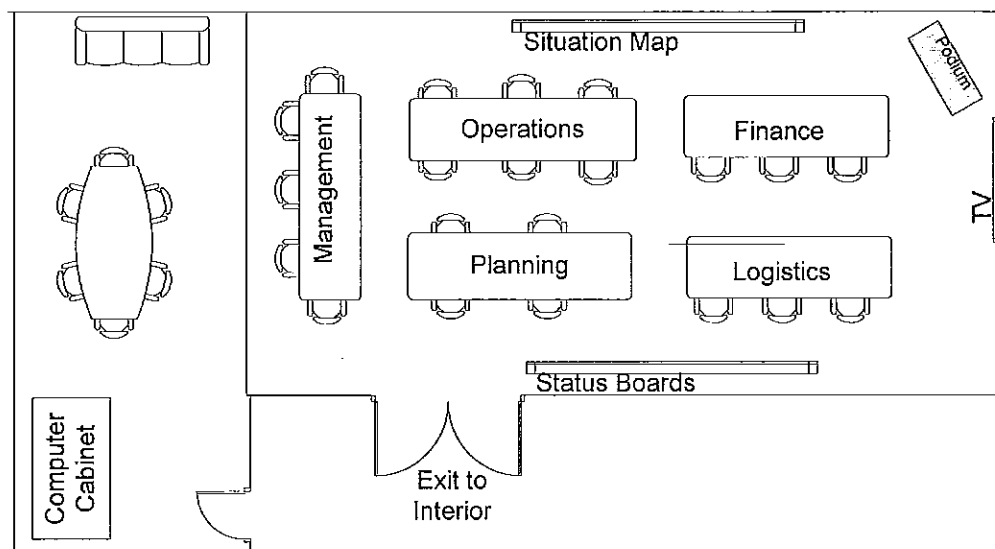
- The time of day (campuses in session or out of session)
- Large fire
- An on-campus shooting
- A major civil disorder
- Earthquake
- Structural failure of occupied building
- Explosion
- Major hazardous material incident
- Any other incident that results in or has potential for serious injuries or major disruption (e.g. requires Off-Site Sheltering)

When the EOC is to be activated, College Police will notify the appropriate EOC staff. Parking information and other logistical arrangements should also be addressed during the notification process.

In the event the City of San Diego also activates its EOC, a representative may be notified by College Police to report to the City EOC at 202 C Street, San Diego 92101.

The District representative will communicate directly with the District's EOC Coordinator.

EOC Floor Plan



SDCCD EOC ORGANIZATION CHART

POSITION	PRIMARY	ALTERNATE
EOC DIRECTOR	Constance Carroll <i>Chancellor</i>	David Umstot <i>Vice Chancellor – Facilities Management</i>
EOC COORDINATOR	Jane Obara <i>Police Officer</i>	Corn Ashton <i>Police Officer</i>
LIAISON OFFICER	Charlie Hogquist <i>Chief of Police</i>	Jack Doherty <i>Police Lieutenant</i>
SAFETY OFFICER	Nancy Schumaker <i>Police Officer</i>	Cynthia Cavada <i>Police Officer</i>
SECURITY OFFICER	Richard Ferrell <i>Police Officer</i>	Matt Torres <i>Police Officer</i>
PUBLIC INFORMATION OFFICER	Rich Dittbenner <i>Director – Public Information & Government Relations</i>	John Nunes <i>Assistant Director – Information & Government Relations</i>
OPERATIONS SECTION CHIEF	David Umstot <i>Vice Chancellor – Facilities Management</i>	Richard Burkhart <i>Construction Manager</i>
LAW ENFORCEMENT UNIT	Jack Doherty <i>Police Lieutenant</i>	Ed Headtke <i>Police Sergeant</i>
CONSTRUCTION & ENGINEERING UNIT	Lance Lareau <i>Architect</i>	Ramon Campos <i>Architect/Designer II</i>
PLANNING & INTELLIGENCE SECTION CHIEF	Lynn Neault <i>Vice Chancellor – Student Services</i>	Henry Ingles <i>Vice Chancellor – Instructional Services</i>
SITUATION ANALYSIS UNIT	Catrina Hixon <i>Administrative Analyst</i>	As Needed
DOCUMENTATION UNIT	Gabriela Alvarez <i>Administrative Assistant</i>	As Needed
HEALTH & WELFARE – STUDENT ASSISTANCE	Liane DeMeo <i>Administrative Analyst</i>	As Needed
TECHNICAL SPECIALIST	As Needed	As Needed
LOGISTICS SECTION CHIEF	Darrell Rogers <i>Facilities Services Manager</i>	Charlie Williams <i>Planner/Estimator Supervisor</i>
POSITION	PRIMARY	ALTERNATE

TRANSPORTATION UNIT	Debra Picou <i>Parking Program Supervisor</i>	Tommie Thornton <i>Parking Operations Supervisor</i>
FACILITIES UNIT	Kurt Enyedi <i>Building & Grounds Supervisor</i>	Paul Priser <i>HVAC Supervisor, Facilities</i>
COMMUNICATION & INFORMATION SYSTEMS UNIT	Kent Keyser <i>Director – Information Technology</i>	Don Bertram <i>Assistant Director – Information Technology</i>
RESOURCE TRACKING UNIT	Donn Betz <i>Equipment Repair Supervisor</i>	Brendell Franklin <i>Senior Secretary</i>
FINANCE & ADMINISTRATION SECTION CHIEF	Terry Davis <i>Vice Chancellor – Business Services</i>	Kim Myers <i>Vice Chancellor – Human Resources and Administrative Services</i>
PURCHASING UNIT	Gary Van Beenen <i>Purchasing & Contracts Supervisor</i>	Pattie Grela <i>Administrative Technician</i>
COMPENSATION & CLAIMS UNIT	Tom Eggleston <i>Risk Manager</i>	Neil Allen <i>Administrative Technician</i>
COST ACCOUNTING UNIT	Charles Rogers <i>Controller</i>	Chuck Cooper <i>Director of Financial Support Services</i>
TIME KEEPING UNIT	Judy Masters <i>Payroll Manager</i>	Linda Oliver <i>Payroll Supervisor</i>
PERSONNEL UNIT	Cheryl Witt <i>Employee Relations Manager</i>	Erin Milligan-Hill <i>Labor Relations Analyst</i>
SUPPLY & PROCUREMENT UNIT	Ed Cook <i>Purchasing Supervisor</i>	Ann Cavaliere <i>Acquisitions/Buyer</i>
EMPLOYEE NOTIFICATION UNIT	Jeff Giles <i>Human Resources Technician</i>	Jeff Lumban <i>Human Resources Technician</i>
DEMOBILIZATION UNIT	Sylvia Swenson <i>Classification & Compensation Supervisor</i>	Pat Parmer <i>Human Resources Technician</i>

COMMUNICATIONS

- Each position in the EOC is equipped with a standard landline telephone.

- Some of the telephones have speakerphone/conferencing capabilities.
- Some staff will utilize portable radios that are brought with them to the EOC.
- Cellular telephones may also be brought in for use.
- A fax machine is located in the EOC.
- Internet capability will be available in various locations in the EOC.
- Runners may be utilized.

EQUIPMENT AND SUPPLIES

Each position in the EOC has a Position Notebook that contains the following items:

- EOC Manual
- Tablet of Lined Paper

General office supplies are kept in the EOC (computer cabinet in back corner) and include:

- Pens and pencils
- Paperclips
- Stapler
- Scotch tape
- Thomas Brothers Map Book
- Campus and facility aerial photo map book
- 3-whole punch device

For display purposes, the EOC has the following items:

- One (1) large Thomas Brothers Display Map. Map indicates the location of school and administrative facilities.
- Several blank display boards
- Assortment of dry-erasable markers in several colors and erasures.

If needed, an LCD Projector / Laptop system is available through College Police. This system is helpful in projecting maps, status boards, logs, photos, etc.

A TV/Video conferencing unit allows monitoring of television stations as well as video conferencing. An AM/FM radio is also available for monitoring commercial radio stations.

DEACTIVATION

The EOC Director will make the decision to deactivate the EOC. Prior to deciding on deactivation, the EOC Director will ensure that all potential activities or requirements have been accomplished and that the emergency is genuinely over.

Prior to departing, the Planning & Intelligence Section Chief will ensure that:

- All Position Logs are completed and turned in to the Documentation Unit.
- All positions have been cleaned and re-supplied for future activation.
- That the Documentation Unit collects all documents and completes the Master EOC Log and turns all records over to the Planning & Intelligence Section Chief.
- That all positions are advised to complete an After-Action Report as to their activities and assign a due date for turning those reports in to the Planning & Intelligence Section Chief.
- That a due date is established for the submission by the Planning & Intelligence Section Chief of the final After-Action Report to the EOC Director.
- That the EOC facility is in a “ready condition” for future activations.

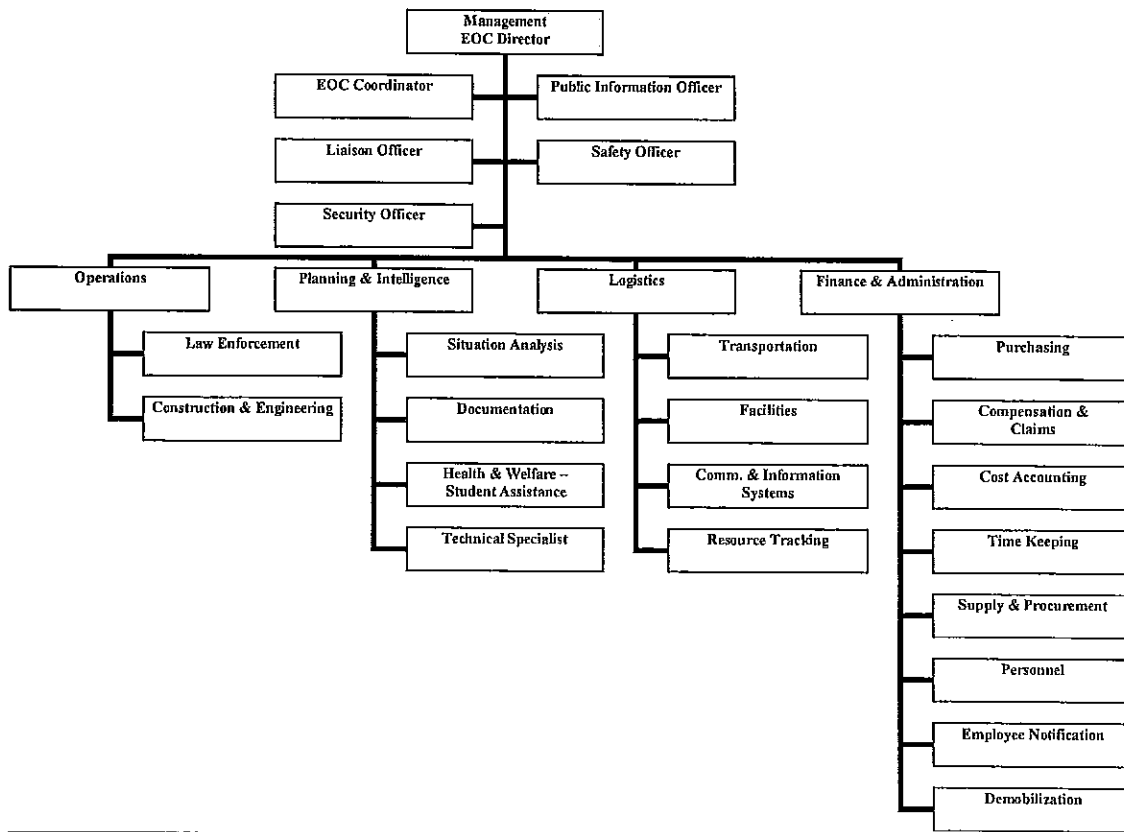
TRAINING / EXERCISES

Any plan is only as good as the training and exercises that the assigned staff participates in. See the District Emergency Operations Plan for a detailed listing of the training and exercise standards.

College Police is responsible for scheduling training and exercises. If an actual activation takes place, it can substitute for the next scheduled exercise period. All newly assigned EOC staff members should receive a briefing on their EOC position responsibilities within 30 days of assignment. EOC orientation training will be conducted annually.

EOC **POSITION** **CHECKLISTS**

EOC DIRECTOR



PRIMARY: Constance Carroll, Chancellor

ALTERNATE: David Umstot, Vice Chancellor - Facilities Management

REPORTS TO: Board of Trustees

OVERVIEW OF ROLE:

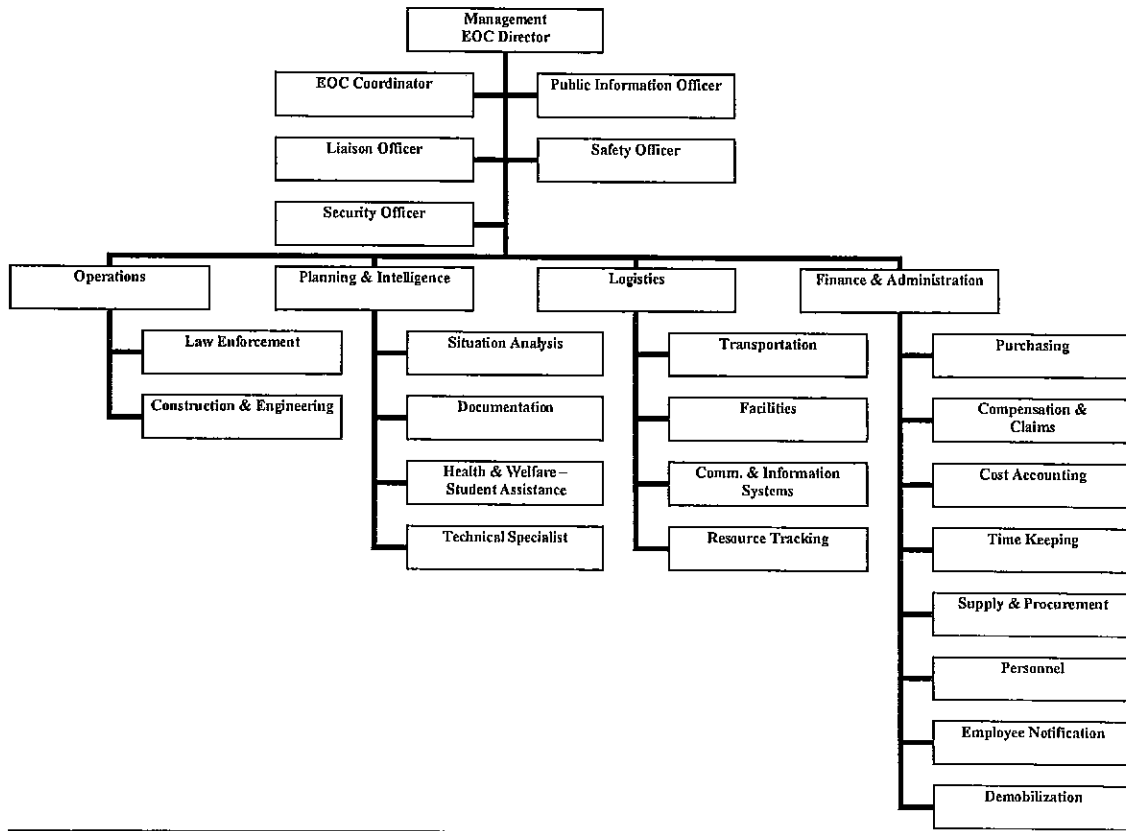
The EOC Director is responsible for ensuring that the emergency is managed according to District policies and procedures and for overseeing the District EOC in management, coordination, and support of operations.

EOC DIRECTOR

BASIC RESPONSIBILITIES

- ☐ ACTIVATE THE EMERGENCY OPERATIONS CENTER
- ☐ ENSURE THAT EOC STAFF ARE NOTIFIED BY COLLEGE POLICE SERVICES
- ☐ OBTAIN AN ASSESSMENT OF THE SITUATION FROM EOC STAFF AND OTHER SOURCES (the Planning & Intelligence Section Chief should coordinate the “situational analysis”)
- ☐ ENSURE THE DEVELOPMENT OF AN “ACTION PLAN” (the Planning & Intelligence Section Chief should coordinate the process). THE ACTION PLAN SHOULD OUTLINE:
 - OBJECTIVES
 - STRATEGIES
 - ASSIGNMENTS
 - LOGISTICAL NEEDS
- ☐ ENSURE THAT THE OPERATIONS SECTION CHIEF IMPLEMENTS THE ACTION PLAN
- ☐ ENSURE THAT THE PLANNING & INTELLIGENCE SECTION CONTINUES TO MONITOR AND ANALYZE THE SITUATION AND UPDATES THE ACTION PLAN AS NEEDED
- ☐ ENSURE THAT THE LOGISTICS SECTION CHIEF IS EFFECTIVELY MANAGING RESOURCES
- ☐ KEEP THE DISTRICT BOARD ADVISED OF THE SITUATION AND PROGRESS
- ☐ ENSURE THAT THE PLANNING AND INTELLIGENCE SECTION CHIEF DEVELOPS A DEMOBILIZATION AND RECOVERY PLAN
- ☐ ENSURE THAT THE EOC FUNCTIONS EFFICIENTLY AND THAT ALL PERSONNEL ARE CARRYING OUT THEIR ASSIGNMENTS PROPERLY
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED
- ☐ ASSIGN A DUE DATE FOR THE SUBMISSION OF THE AFTER-ACTION REPORT (to be completed by the Planning & Intelligence Section Chief)

EOC COORDINATOR



PRIMARY: Jane Obara, Police Officer

ALTERNATE: Corn Ashton, Police Officer

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

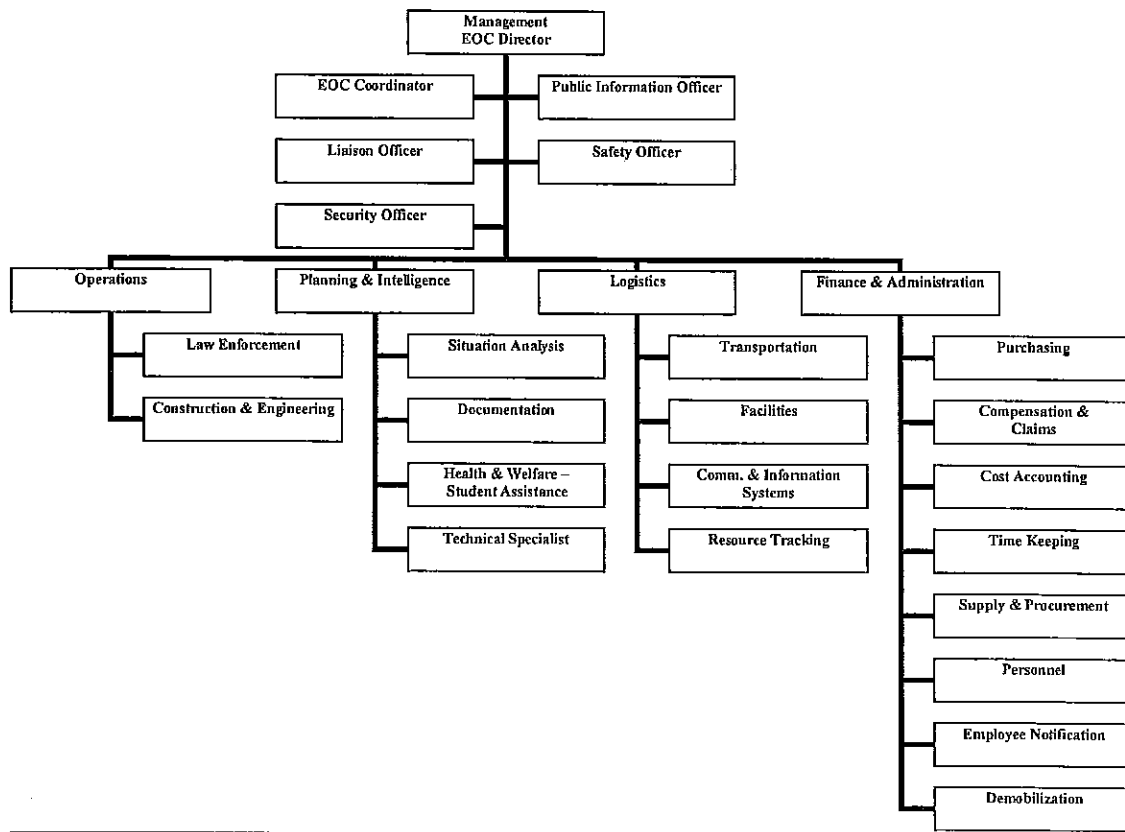
The EOC Coordinator is responsible for ensuring that the Emergency Operations Center is staffed and equipped to respond effectively to major emergencies and disasters. The EOC Coordinator is typically the person who has the overall best knowledge of the functioning of the EOC. This position also serves as the primary point of contact for all incoming agency representatives assigned to the EOC.

EOC COORDINATOR

BASIC RESPONSIBILITIES

- ☐ ASSIST THE EOC DIRECTOR IN DEVELOPING OVERALL STRATEGIC OBJECTIVES AS WELL AS SECTION OBJECTIVES FOR THE ACTION PLAN.
- ☐ ADVISE THE EOC DIRECTOR ON PROPER PROCEDURES FOR ENACTING EMERGENCY PROCLAMATIONS, EMERGENCY ORDINANCES AND RESOLUTIONS, AND OTHER LEGAL REQUIREMENTS.
- ☐ ASSIST THE PLANNING & INTELLIGENCE SECTION IN THE DEVELOPMENT, CONTINUOUS UPDATING, AND EXECUTION OF THE EOC ACTION PLAN.
- ☐ PROVIDE OVERALL PROCEDURAL GUIDANCE TO EOC STAFF AS REQUIRED.
- ☐ PROVIDE GENERAL ADVICE AND GUIDANCE TO THE EOC DIRECTOR AS REQUIRED.
- ☐ ENSURE THAT ALL NOTIFICATIONS ARE MADE TO THE OPERATIONAL AREA EOC.
- ☐ ENSURE THAT ALL COMMUNICATIONS WITH APPROPRIATE EMERGENCY RESPONSE AGENCIES IS ESTABLISHED AND MAINTAINED.
- ☐ ASSIST THE EOC DIRECTOR IN PREPARING FOR AND CONDUCTING BRIEFINGS WITH MANAGEMENT STAFF, THE AGENCY OR JURISDICTION POLICY GROUPS, THE MEDIA, AND THE GENERAL PUBLIC.
- ☐ COORDINATE ALL EOC VISITS.
- ☐ PROVIDE ASSISTANCE WITH SHIFT CHANGE ACTIVITY AS REQUIRED.

SAFETY OFFICER



PRIMARY: Nancy Schumaker, Police Officer

ALTERNATE: Cynthia Cavada, Police Officer

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

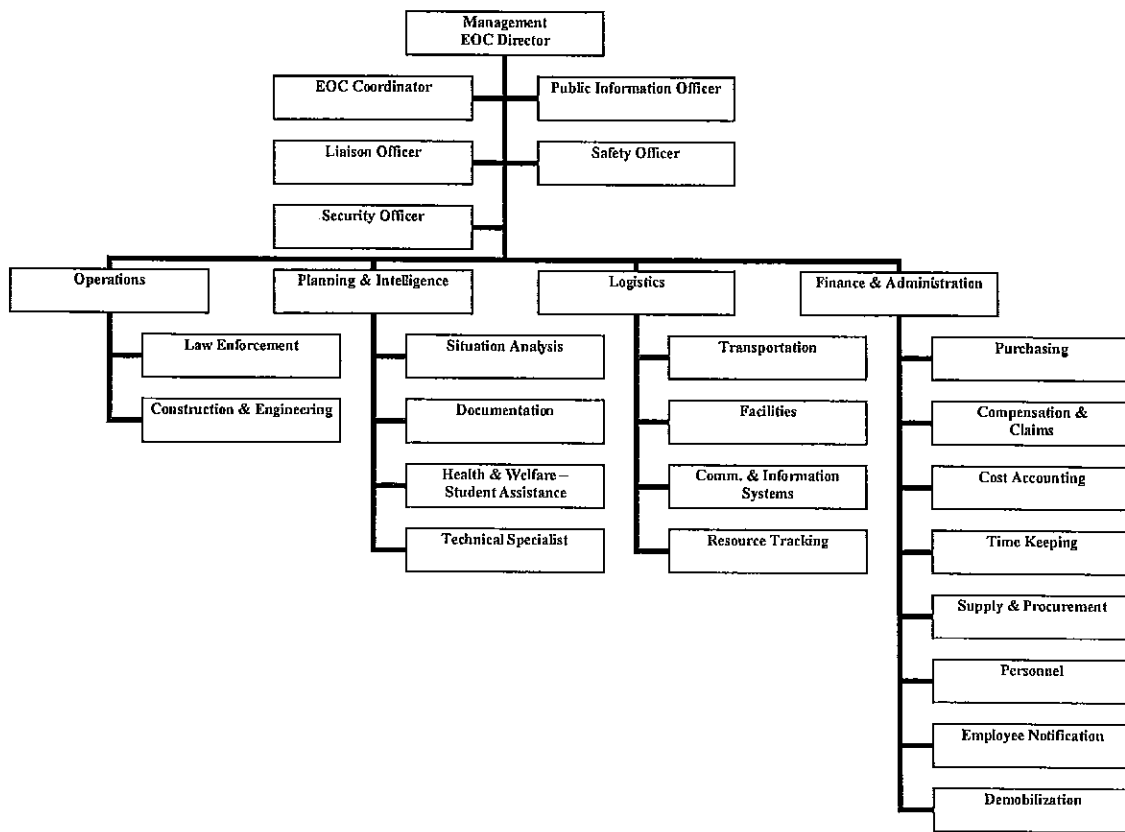
The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the existing circumstances.

SAFETY OFFICER

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- ☐ TAKE YOUR ASSIGNED POSITION IN THE EOC
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ MONITOR DRILLS, EXERCISES, AND EMERGENCY RESPONSE ACTIVITIES FOR SAFETY.
- ☐ IDENTIFY AND MITIGATE SAFETY HAZARDS AND SITUATIONS.
- ☐ STOP OR MODIFY ALL UNSAFE OPERATIONS.
- ☐ THINK AHEAD AND ANTICIPATE SITUATIONS AND PROBLEMS BEFORE THEY OCCUR.
- ☐ ANTICIPATE SITUATION CHANGES, SUCH AS SEVERE AFTERSHOCKS, IN ALL PLANNING.
- ☐ KEEP THE EOC DIRECTOR ADVISED OF YOUR STATUS AND ACTIVITY AND ON ANY PROBLEM AREAS THAT NOW NEED OR WILL REQUIRE SOLUTIONS.
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED.

SECURITY OFFICER



PRIMARY: Richard Ferrell, Police Officer

ALTERNATE: Matt Torres, Police Officer

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

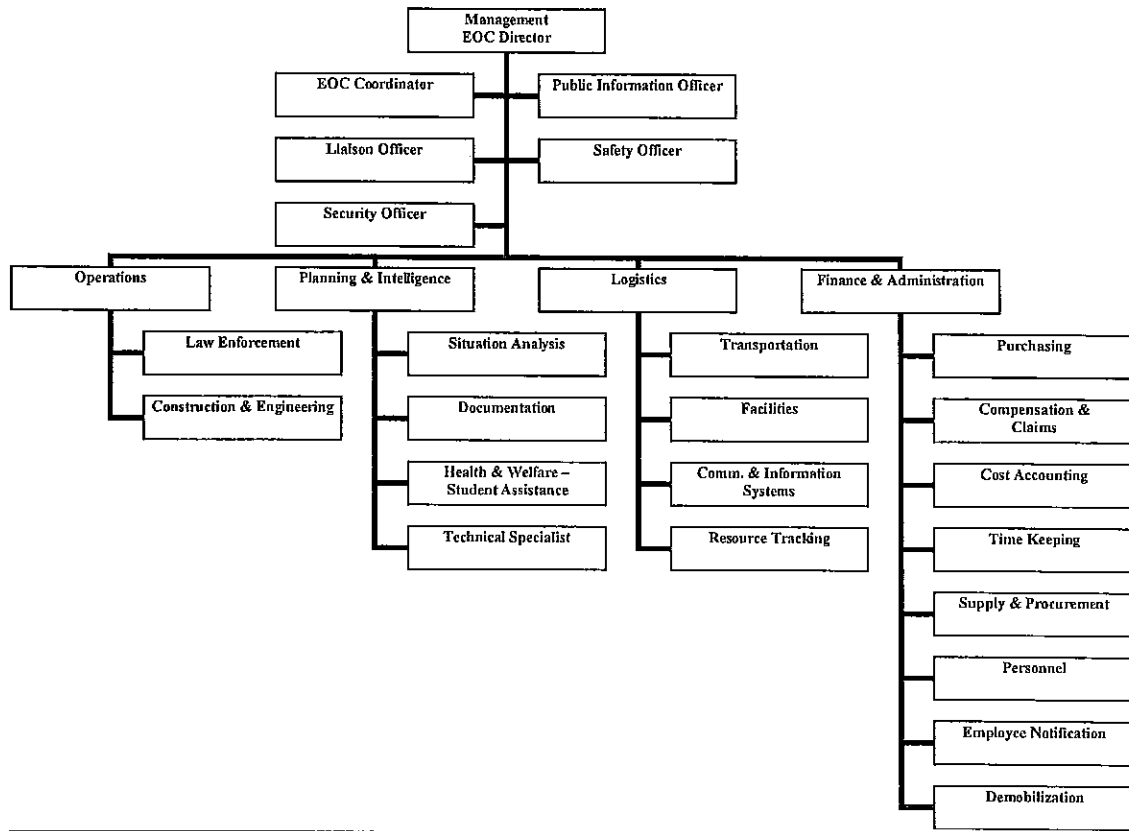
Provide twenty-four hour a day security for EOC facilities. Control personnel access to facilities in accordance with policies established by the EOC Director.
Responsible for security of personnel access.

SECURITY OFFICER

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- ☐ TAKE YOUR ASSIGNED POSITION IN THE EOC
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ DETERMINE CURRENT SECURITY REQUIREMENTS AND ESTABLISH STAFFING AS NEEDED.
- ☐ DETERMINE NEEDS FOR SPECIAL COMMUNICATIONS. MAKE NEEDS KNOWN TO THE COMMUNICATIONS BRANCH OF THE LOGISTICS SECTION.
- ☐ COMPLETE A RADIO OR COMMUNICATIONS CHECK WITH ALL ON-DUTY SECURITY PERSONNEL AS APPROPRIATE.
- ☐ ESTABLISH OR RELOCATE SECURITY POSITIONS AS DICTATED BY THE SITUATION.
- ☐ DETERMINE NEEDS FOR SPECIAL ACCESS FACILITIES. CONSIDER NEED FOR VEHICLE TRAFFIC CONTROL PLAN. DEVELOP IF REQUIRED.
- ☐ ASSIST IN ANY EOC EVACUATION.
- ☐ ASSIST IN SEALING OFF ANY DANGER AREAS. PROVIDE ACCESS CONTROL AS REQUIRED.
- ☐ AS REQUESTED, PROVIDE SECURITY FOR ANY EOC CRITICAL FACILITIES, SUPPLIES OR MATERIALS.
- ☐ PROVIDE EXECUTIVE SECURITY AS APPROPRIATE OR REQUIRED.
- ☐ PROVIDE SECURITY INPUT AND RECOMMENDATIONS AS APPROPRIATE TO CONDITIONS TO EOC DIRECTOR.
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

LIAISON OFFICER



PRIMARY: Charlie Hogquist, Chief of Police

ALTERNATE: Jack Doherty, Police Lieutenant

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

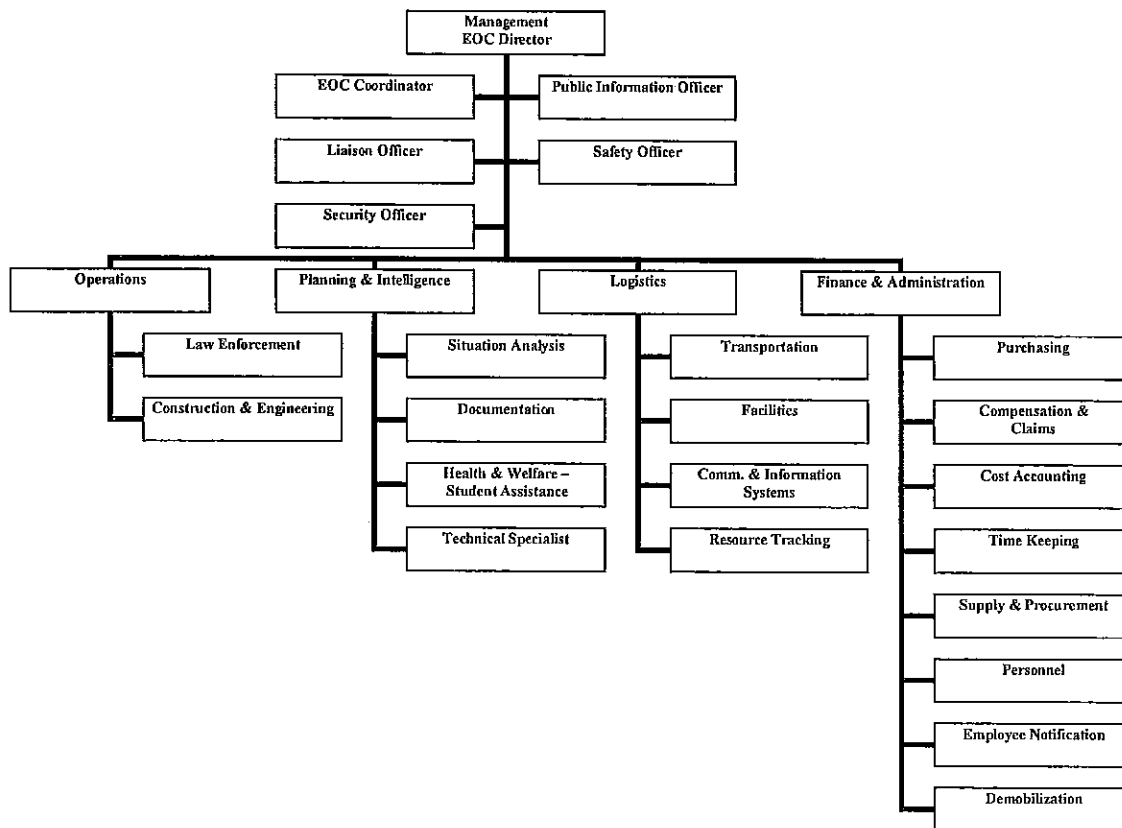
The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the district and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

LIAISON OFFICER

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- ☐ TAKE YOUR ASSIGNED POSITION IN THE EOC
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ BRIEF AGENCY REPRESENTATIVES ON CURRENT SITUATION, PRIORITIES AND INCIDENT ACTION PLAN.
- ☐ ENSURE COORDINATION OF EFFORTS BY KEEPING IC INFORMED OF AGENCIES' ACTION PLANS.
- ☐ PROVIDE PERIODIC UPDATE BRIEFINGS TO AGENCY REPRESENTATIVES AS NECESSARY.
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED
- ☐ ASSIST THE EOC DIRECTOR IN DEVELOPING OVERALL STRATEGIC OBJECTIVES AS WELL AS SECTION OBJECTIVES FOR THE ACTION PLAN.
- ☐ ADVISE THE EOC DIRECTOR ON PROPER PROCEDURES FOR REQUESTING AGENCY REPRESENTATION IN THE EOC.
- ☐ ASSIST THE PLANNING & INTELLIGENCE SECTION IN THE DEVELOPMENT, CONTINUOUS UPDATING, AND EXECUTION OF THE EOC ACTION PLAN.
- ☐ PROVIDE OVERALL PROCEDURAL GUIDANCE TO OUTSIDE AGENCIES PARTICIPATING IN THE EOC.
- ☐ PROVIDE GENERAL ADVICE AND GUIDANCE TO THE EOC DIRECTOR AS REQUIRED.
- ☐ ENSURE THAT ALL NOTIFICATIONS ARE MADE TO THE OPERATIONAL AREA EOC.
- ☐ ASSIST THE EOC DIRECTOR IN PREPARING FOR AND CONDUCTING BRIEFINGS WITH MANAGEMENT STAFF, THE AGENCY OR JURISDICTION POLICY GROUPS, THE MEDIA, AND THE GENERAL PUBLIC.
- ☐ COORDINATE ALL EOC VISITS.
- ☐ ASSIST THE FIELD WITH COORDINATING VISITS TO THE FIELD BY VIPS.

EOC PUBLIC INFORMATION OFFICER



PRIMARY: Rich Dittbenner, Director Public Information & Government Relations

ALTERNATE: John Nunes, Assistant Director - Public Information & Government Relations

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

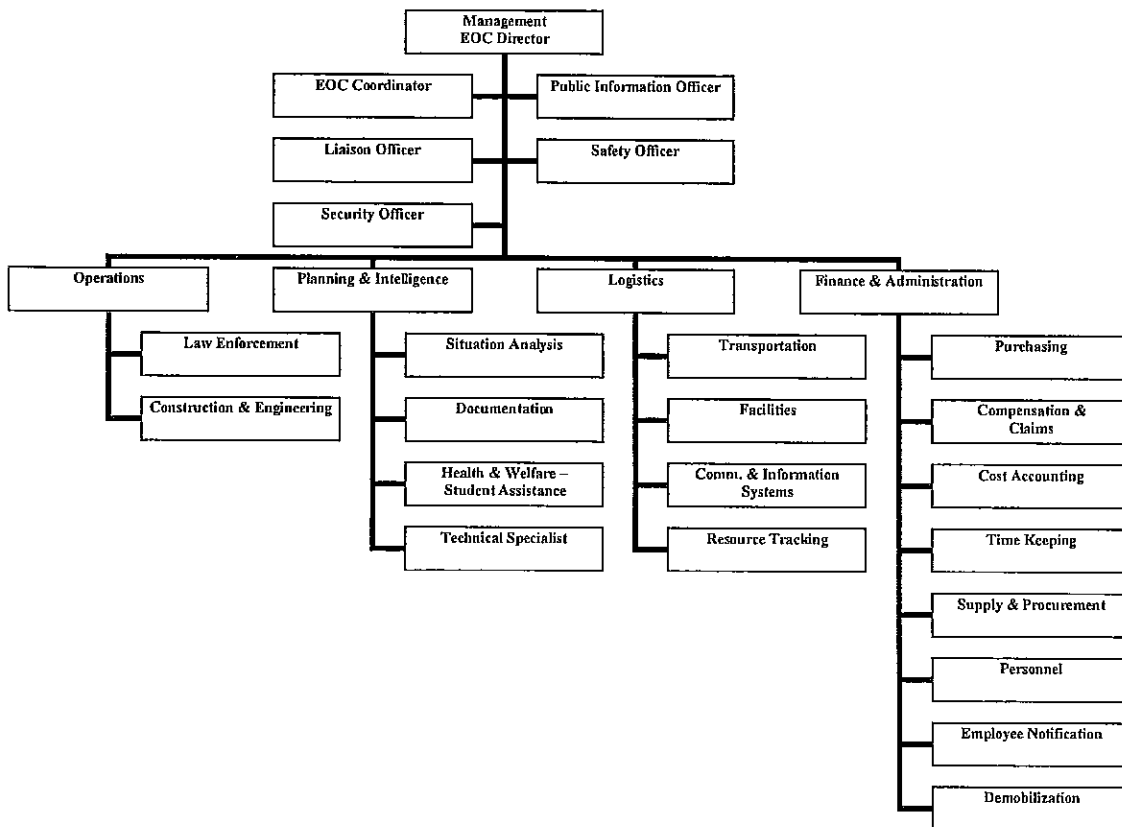
The EOC Public Information Officer is responsible for monitoring media reports, rumor control, arranging for media interviews / conferences, and developing media releases.

EOC PUBLIC INFORMATION OFFICER

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- ☐ TAKE YOUR ASSIGNED POSITION IN THE EOC
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ DETERMINE THE SCOPE OF MEDIA ACTIVITY RELATED TO THE EMERGENCY
- ☐ DEVELOP A MEDIA COORDINATION PLAN AND REVIEW IT WITH THE EOC DIRECTOR
- ☐ ASSIGN ADDITIONAL INFORMATION OFFICERS TO FIELD ASSIGNMENTS AS NEEDED
- ☐ IF NEEDED, ARRANGE FOR MEDIA INTERVIEWS / CONFERENCES AS AUTHORIZED BY THE EOC DIRECTOR
- ☐ PREPARE MEDIA RELEASES AND OBTAIN THE EOC DIRECTOR'S APPROVAL PRIOR TO RELEASE
- ☐ MONITOR MEDIA REPORTS AND BRIEF THE EOC DIRECTOR REGARDING INFORMATION, ERRORS, RUMORS, ETC.
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC OPERATIONS SECTION CHIEF



PRIMARY: David Umstot, Vice Chancellor – Facilities Management

ALTERNATE: Richard Burkhart, Construction Manager

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

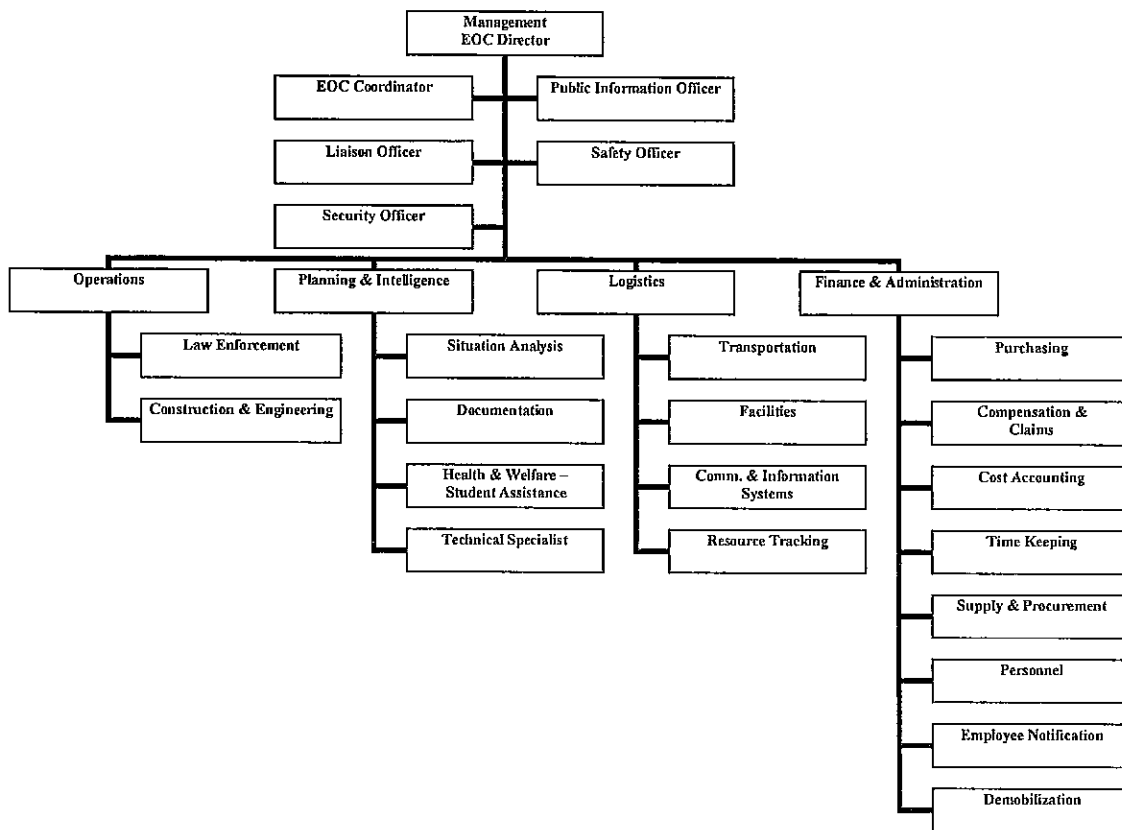
The EOC Operations Section Chief is responsible for carrying out the EOC Action Plan. This includes coordination with field staff and public safety agencies. Notifies the Planning & Intelligence Section of situational changes or developments and advises the Logistics Section of resource needs and status.

EOC OPERATIONS SECTION CHIEF

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- ☐ TAKE YOUR ASSIGNED POSITION IN THE EOC
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ ESTABLISH COMMUNICATIONS WITH THE ON-SCENE INCIDENT COMMANDER(S) OR KEY FACILITY/SCHOOL MANAGERS / PRINCIPALS
- ☐ ADVISE THE PLANNING & INTELLIGENCE SECTION CHIEF OF ANY SITUATION ANALYSIS INFORMATION
- ☐ PARTICIPATE IN THE DEVELOPMENT OF THE EOC ACTION PLAN
- ☐ IMPLEMENT THE EOC ACTION PLAN
- ☐ ADVISE THE LOGISTICS SECTION OF ANY RESOURCE NEEDS
- ☐ KEEP THE LOGISTICS SECTION ADVISED OF THE STATUS OF RESOURCES
- ☐ CONTINUE TO BRIEF THE EOC DIRECTOR AND PLANNING & INTELLIGENCE SECTION CHIEF OF THE STATUS OF OPERATIONS
- ☐ ENSURE THAT ALL OBJECTIVES OF THE EOC ACTION PLAN ARE PROPERLY CARRIED OUT. ADVISE THE EOC DIRECTOR OF ANY OPERATIONAL PROBLEMS / NEEDS
- ☐ DEVELOP AN "AFTE-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC LAW ENFORCEMENT UNIT



PRIMARY: Jack Doherty, Police Lieutenant

ALTERNATE: Ed Headtke, Police Sergeant

REPORTS TO: EOC Operations Section Chief

OVERVIEW OF ROLE:

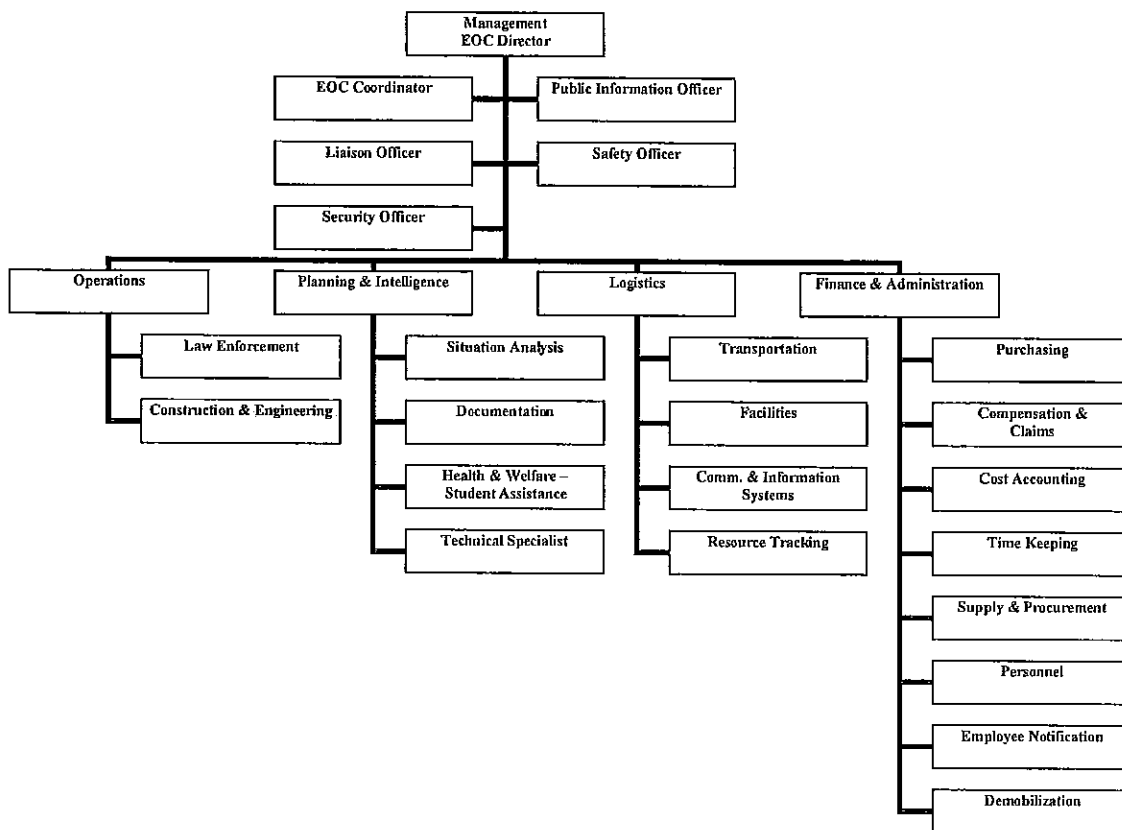
The EOC Law Enforcement Unit is responsible for overseeing law enforcement functions during the emergency. This includes ensuring that adequate law enforcement resources are assigned while maintaining College Police services in the unaffected areas.

EOC LAW ENFORCEMENT UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC OPERATIONS SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED POSITION IN THE EOC
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ DETERMINE THE RESPONSIBILITIES OF POLICE SERVICES AS IT RELATES TO THE EOC ACTION PLAN AND THE FIELD RESPONSE UNITS
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC CONSTRUCTION & ENGINEERING UNIT



PRIMARY: Lance Lareau, Architect

ALTERNATE: Ramon Campos, Architect/Designer II

REPORTS TO: EOC Operations Section Chief

OVERVIEW OF ROLE:

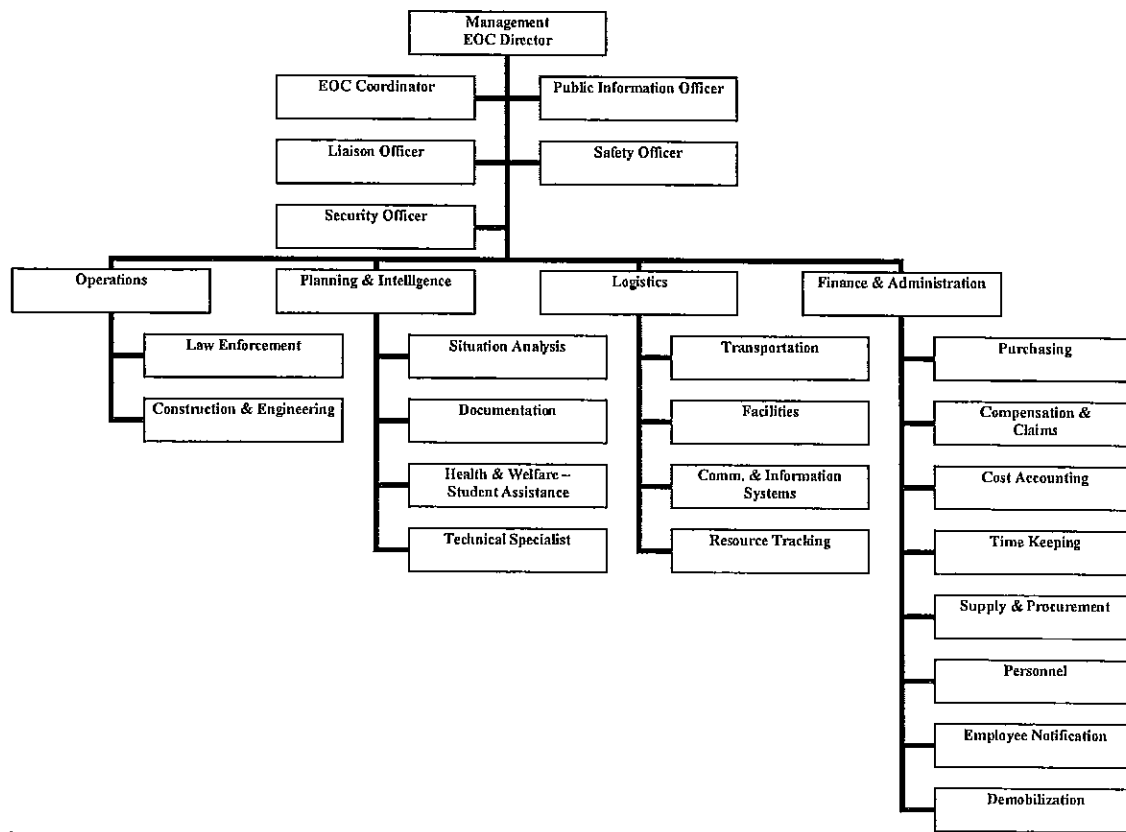
The Construction & Engineering Unit coordinates all infrastructure related activities during an emergency. Also includes coordination of utility services (public and private), public works, engineering, and damage and safety inspections and assessments.

EOC CONSTRUCTION & ENGINEERING UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE OPERATIONS SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ ESTABLISH AND MAINTAIN A POSITION LOG AND OTHER NECESSARY FILES.
- ☐ COMPILE A COMPLETE ACCOUNTING OF ALL COSTS ASSOCIATED WITH THE EMERGENCY
- ☐ KEEP THE FINANCE & ADMIN SECTION CHIEF BRIEFED ON THE STATUS OF CLAIMS ACTIVITIES
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED
- ☐ ENSURE THAT DAMAGE AND SAFETY ASSESSMENTS ARE BEING CARRIED OUT FOR BOTH PUBLIC AND PRIVATE FACILITIES.
- ☐ REQUEST MUTUAL AID AS REQUIRED THROUGH THE OPERATIONAL AREA PUBLIC WORKS MUTUAL AID COORDINATOR.
- ☐ DETERMINE AND DOCUMENT THE STATUS OF TRANSPORTATION ROUTES INTO AND WITHIN AFFECTED AREAS.
- ☐ COORDINATE DEBRIS REMOVAL SERVICES AS REQUIRED.
- ☐ PROVIDE THE OPERATIONS SECTION CHIEF AND THE PLANNING & INTELLIGENCE SECTION WITH AN OVERALL SUMMARY OF CONSTRUCTION & ENGINEERING UNIT ACTIVITIES PERIODICALLY DURING THE OPERATIONAL PERIOD OR AS REQUESTED.
- ☐ ENSURE THAT ALL UTILITIES AND CONSTRUCTION & ENGINEERING STATUS REPORTS, AS WELL AS THE INITIAL DAMAGE ESTIMATION ARE COMPLETED AND MAINTAINED.
- ☐ REFER ALL CONTACTS WITH THE MEDIA TO THE PUBLIC INFORMATION OFFICER.
- ☐ ENSURE THAT ALL FISCAL AND ADMINISTRATIVE REQUIREMENTS ARE COORDINATED THROUGH THE FINANCE & ADMINISTRATION SECTION (DAILY TIME SHEETS AND NOTIFICATION OF ANY EMERGENCY EXPENDITURES).
- ☐ PREPARE OBJECTIVES FOR THE CONSTRUCTION & ENGINEERING UNIT FOR THE SUBSEQUENT OPERATIONS PERIOD; PROVIDE THEM TO THE OPERATIONS SECTION CHIEF PRIOR TO THE END OF THE SHIFT AND THE NEXT ACTION PLANNING MEETING.

EOC PLANNING & INTELLIGENCE SECTION CHIEF



PRIMARY: Lynn Neault, Vice Chancellor – Student Services

ALTERNATE: Henry Ingles, Vice Chancellor – Instructional Services

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

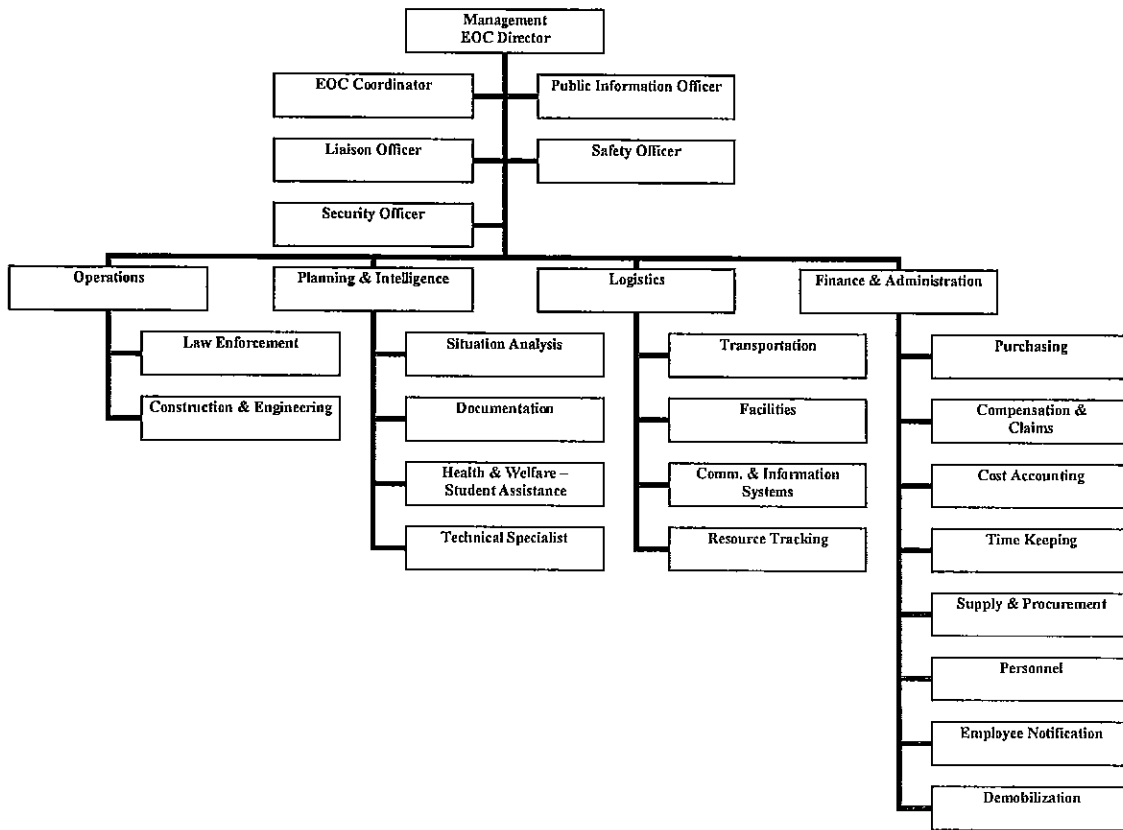
The EOC Planning & Intelligence Section Chief is responsible for determine the scope of the emergency, potential developments, developing the EOC Action Plan, continuous monitoring of the operation, and ensure that critical information is posted in the EOC.

EOC PLANNING & INTELLIGENCE SECTION CHIEF

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- ☐ TAKE YOUR ASSIGNED POSITION IN THE EOC
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ ENSURE THAT THE "SITUATION ANALYSIS" AND THE "DOCUMENTATION UNIT" ARE STAFFED
- ☐ DEVELOP A SITUATION ANALYSIS OF THE EMERGENCY BASED ON THE INFORMATION UTILIZING EOC FORM #2 (SITE STATUS REPORT FORM). EOC FORM #4 IS THE DISPLAY BOARD TEMPLATE FOR POSTING THE OVERALL SITUATION.
- ☐ REVIEW THE SITUATIONAL ANALYSIS WITH THE EOC DIRECTOR AND PERSONNEL. COORDINATE THE DEVELOPMENT OF THE ACTION PLAN USING EOC FORM #4.
- ☐ ENSURE THAT THE SITUATION ANALYSIS UNIT CONTINUES TO MONITOR THE SITUATION AND ADVISES OF ANY CHANGES OR UPDATES
- ☐ ENSURE THAT THE DOCUMENTATION UNIT IS POSTING CRITICAL INFORMATION ONTO THE STATUS BOARDS
- ☐ COLLECT AFTER-ACTION REPORTS FROM THE ASSIGNED EOC POSITION PERSONNEL AND DEVELOPS AN "AFTER-ACTION" REPORT SUBMITS THE AFTER-ACTION REPORT TO THE EOC DIRECTOR
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC SITUATION ANALYSIS UNIT



PRIMARY: Catrina Hixon, Administrative Analyst

ALTERNATE: As Needed

REPORTS TO: EOC Planning & Intelligence Section Chief

OVERVIEW OF ROLE:

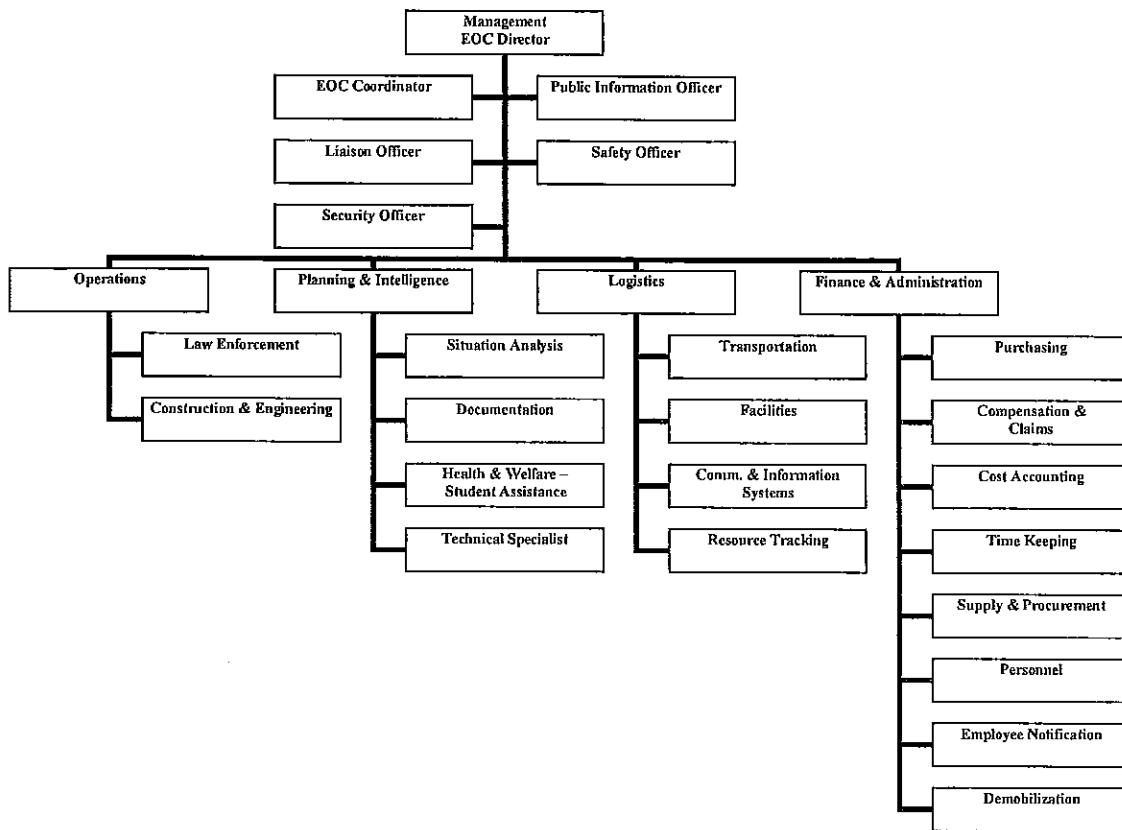
The EOC Situation Analysis Unit gathers situational information related to the emergency, identifies potential developments, identifies safety hazards to District staff, students, and responders, while monitoring changes in the situation and advises the Planning & Intelligence Section Chief.

EOC SITUATION ANALYSIS UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED POSITION IN THE EOC
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ OBTAIN SITUATIONAL INFORMATION RELATED TO THE EMERGENCY. SOURCES MAY INCLUDE:
 - CONTACT WITH CAMPUS OR FACILITY STAFF ON SCENE OR INVOLVED
 - CONTACT WITH DISTRICT POLICE DISPATCH
 - CONTACT WITH PUBLIC SAFETY AGENCIES
- ☐ IDENTIFY POTENTIAL DEVELOPMENTS IN THE SITUATION – WHAT MIGHT OCCUR – CAN THIS SITUATION LEAD TO OTHER PROBLEMS THAT MAY NOT HAVE YET OCCURRED
- ☐ IDENTIFY SAFETY CONCERNS FOR DISTRICT STAFF, STUDENTS, AND RESPONDERS
- ☐ POST INFORMATION ON DISPLAY BOARDS
- ☐ CONFIRM ACCURACY OF INFORMATION PRIOR TO POSTING
- ☐ MAKE EVERY EFFORT TO ENSURE INFORMATION IS UP TO DATE
- ☐ COORDINATE WITH DOCUMENTATION UNIT PRIOR TO UPDATING DISPLAY BOARDS
- ☐ BRIEF THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ CONTINUE TO MONITOR THE SITUATION AND KEEP THE PLANNING & INTELLIGENCE SECTION CHIEF ADVISED
- ☐ DEVELOP AN “AFTER-ACTION” REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC DOCUMENTATION UNIT



PRIMARY: Gabriela Alvarez, Administrative Assistant

ALTERNATE: As Needed

REPORTS TO: EOC Planning & Intelligence Section Chief

OVERVIEW OF ROLE:

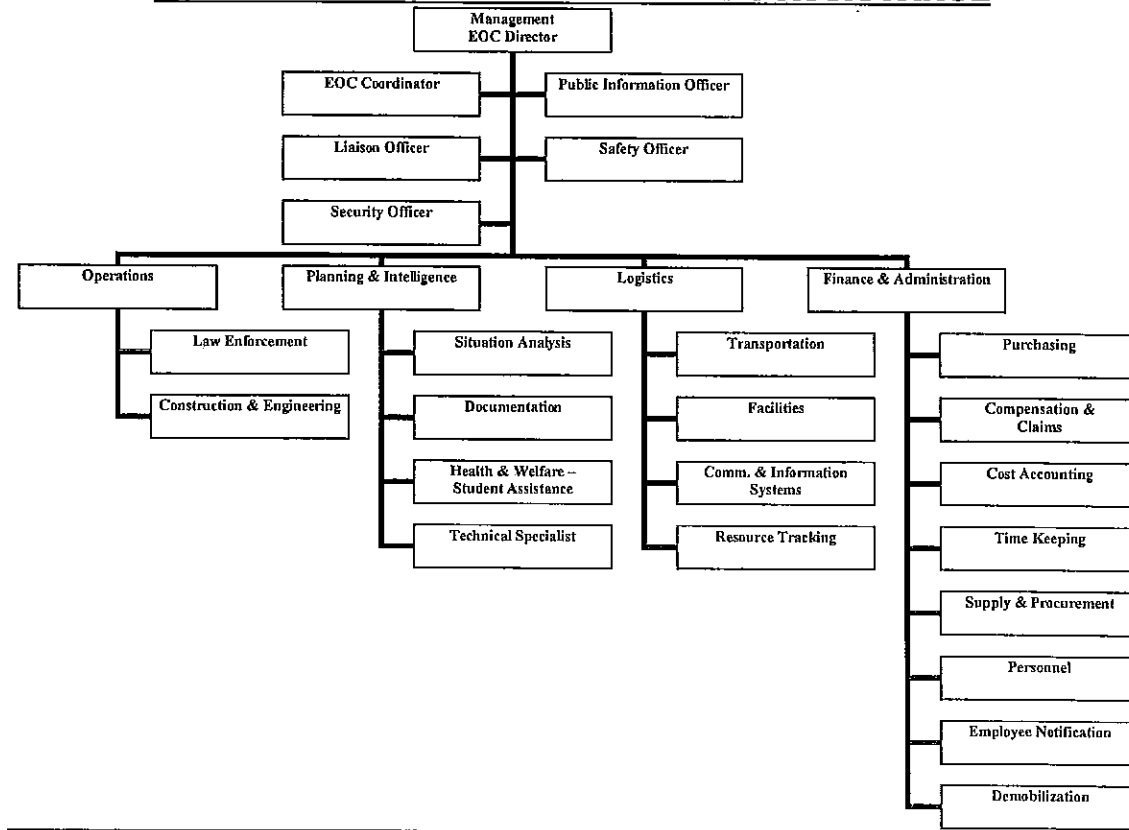
The EOC Documentation Unit manages the check-in and check-out process as well as maintaining the Master EOC Log. Also processes messages and maintains critical information, maps, and charts for the After-Action Report.

EOC DOCUMENTATION UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DIRECTOR
- ☐ OBTAIN A BRIEFING FROM THE EOC PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED POSITION IN THE EOC
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE THE EOC MASTER LOG. MAKE AN ENTRY INDICATING THAT YOU (BY NAME) ARE ASSUMING THE ROLE OF DOCUMENTATION UNIT. IF A MASTER LOG HAS ALREADY BEEN STARTED THEN MAKE AN ENTRY THAT YOU ARE ASSUMING THE ROLE OF DOCUMENTATION UNIT AND CONTINUE TO UPDATE THE LOG
- ☐ MAKE ENTRIES INTO THE EOC MASTER LOG AT THE DIRECTION OF THE EOC DIRECTOR
- ☐ ENSURE THAT AS STAFF ARRIVE OR DEPART THAT THEIR IDENTIFYING INFORMATION IS ENTERED INTO THE LOG (NAME, POSITION, ARRIVAL TIME/DATE, DEPARTURE TIME/DATE)
- ☐ UPON COMPLETION OF THE OPERATION, CREATE A HARD-COPY OF THE MASTER EOC LOG AND AN ELECTRONIC RECORD (IF AVAILABLE) AND GIVE THEM TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ OVERSEE THE EOC EMAIL ACCOUNT.
- ☐ PROCESS MESSAGES, AS NEEDED.
- ☐ GATHER AND ORGANIZE MATERIALS FOR USE IN THE "AFTER-ACTION" REPORT. SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC HEALTH & WELFARE – STUDENT ASSISTANCE



PRIMARY: Liane DeMeo, Administrative Analyst

ALTERNATE: As Needed

REPORTS TO: EOC Planning & Intelligence Section Chief

OVERVIEW OF ROLE:

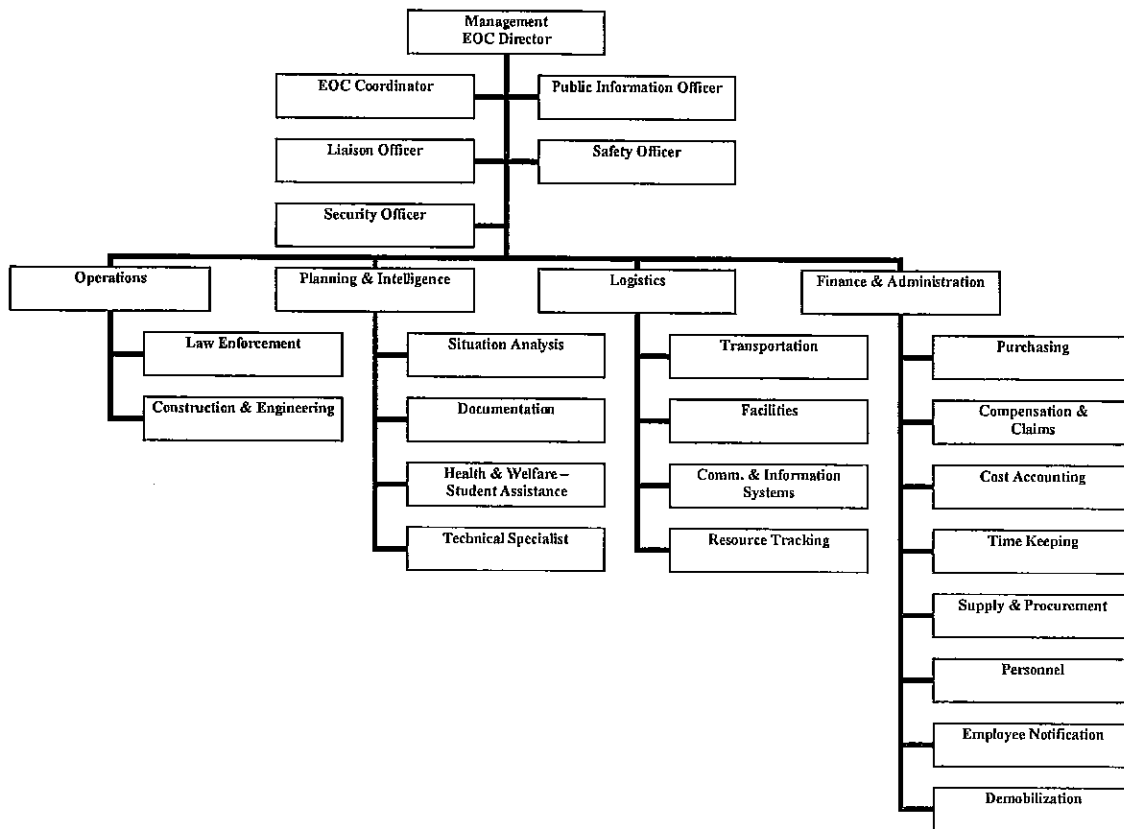
The EOC Health & Welfare Unit – Student Assistance is responsible for coordinating the needs of mass care activities during the emergency. This can include but is not limited to providing care and shelter for evacuated or displaced personnel, and for ensuring public physical and mental health. The Unit will coordinate the care giving activities through resources available within the District, or by obtaining such services as required through agreements and/or established mutual aid or other programs.

EOC HEALTH & WELFARE UNIT – STUDENT ASSISTANCE

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DIRECTOR
- ☐ OBTAIN A BRIEFING FROM THE EOC PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED POSITION IN THE EOC
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ ENSURE THAT ALL POTABLE WATER SUPPLIES REMAIN SAFE, AND FREE FROM CONTAMINATES.
- ☐ ENSURE THAT SANITATION SYSTEMS ARE OPERATING EFFECTIVELY AND NOT CONTAMINATING WATER SUPPLIES.
- ☐ ENSURE THAT A VECTOR CONTROL PLAN IS ESTABLISHED AND IMPLEMENTED FOR THE AFFECTED AREA(S).
- ☐ PROVIDE THE OPERATIONS SECTION CHIEF AND THE PLANNING & INTELLIGENCE SECTION WITH AN OVERALL SUMMARY OF HEALTH AND WELFARE ACTIVITIES PERIODICALLY DURING THE OPERATIONS PERIOD OR AS REQUESTED.
- ☐ COMPLETE AND MAINTAIN THE CARE & SHELTER STATUS REPORTS.
- ☐ ENSURE COORDINATION OF ALL MASS CARE ACTIVITIES OCCURS WITH THE AMERICAN RED CROSS AND OTHER VOLUNTEER AGENCIES AS REQUIRED.
- ☐ ENSURE THAT ANIMAL CONTROL MEASURES ARE IN EFFECT AND ANIMAL CARE AND SHELTERING IS APPROPRIATE FOR THE EMERGENCY.
- ☐ PROCESS MESSAGES, AS NEEDED.
- ☐ GATHER AND ORGANIZE MATERIALS FOR USE IN THE "AFTER-ACTION" REPORT. SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC TECHNICAL SPECIALIST



PRIMARY: Subject Matter Expert As Needed

ALTERNATE: Subject Matter Expert As Needed

REPORTS TO: Planning & Intelligence Section Chief

OVERVIEW OF ROLE:

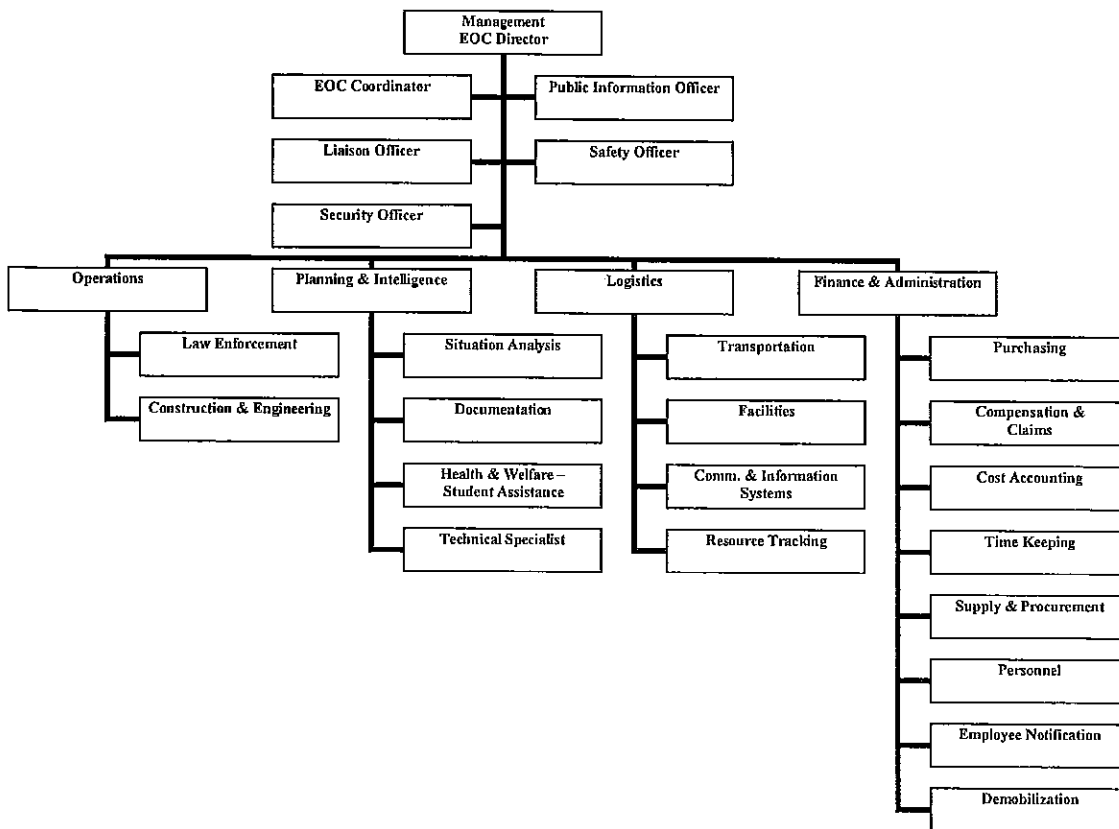
Provide support specific to a field or function not addressed elsewhere or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency. The staffing of this position is often a subject matter or hazard-specific expert (i.e. seismologist for earthquake).

EOC TECHNICAL SPECIALIST

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC DIRECTOR
- ☐ TAKE YOUR ASSIGNED POSITION IN THE EOC
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ ACT AS A RESOURCE TO MEMBERS OF THE EOC STAFF IN MATTERS RELATIVE TO YOUR TECHNICAL SPECIALTY.
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC LOGISTICS SECTION CHIEF



PRIMARY: Darrell Rogers, Facilities Services Manager

ALTERNATE: Charlie Williams, Planner/Estimator Supervisor

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

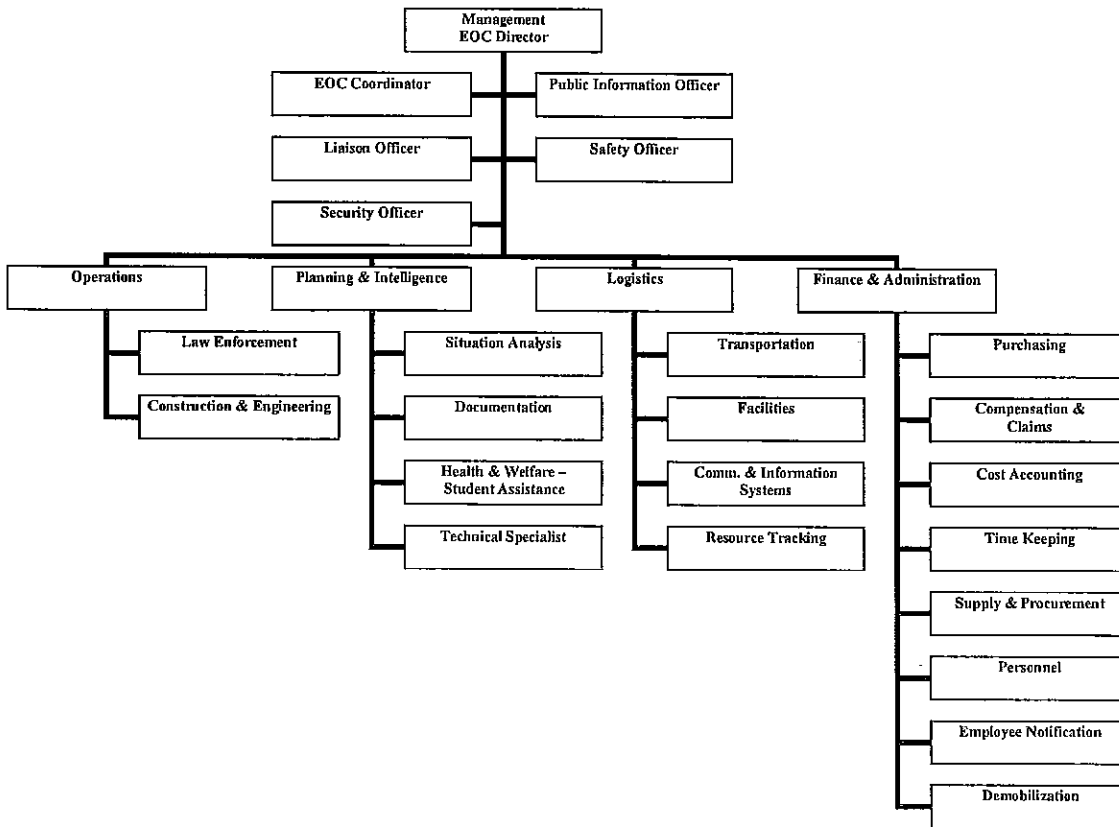
The EOC Logistics Section Chief is responsible for ensuring that the resource needs of the emergency operation are met. These include facilities, transportation, materials, supplies, food, personnel, and other services.

EOC LOGISTICS SECTION CHIEF

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM MANAGER
- ☐ TAKE YOUR ASSIGNED EOC POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ DETERMINE LOGISTICAL NEEDS FROM THE PLANNING & INTELLIGENCE / OPERATIONS SECTION CHIEFS. THESE NEEDS MAY INCLUDE:
 - ☐ PERSONNEL
 - ☐ MATERIALS
 - ☐ SUPPLIES
 - ☐ TRANSPORTATION
 - ☐ FACILITIES
 - ☐ FOOD AND LIQUIDS
- ☐ ENSURE THAT APPROPRIATE LOGISTICS SECTION UNITS ARE ACTIVATED AND STAFFED.
- ☐ COORDINATE PROCUREMENT WITH THE FINANCE SECTION CHIEF
- ☐ CONTINUE TO BRIEF THE EOC DIRECTOR, PLANNING & INTELLIGENCE SECTION CHIEF, AND OPERATIONS SECTION CHIEF AS TO THE STATUS OF RESOURCES
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC TRANSPORTATION UNIT



PRIMARY: Debra Picou, Parking Program Supervisor

ALTERNATE: Tommie Thornton, Parking Operations Supervisor

REPORTS TO: EOC Logistics Section Chief

OVERVIEW OF ROLE:

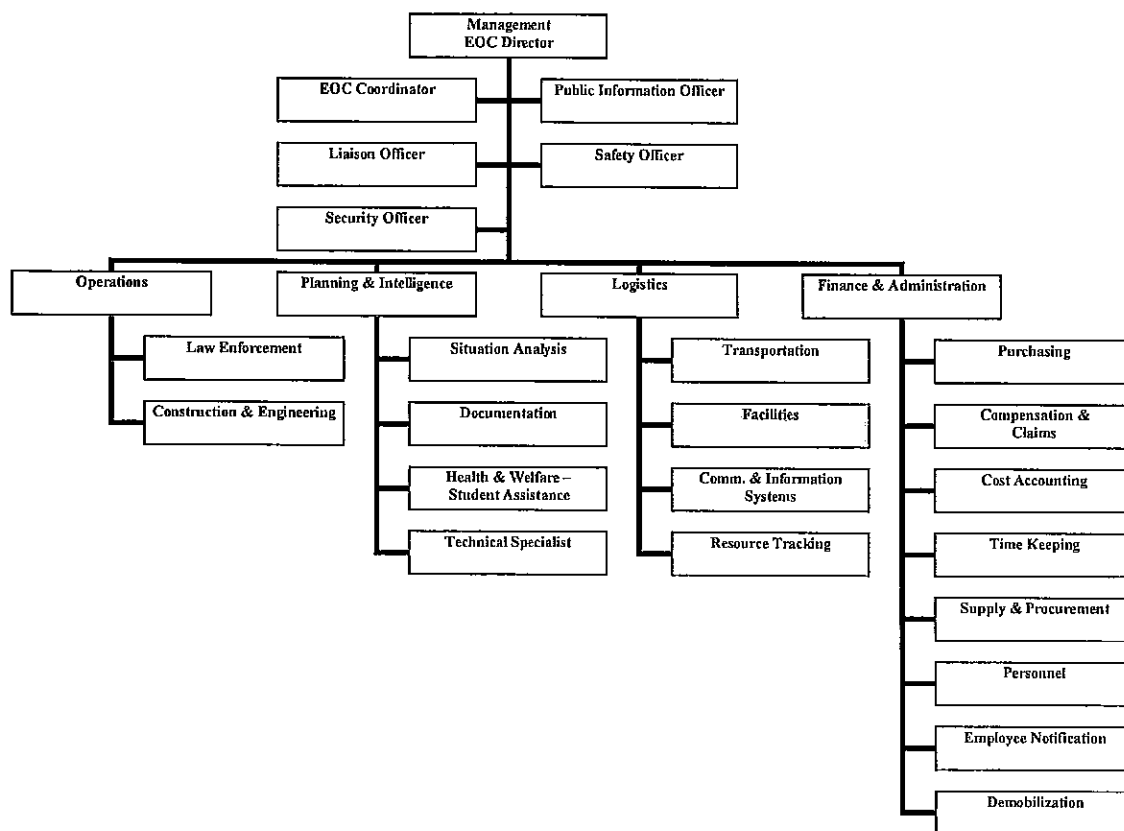
The EOC Transportation Unit arranges for transportation needs.

EOC TRANSPORTATION UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC LOGISTICS SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED EOC POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ RESPOND TO REQUESTS FOR TRANSPORTATION (PRIMARILY BUSES) FROM THE LOGISTICS SECTION CHIEF
- ☐ KEEP THE LOGISTICS SECTION CHIEF BRIEFED AS TO THE STATUS OF TRANSPORTATION RESOURCES AND REQUESTS OR PROBLEMS
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC FACILITIES UNIT



PRIMARY: Kurt Enyedi, Building & Grounds Supervisor

ALTERNATE: Paul Priser, HVAC Supervisor

REPORTS TO: EOC Logistics Section Chief

OVERVIEW OF ROLE:

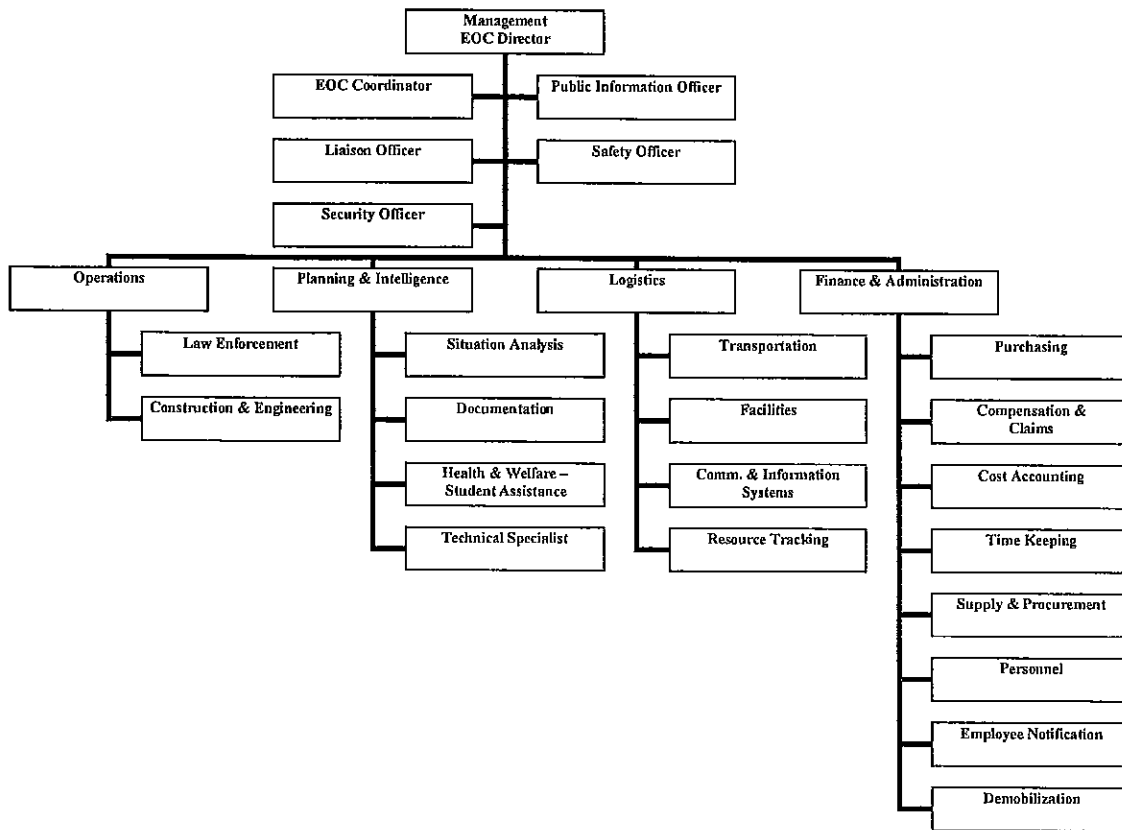
The EOC Facilities Unit arranges for needed facilities and resolves facility problems such as utility outages, repairs, etc.

EOC FACILITIES UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC LOGISTICS SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED EOC POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ RESPOND TO REQUESTS FOR FACILITIES FROM THE LOGISTICS SECTION CHIEF. THESE NEEDS MAY INCLUDE:
 - ☐ FACILITY FOR REMOTE SHELTERING
 - ☐ TEMPORARY LOCATION(S) FOR CAMPUS AND FACILITY FUNCTIONS
 - ☐ ADDITIONAL EMERGENCY OPERATIONS FACILITIES
 - ☐ RESPONDING TO PROBLEMS WITH FACILITIES (e.g. power problems, heating / cooling, etc).
 - ☐ KEEP THE LOGISTICS SECTION CHIEF BRIEFED AS TO THE STATUS OF FACILITY RESOURCES AND REQUESTS OR PROBLEMS
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC COMMUNICATION & INFORMATION SYSTEMS UNIT



PRIMARY: Kent Keyser, Director of Information Technology

ALTERNATE: Don Bertram, Assistant Director of Information Technology

REPORTS TO: EOC Logistics Section Chief

OVERVIEW OF ROLE:

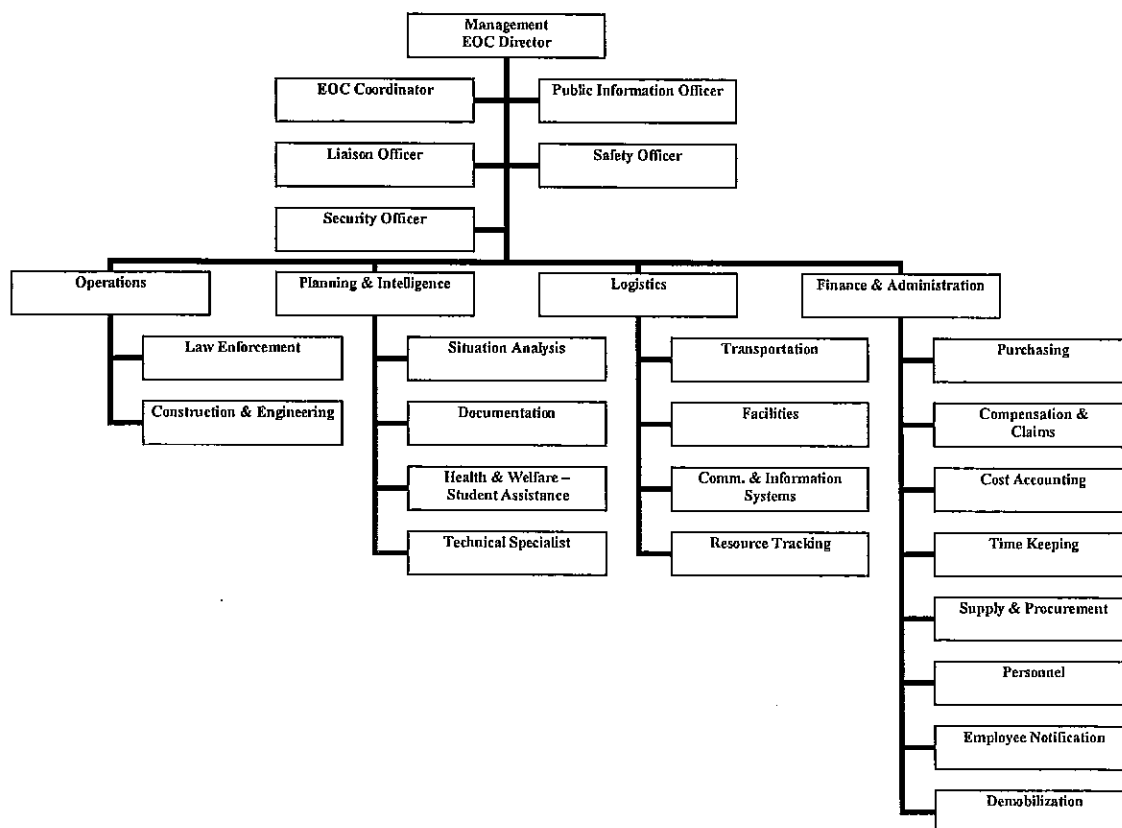
The EOC Communication and Information Systems Unit provides for the coordination of communications and information services to meet incident. These services may include telephone, fax, radio, internet, and other forms of electronic information processing. The Unit also provides internal and external communications services to meet and support EOC operating requirements.

EOC COMMUNICATION & INFORMATION SYSTEMS UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC LOGISTICS SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED EOC POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ ENSURE THAT COMMUNICATIONS LINKS ARE ESTABLISHED WITH ACTIVATED EOC WITHIN THE OPERATIONAL AREA, AS APPROPRIATE.
- ☐ CONTINUALLY MONITOR THE OPERATIONAL EFFECTIVENESS OF EOC COMMUNICATIONS SYSTEMS. PROVIDE ADDITIONAL EQUIPMENT AS REQUIRED.
- ☐ ENSURE THAT TECHNICAL PERSONNEL ARE AVAILABLE FOR COMMUNICATIONS EQUIPMENT MAINTENANCE AND REPAIR.
- ☐ MOBILIZE AND COORDINATE AMATEUR RADIO RESOURCES TO AUGMENT PRIMARY COMMUNICATIONS SYSTEMS AS REQUIRED.
- ☐ KEEP THE LOGISTICS SECTION CHIEF BRIEFED AS TO THE STATUS OF COMMUNICATIONS AND INFORMATION RESOURCES AND REQUESTS OR PROBLEMS
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC FINANCE & ADMINISTRATION SECTION CHIEF



PRIMARY: Terry Davis, Vice Chancellor – Business Services

ALTERNATE: Kim Meyers, Vice Chancellor – Human Resources and Administrative Services

REPORTS TO: EOC Director

OVERVIEW OF ROLE:

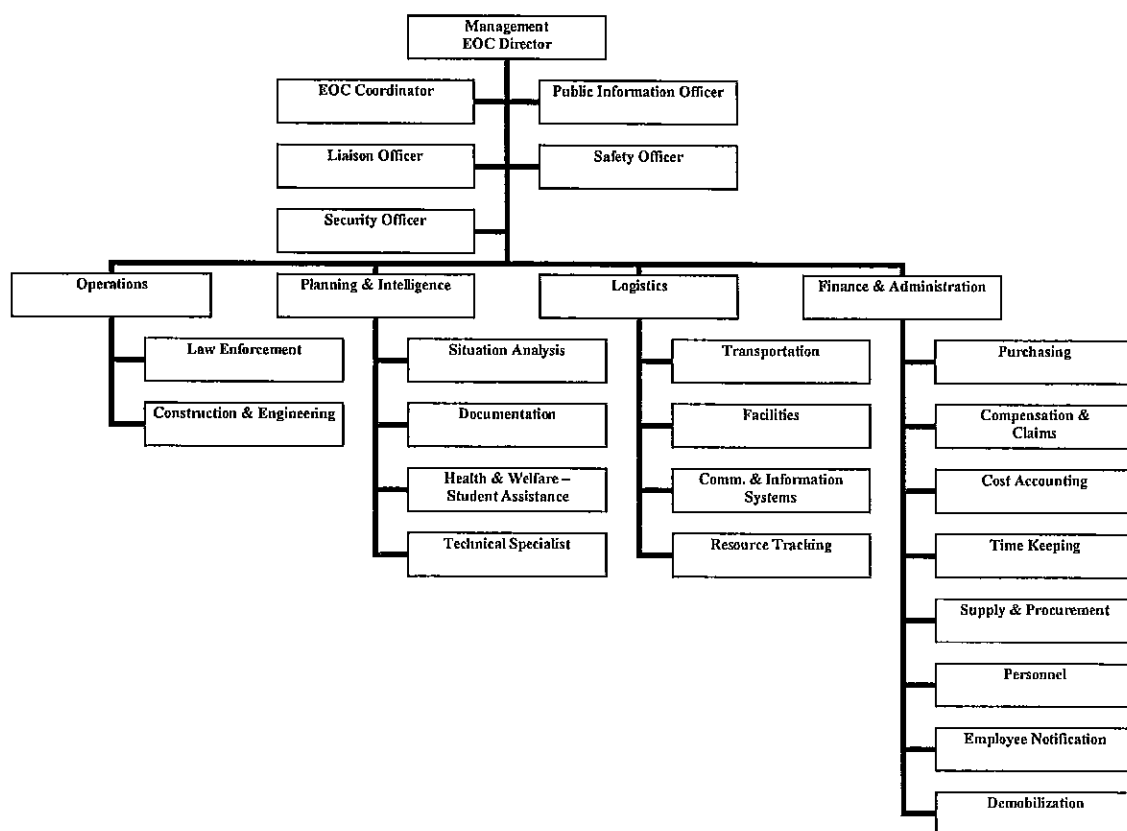
The EOC Finance & Administration Section Chief oversees fiscal issues related to the emergency including procurement of resources not within the District's inventory. Prepares a post-incident fiscal report.

EOC FINANCE & ADMINISTRATION SECTION CHIEF

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE MANAGER
- ☐ TAKE YOUR ASSIGNED EOC POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ ENSURE THAT THE FINANCE & ADMIN SECTION UNITS ARE ESTABLISHED AS REQUIRED BY THE INCIDENT
 - PROCUREMENT UNIT
 - COMPENSATION & CLAIMS UNIT
 - COST UNIT
- ☐ REVIEW THE FISCAL ISSUES RELATED TO THIS EMERGENCY INCIDENT AND PROVIDE A BRIEFING TO THE EOC DIRECTOR
- ☐ ENSURE THAT THE FINANCE & ADMIN UNITS ARE CARRYING OUT THEIR ASSIGNED DUTIES CORRECTLY
- ☐ CONTINUE TO BRIEF THE EOC DIRECTOR AS TO FISCAL ISSUES, CONCERNS, PROBLEMS
- ☐ PREPARE A POST-INCIDENT FISCAL ACCOUNTING OF EXPENDITURES AND COSTS RELATED TO THE INCIDENT.
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC SUPPLY & PROCUREMENT UNIT



PRIMARY: Edward Cook, Purchasing Supervisor

ALTERNATE: Ann Cavaliere, Acquisitions/Buyer

REPORTS TO: EOC Finance & Administration Section Chief

OVERVIEW OF ROLE:

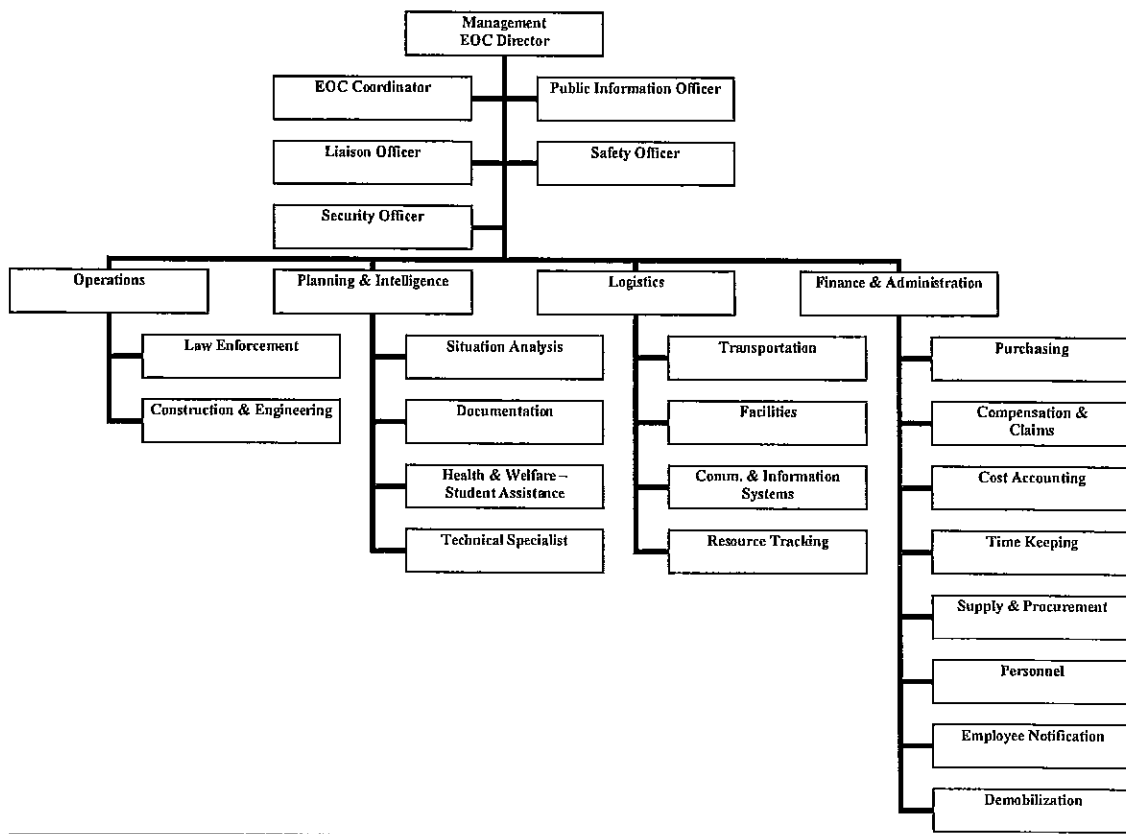
The EOC Supply & Procurement Unit arranges for needed equipment, materials, supplies, food, and drinks.

EOC SUPPLY & PROCUREMENT UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC LOGISTICS SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED EOC POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ RESPOND TO REQUESTS FOR RESOURCES FROM THE LOGISTICS SECTION CHIEF. THESE MAY INCLUDE:
 - MATERIALS (e.g. lumber, sandbags, sand, etc)
 - SUPPLIES (e.g. batteries, paper, pens, etc)
 - EQUIPMENT (e.g. generators, lights, pumps, tractors, portable toilets, etc)
 - FOOD AND DRINKS
- ☐ COORDINATE WITH THE FINANCE SECTION CHIEF FOR PROCUREMENT OF ITEMS NOT WITHIN THE DISTRICT'S INVENTORY
- ☐ KEEP THE LOGISTICS SECTION CHIEF BRIEFED AS TO THE STATUS OF RESOURCES AND REQUESTS OR PROBLEMS
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC PERSONNEL UNIT



PRIMARY: Cheryl Witt, Employee Relations Manager

ALTERNATE: Erin Milligan-Hill, Labor Relations Analyst

REPORTS TO: EOC Finance & Administration Section Chief

OVERVIEW OF ROLE:

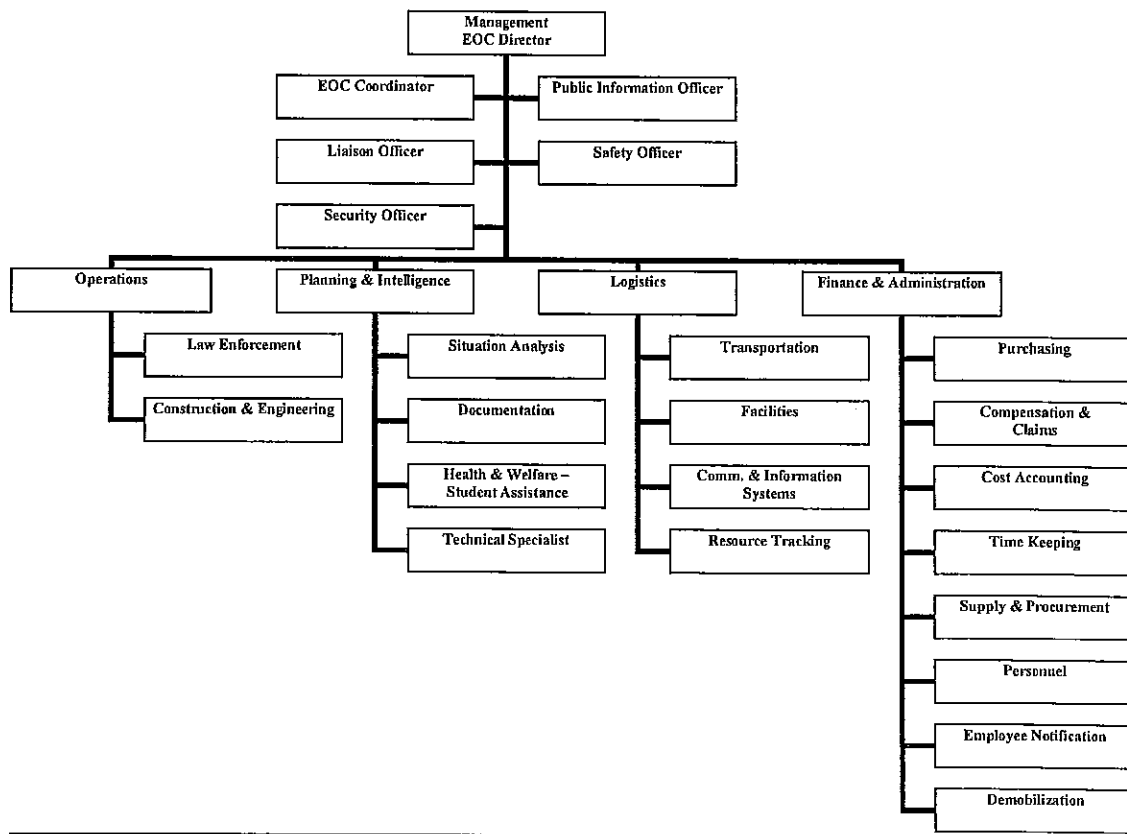
The EOC Personnel Unit arranges for additional personnel needs.

EOC PERSONNEL UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE EOC LOGISTICS SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED EOC POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ RESPOND TO REQUESTS FOR ADDITIONAL PERSONNEL FROM THE FINANCE & ADMINISTRATION SECTION CHIEF. COORDINATE WITH HUMAN RESOURCES AND OTHER APPROPRIATE DEPARTMENTS OR OTHER SOURCES TO MEET THE PERSONNEL REQUIREMENTS
- ☐ KEEP THE FINANCE & LOGISTICS SECTION CHIEF BRIEFED AS TO THE STATUS OF PERSONNEL RESOURCES AND REQUESTS OR PROBLEMS
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC PURCHASING UNIT



PRIMARY: Gary Van Beenen, Purchasing & Contracts Supervisor

ALTERNATE: Pattie Grela, Administrative Technician

REPORTS TO: EOC Finance & Administration Section Chief

OVERVIEW OF ROLE:

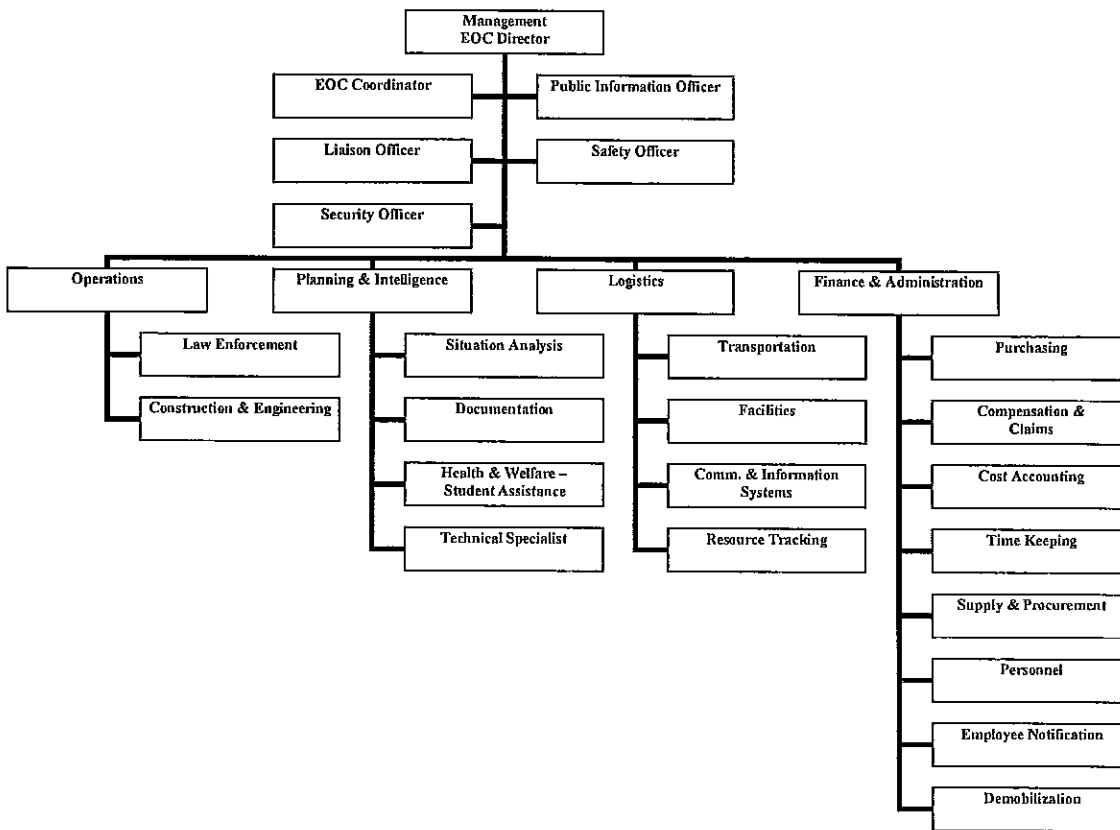
The EOC Purchasing Unit makes arrangements to pay for resources and services deemed necessary.

EOC PURCHASING UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE FINANCE & ADMINISTRATION SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED EOC POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ COORDINATE THE ACQUISITION OF NEEDED RESOURCES THAT ARE NOT WITHIN THE DISTRICT'S INVENTORY. THIS MAY INCLUDE LEASING, RENTING, OR PURCHASING OF MATERIALS, SUPPLIES, EQUIPMENT, FACILITIES, FOOD AND DRINK, ETC.
- ☐ ENSURE THAT ALL OBLIGATIONS ARE COORDINATED WITH THE CLAIMS AND COST UNITS TO ENSURE TRACKING AND RESOLUTION
- ☐ KEEP THE LOGISTICS SECTION BRIEFED AS TO THE STATUS OF REQUESTS REQUIRING PROCUREMENT
- ☐ KEEP THE FINANCE & ADMINISTRATION SECTION CHIEF BRIEFED ON THE STATUS OF PROCUREMENT ACTIVITIES
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC COMPENSATION & CLAIMS UNIT



PRIMARY: Tom Eggleston, Risk Manager

ALTERNATE: Neil Allen, Administrative Technician

REPORTS TO: EOC Finance & Administration Section Chief

OVERVIEW OF ROLE:

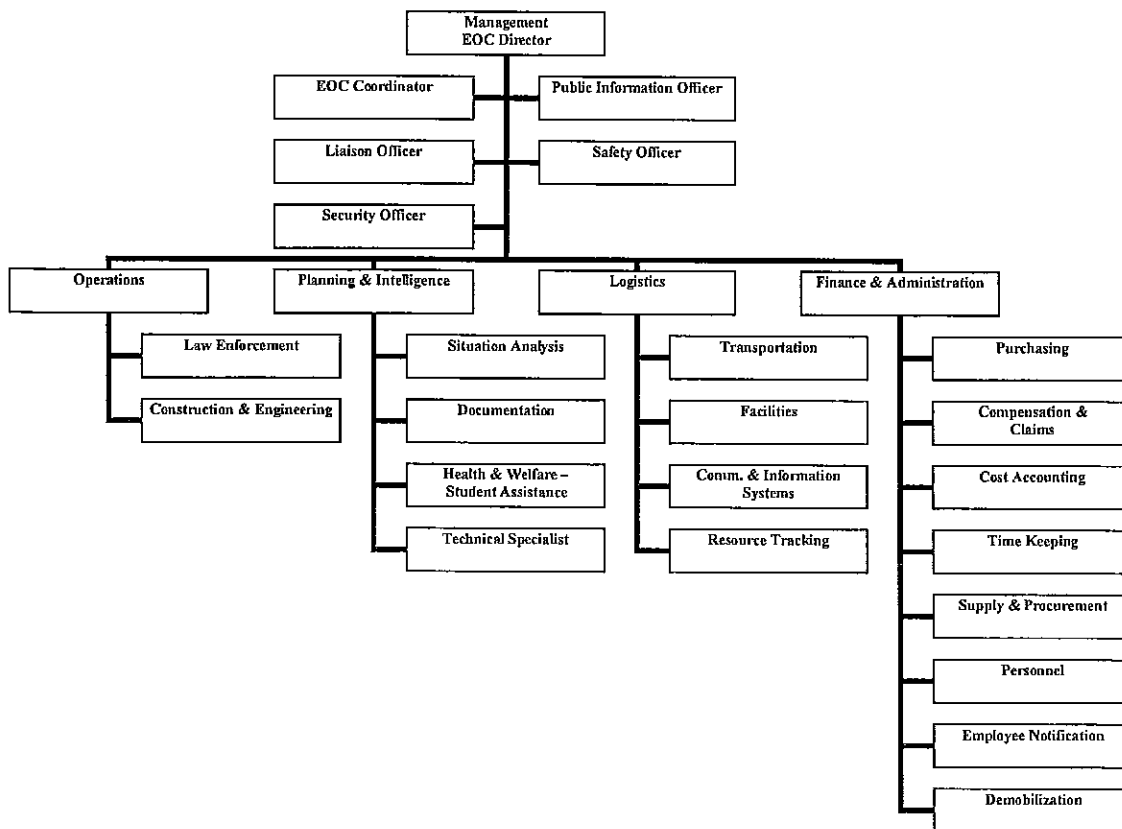
The EOC Compensation & Claims Unit is responsible for processing Workers Compensation and legal claims associated with the emergency.

EOC COMPENSATION & CLAIMS UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE FINANCE & ADMINISTRATION SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ INITIATE ESTABLISHED DISTRICT PROCEDURES RELATED TO CLAIMS ASSOCIATED WITH THE EMERGENCY. THESE CLAIMS MAY INVOLVE INJURIES, DEATHS, PROPERTY DAMAGE, AND OTHER ISSUES
- ☐ KEEP THE FINANCE & ADMINISTRATION SECTION CHIEF BRIEFED ON THE STATUS OF CLAIMS ACTIVITIES
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC COST ACCOUNTING UNIT



PRIMARY: Charles Rogers, Controller

ALTERNATE: Chuck Cooper, Director of Financial Support Services

REPORTS TO: EOC Finance & Administration Section Chief

OVERVIEW OF ROLE:

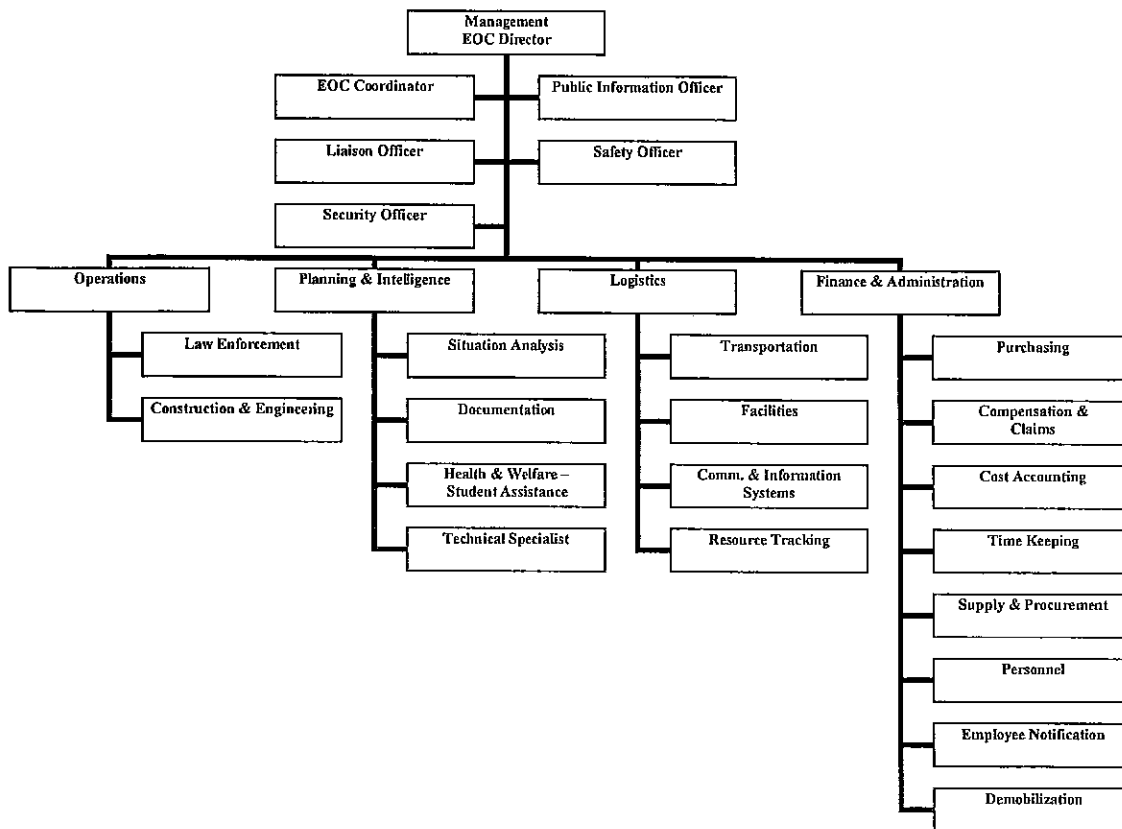
The EOC Cost Accounting Unit is responsible for compiling a cost accounting associated with the emergency.

EOC COST ACCOUNTING UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE FINANCE & ADMINISTRATION SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ COMPILE A COMPLETE ACCOUNTING OF ALL COSTS ASSOCIATED WITH THE EMERGENCY
- ☐ KEEP THE FINANCE & ADMINISTRATION SECTION CHIEF BRIEFED ON THE STATUS OF CLAIMS ACTIVITIES
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC EMPLOYEE NOTIFICATION UNIT



PRIMARY: Jeff Giles, Human Resources Technician

ALTERNATE: Jeff Lumban, Human Resources Technician

REPORTS TO: EOC Finance & Administration Section Chief

OVERVIEW OF ROLE:

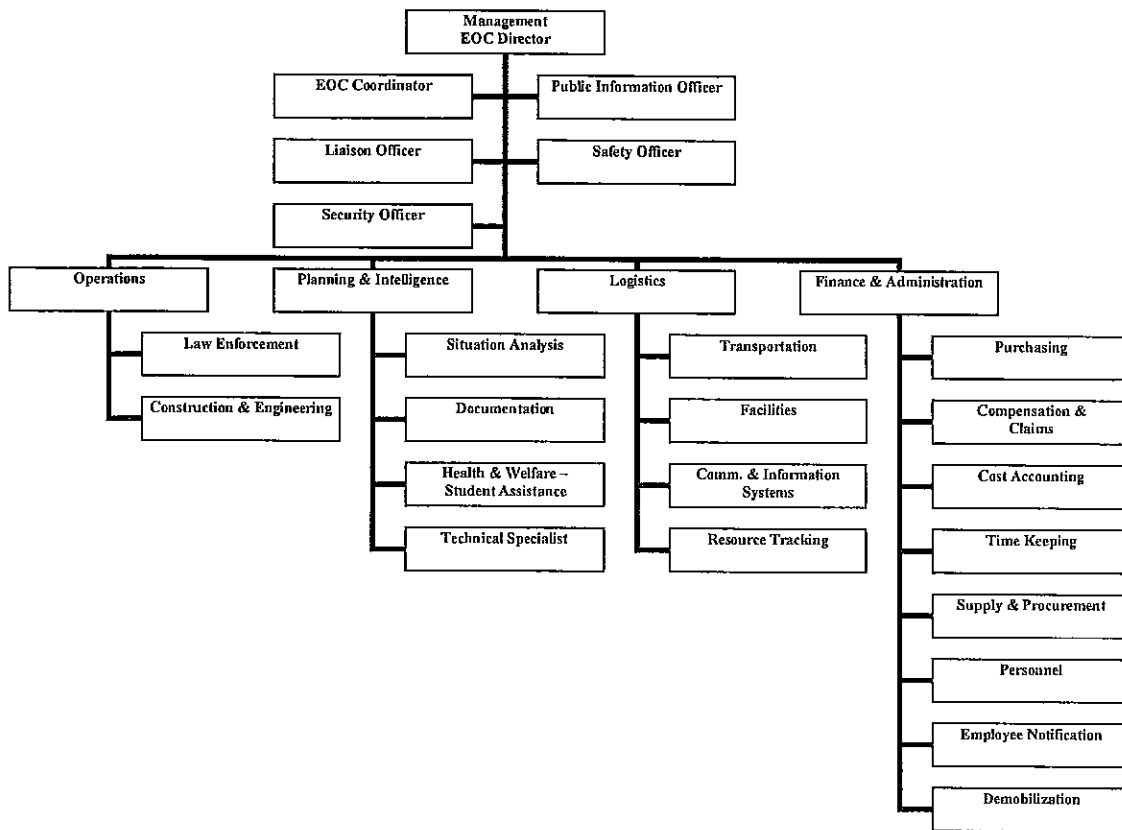
The EOC Employee Notification Unit is responsible for keeping faculty and staff informed of pertinent information during an emergency.

EOC EMPLOYEE NOTIFICATION UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE FINANCE & ADMINISTRATION SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ MAINTAIN A LOG OF ALL NOTIFICATIONS RELEASED TO FACULTY AND STAFF.
- ☐ KEEP THE FINANCE & ADMINISTRATION SECTION CHIEF BRIEFED ON THE STATUS OF EMPLOYEE NOTIFICATIONS
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC DEMOBILIZATION UNIT



PRIMARY: Sylvia Swenson, Classification & Compensation Supervisor

ALTERNATE: Pat Parmer, Human Resources Technician

REPORTS TO: EOC Finance & Administration Section Chief

OVERVIEW OF ROLE:

The EOC Demobilization Unit is responsible for preparing a Demobilization Plan for the EOC.

EOC DEMOBILIZATION UNIT

BASIC RESPONSIBILITIES

- ☐ CHECK IN WITH THE EOC DOCUMENTATION UNIT
- ☐ OBTAIN A BRIEFING FROM THE FINANCE & ADMINISTRATION SECTION CHIEF
- ☐ TAKE YOUR ASSIGNED POSITION
- ☐ REVIEW THE EOC MANUAL AND YOUR POSITION'S RESPONSIBILITIES
- ☐ INITIATE YOUR POSITION LOG
- ☐ ESTABLISH AND MAINTAIN A POSITION LOG AND OTHER NECESSARY FILES.
- ☐ REVIEW EOC PERSONNEL ROSTER TO DETERMINE SIZE AND SCOPE OF ANY DEMOBILIZATION EFFORTS.
- ☐ IF A DEMOBILIZATION PLAN IS REQUIRED, DEVELOP THE PLAN USING DETAILED SPECIFIC RESPONSIBILITIES, RELEASE PRIORITIES AND PROCEDURES.
- ☐ ESTABLISH WITH EACH SECTION COORDINATOR WHICH UNITS SHOULD BE DEMOBILIZED FIRST.
- ☐ ESTABLISH TIMETABLES FOR DEACTIVATING OR DOWNSIZING UNITS IN THE EOC.
- ☐ DETERMINE IF ANY SPECIAL NEEDS EXIST FOR PERSONNEL DEMOBILIZATION (E.G. TRANSPORTATION).
- ☐ DEVELOP A CHECKOUT PROCEDURE IF NECESSARY, TO ENSURE ALL DEACTIVATED PERSONNEL HAVE CLEARED THEIR OPERATING POSITION.
- ☐ SUBMIT ANY FORMALIZED DEMOBILIZATION PLAN TO THE PLANNING & INTELLIGENCE SECTION CHIEF FOR APPROVAL.
- ☐ MEET WITH EACH ASSIGNED AGENCY REPRESENTATIVE AND TECHNICAL SPECIALIST TO DETERMINE WHAT ASSISTANCE MAY BE REQUIRED FOR THEIR DEMOBILIZATION FROM THE EOC.
- ☐ MONITOR THE IMPLEMENTATION OF THE DEMOBILIZATION PLAN AND BE PREPARED TO HANDLE ANY DEMOBILIZATION ISSUES AS THEY OCCUR.
- ☐ COMPILE A COMPLETE ACCOUNTING OF ALL COSTS ASSOCIATED WITH THE EMERGENCY
- ☐ KEEP THE FINANCE & ADMINISTRATION SECTION CHIEF BRIEFED ON THE STATUS OF CLAIMS ACTIVITIES
- ☐ DEVELOP AN "AFTER-ACTION" REPORT OUTLINING YOUR ACTIVITIES DURING THE INCIDENT AND SUBMIT TO THE PLANNING & INTELLIGENCE SECTION CHIEF
- ☐ AT THE END OF THE OPERATION, SECURE YOUR POSITION AND ENSURE THAT ALL MATERIALS AND SUPPLIES ARE REPLACED AND THAT ANY EQUIPMENT THAT NEEDS REPAIRS IS IDENTIFIED

EOC FORMS & INSTRUCTIONS

EOC FORM #1

**EOC LOG FORM
SAMPLE**

EOC FORM #1 - EOC POSITION LOG INSTRUCTIONS

Each position within the EOC is required to maintain an EOC Position Log. When you assume a position, immediately initiate a new Log. Do not continue to use a previous Log started by someone else during a different operational period.

NAME: Enter your last name first, then your first name (e.g. Smith, John)

POSITION: Enter your assigned position (e.g. Transportation Unit)

THIS IS PAGE: Enter the page number starting with "1".

DATE / TIME: Enter the date and time on the first entry. After the first entry, you can simply enter the time (unless you go into a second day – then indicate the new date for the first entry of that day). Use the 24-hour clock method (e.g. 4:00pm = "1600").

LOG ENTRY – the first line should always indicate that you have assumed the assigned position. The last line you will enter is that you have been relieved from that position.

You do not need to enter every single detail of your position activities. The log is intended for you to record significant issues, legal issues, requests made, etc. The key is to ask yourself, "is this something I or someone else may need to recall?" When in doubt – enter it.

Upon completion of your shift:

1. Make your last line entry indicating the time you were relieved.
2. If the operation is concluded, then turn in your original to the Documentation Unit.
3. If someone is relieving you, make a copy for the relief person and give the original to the Documentation Unit.

EOC POSITION LOG - Sample

NAME: John Smith POSITION: Logistics Section Chief LOG PAGE: #1

DATE/TIME	LOG ENTRY
Apr 3 / 1500	Assumed Logistics Section Chief position- received briefing from EOC Director
Apr 3 / 1510	Received request from Operations Section for emergency drinking water at City College - Advised Supply & Procurement Unit
Apr 3 / 1515	Received request from Operations Section for time cards for field responders - advised Finance & Administration Section Chief

☐

CHECK HERE IF YOU STARTED ANOTHER PAGE

EOC FORM #2

STATUS REPORT

FORM

STATUS REPORT FORM

Campus/Administrative Facility Name: _____

Name of Caller: _____ Name of Recipient: _____

Call Back # of Caller: _____

Date: ____/____/____ Time: _____ Urgency (Low to High) 1 2 3 4 5

Message received via: 2-Way Radio _____ Ham Radio _____ Telephone _____ Runner _____
Fax _____

Employee/Student Status

	Absent	Injured	# Sent to Hospital/Medical	Dead	Missing	Unaccounted For (Away from Site)
Students						
Staff						
Site						
Volunteers						
Displaced Persons						

Structural Damage - Check Damage or Problem and Indicate Location(s)

√	Damage/Problem	Location(s)
	Gas Leak	
	Water Leak	
	Flooding	
	Electrical	
	Fire	
	Communications	
	Heating/Cooling Systems	
	Building Structural Damage	
	Natural Damage/Obstructions (downed trees, etc.)	
	Other:	

General Site Status (Check One)

Green: ____ (Can continue to function without needed assistance. No serious injury beyond what can be treated with basic first aid.)

Yellow: ____ (Can function without assistance. However, site has injured who need medical assistance beyond basic first aid. Send emergency assistance as soon as possible.)

Red: ____ (Site urgently needs emergency assistance/Serious injuries in need of immediate attention.)

EOC FORM #3

STATUS SUMMARY

DISPLAY BOARD

TEMPLATE

TEMPLATE

Student / Staff Status

	Absent	Injured	# Sent to Hospital / Medical	Dead	Missing	Unaccounted (away from site)	# Students/Staff Released
Campus							
City							
Mesa							
Miramar							
ECC							
Mid-City							
West City							
CCC							
Centre City							
North City							
Administrative							
HQ							
DSC							

General Site Status - Red

**(Site urgently needs emergency assistance.
Serious injuries in need of immediate attention.)**

[illegible]

EOC FORM #4

EOC ACTION PLAN SAMPLE

EOC FORM #4 - EOC ACTION PLAN INSTRUCTIONS

The intent of the EOC Action Plan is to:

- Identify the “Overall Objective” (i.e. protect life & property) for the EOC to accomplish.
- To identify the “Operational Period” (most common “shift” is 12 hours) that the EOC is currently working.
- To identify the “Current Objectives” for the present operational period. Objectives should be established for each activated Section in the EOC.
- Identify the “Weather Forecast” for the operational period.

The Action Plan is a critical tool for the entire EOC. The Action Plan provides a visual tool for all EOC staff to track the progress of activities in a given operational period.

Establishing Sectional Objectives

Identify what your major “Objectives” are. Examples of major Objectives for the Operations Section might be:

- “To close all impacted campuses and administrative sites”
- “To assist sites with personnel notification”
- “To prepare a summary of damage assessment data”

Each objective should include the name of the position tasked with the objective as well as a timeline (i.e. by end of operational period).

EOC ACTION PLAN

INCIDENT NAME <i>(i.e. Fire, Flood, Earthquake)</i>	DATE & TIME PREPARED	PREPARED BY
OVERALL OBJECTIVE <i>(Big picture objective, i.e: Evacuate or Shelter students)</i>		
OPERATIONAL PERIOD <i>(Time period set to achieve current objectives and report back)</i>		
CURRENT OBJECTIVES <i>(Simple, achievable-within- time-frame objectives)</i> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____ • _____ 		
WEATHER FORECAST FOR OPERATIONAL PERIOD		

EOC FORM #5

EOC MESSAGE FORM

EOC MESSAGE FORM

TIME SENT: _____					
DATE SENT: _____					

To	From		To	From	
		EOC Director			Logistics Section Chief
		EOC Coordinator			Transportation
		Public Information			Facilities
		Safety			Communication & Info Systems
		Security			Resource Tracking
		Liaison			Finance & Admin Section Chief
		Operations Section Chief			Personnel
		Law Enforcement Unit			Supply & Procurement
		Construction & Engineering			Compensation & Claims
		Planning & Intel Section Chief			Purchasing
		Situation Analysis			Timekeeping
		Health & Welfare			Cost Accounting
		Documentation			Employee Notification Unit
		Technical Specialist			Demobilization

MESSAGE CONTENT:	
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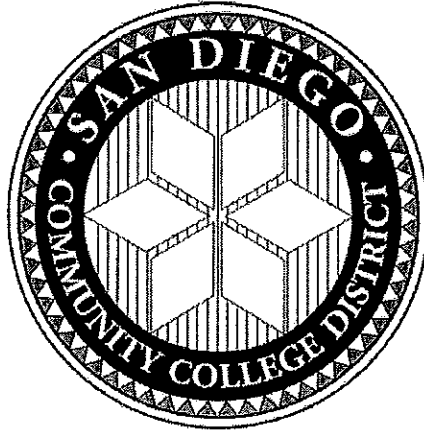
EOC PHONE LIST

EOC PHONE LIST

POSITION	PRIMARY	ALTERNATE
EOC DIRECTOR	Constance Carroll	David Umstot
EOC COORDINATOR	Jane Obara	Corn Ashton
LIAISON OFFICER	Charlie Hogquist	Jack Doherty
SAFETY OFFICER	Nancy Schumaker	Cynthia Cavada
SECURITY OFFICER	Richard Ferrell	Matt Torres
PUBLIC INFORMATION OFFICER	Rich Dittbenner	John Nunes
OPERATIONS SECTION CHIEF	David Umstot	Richard Burkhardt
LAW ENFORCEMENT UNIT	Jack Doherty	Ed Headtke
CONSTRUCTION & ENGINEERING UNIT	Lance Lareau	Ramon Campos
PLANNING & INTELLIGENCE SECTION CHIEF	Lynn Neault	Henry Ingles
SITUATION ANALYSIS UNIT	Catrina Hixon	As Needed
DOCUMENTATION UNIT	Gabriela Alvarez	As Needed
HEALTH & WELFARE – STUDENT ASSISTANCE	Liane DeMeo	As Needed
TECHNICAL SPECIALIST	Subject Matter Expert As Needed	Subject Matter Expert As Needed

LOGISTICS SECTION CHIEF	Darrell Rogers	Charlie Williams
POSITION	PRIMARY	ALTERNATE
TRANSPORTATION UNIT	Debra Picou	Tommie Thornton
FACILITIES UNIT	Kurt Enyedi	Paul Priser
COMMUNICATION & INFORMATION SYSTEMS UNIT	Kent Keyser	Don Bertram
RESOURCE TRACKING UNIT	Donn Betz	Brendell Franklin
FINANCE & ADMINISTRATION SECTION CHIEF	Terry Davis	Kim Myers
PURCHASING UNIT	Gary Van Beenen	Pattie Grela
COMPENSATION & CLAIMS UNIT	Tom Eggleston	Neil Allen
COST ACCOUNTING UNIT	Charles Rogers	Chuck Cooper
TIME KEEPING UNIT	Judy Masters	Linda Oliver
PERSONNEL UNIT	Cheryl Witt	Erin Milligan-Hill
SUPPLY & PROCUREMENT UNIT	Ed Cook	Ann Cavaliere
EMPLOYEE NOTIFICATION UNIT	Jeff Giles	Jeff Lumban
DEMOBILIZATION UNIT	Sylvia Swenson	Pat Parmer

EMERGENCY PLAN



San Diego Miramar College

**10440 Black Mountain Road
San Diego, California 92126**

February 6, 2009

**Notification systems vary at each site.
Following is a summary of alarms for this particular location.**

**Fire Alarm (Continuous Short Blasts) = Evacuate
Walkie Talkies & Telephones = Lockdown
Verbal Command via Walkie Talkies = All Clear**

COMMAND TEAM PERSONNEL ASSIGNMENTS

Primary (Insert Names & Titles)	Position	Alternate (Insert Names & Titles)
Patricia Hsieh, College President	Site Incident Commander (SIC)	Peter White, VP Student Services
Sandi Trevisan, Public Information Officer	Public Information Officer (PIO)	Joan Mize, Graphic Artist/ Photographer
College Police	Liaison Officer	College Police
George Beitey, Dean of Public Safety	Operations Chief	Steve Lickiss, Department Chair – Public Safety
George Beitey, Dean of Public Safety	Safety Officer	Steve Lickiss, Department Chair – Public Safety
Dane Lindsay, Regional Facilities Officer	Facility Check & Security	Tom Kane, Senior Custodial Crew Leader
Rick Covert, Facilities Supervisor - Landscape	Search & Rescue Team Leader	Roy Kinley, Grounds Crew Leader
Julianna Barnes, Dean of Student Affairs	Medical Team Leader	Lezlie Allen, College Nurse
Kit Foster, VP of Instruction	Evacuation Area	???
Peter White, VP Student Services	Planning Chief	Greg Newhouse, Assoc Dean of Adv Trans Tech
Libby Andersen, Dean of Arts & Humanities	Situation Analysis	David Navarro, Dean of Business Math & Science
KL Alston, Administrative Secretary	Documentation	Joyce Allen, Senior Secretary–Arts & Humanities
Dan Gutowski, Hourglass Park Coordinator	Logistics Chief	Bob Valdez, Stockroom Clerk II
Anna Liza Soriano, Hourglass Park Supervisor	Supplies, Facilities, & Staffing	Brian Carver, Grounds Keeper
Peggy Manges, VP Administrative Services	Finance & Administration Chief	Richard Bettendorf, Dean of Tech Crs/ Workforce Init.

Command Team Assignments Last Updated: December 11, 2007

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8	Assessment & Notification
8	External Contacts
9	Internal Contacts
9	Command Team Kit
10	Crisis Response Box
11	SECTION FOUR – Basic Emergency Operations
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15	Incident Command System
15	Disaster Service Workers
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18	Persons with Disabilities
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SECTION ONE

EXECUTIVE SUMMARY

The purpose of this plan is to outline the basic organization and procedures utilizing the Standardized Emergency Management System (SEMS) for responding to an emergency affecting any location owned and operated by San Diego Community College District.

A "Site Incident Commander" (SIC) is assigned to be the point of contact for this plan. During emergencies, the SIC is the point of coordination for all operations. A Command Team is in place to address key issues during emergency operations. The team works as directed by the SIC. Each team member assignment can be found in Section 5 - Emergency Plan Roles & Responsibilities.

The San Diego Community College District's College Police (College Police) is assigned as the developer and coordinator for emergency preparedness and disaster planning. College Police will review this plan on an annual basis, to determine the plan is compliant with district's standards and regulatory requirements.

The Site Incident Commander will coordinate training for all new employees assigned to the site. The SIC, coordinating with College Police will conduct annual exercises to provide employees with an opportunity to practice the emergency procedures outlined in this plan.

The plan is formatted to provide the user with a district-wide consistent document for the operation and management of any emergency, which may occur at any district site. This format allows employees to understand basic roles and responsibilities regardless of where in the district they may be working.

It is imperative all employees review this plan at least twice a year to ensure a basic understanding of their role and responsibility in an emergency. It is uncommon that anyone will have the time when an emergency occurs to review this entire plan, so it remains evident that understanding and practice is necessary to be prepared. Your actions during an emergency may very well save another's life.

SECTION TWO FACILITY INFORMATION

Location

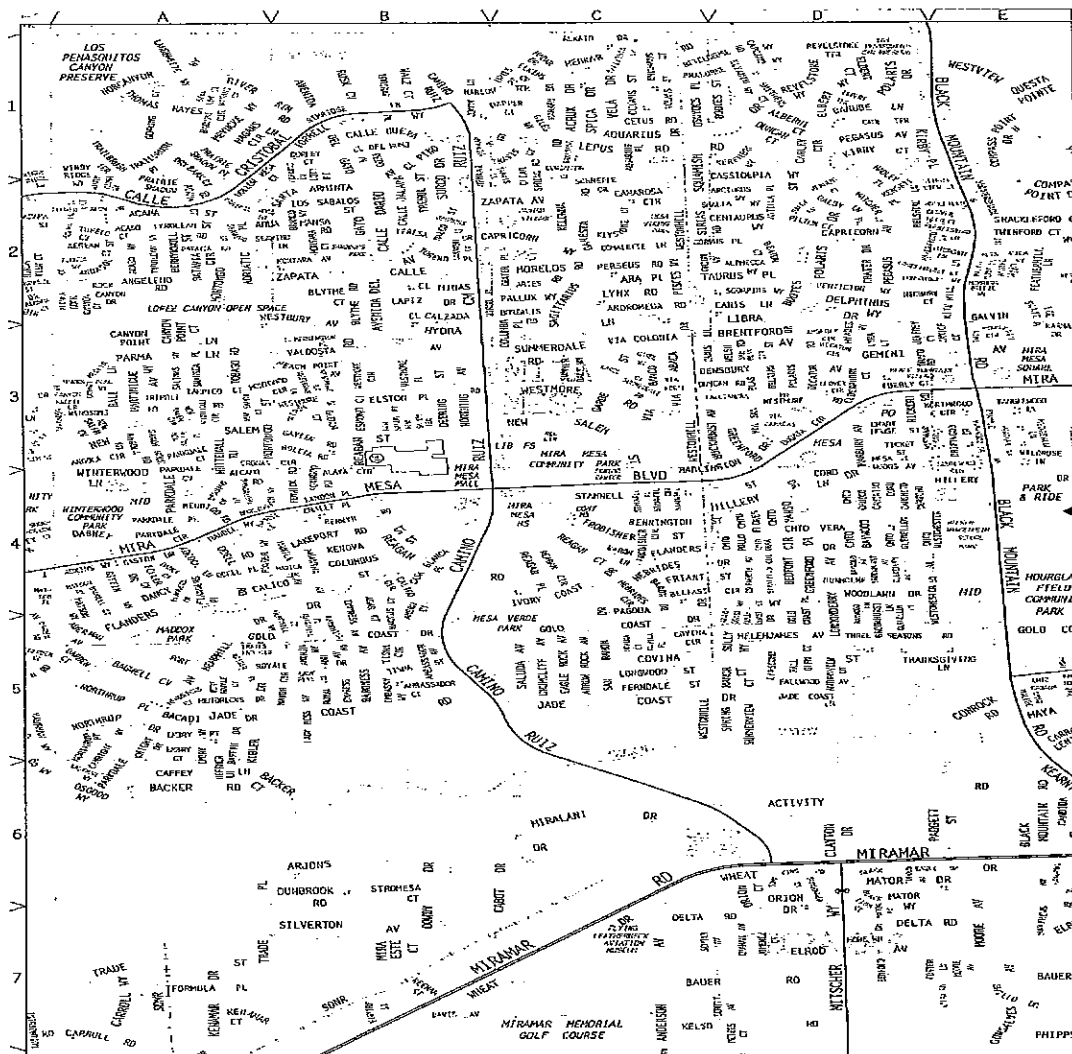
Name of Site: San Diego Miramar College

Address of Site: 10440 Black Mountain Road, San Diego, California 92126

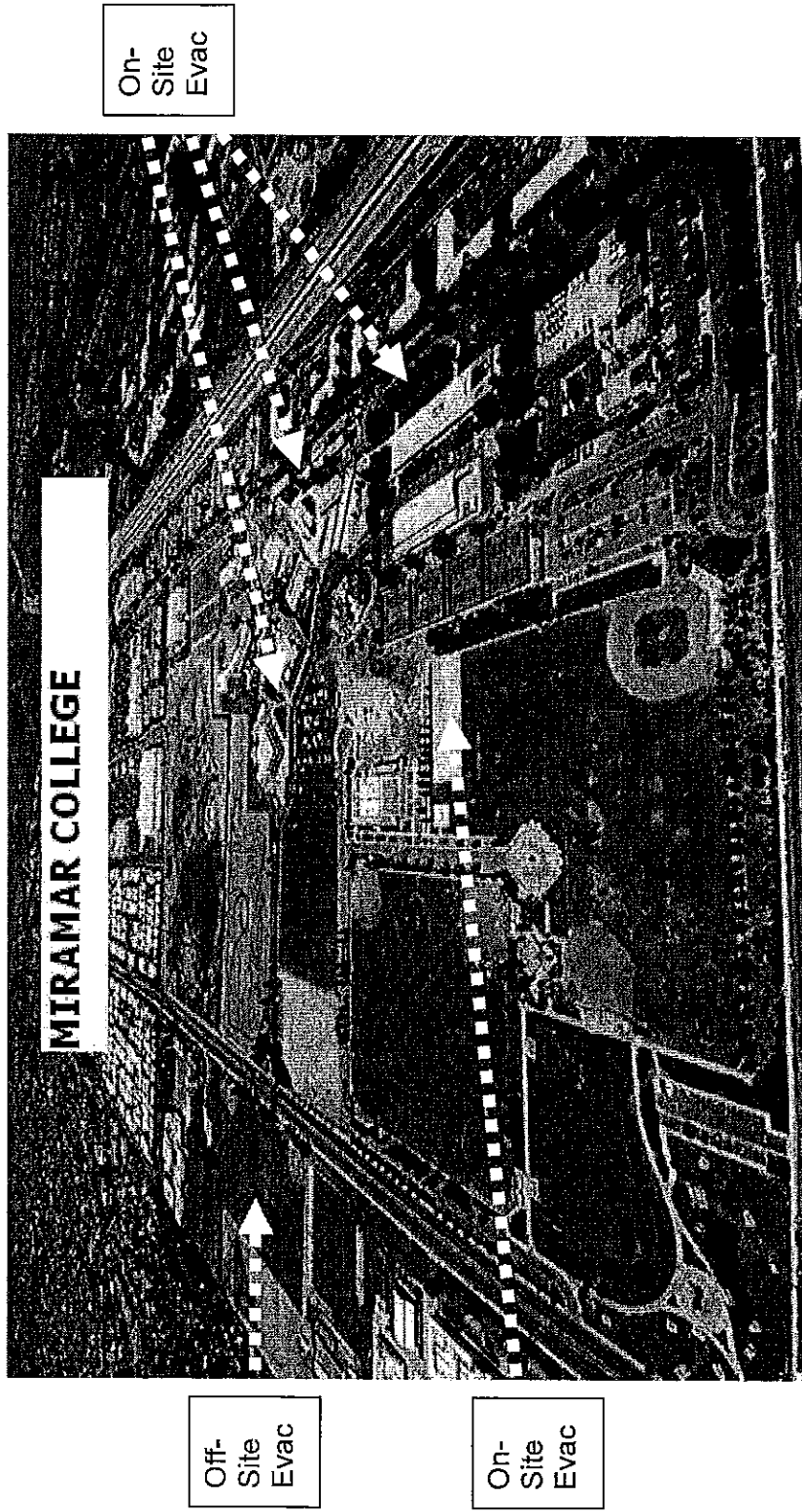
Phone Number of Site: 858-536-7800

Fax Number of Site: _____

Thomas Brothers Year, Page #, and Coordinate: 2005 1209-E4



Aerial Map (with On-Site and Off-Site Evacuation Areas)



SECTION THREE

NOTIFICATION & RESOURCES

Alerting and Warning

Often the first action to occur as an emergency incident is unfolding is the need to alert or warn others. College Police will serve as the primary notification point for emergencies at this site. The primary or alternate SIC will notify College Police. Once notified, College Police will begin dispatching public safety services to assist the SIC, pursuant to their policies and procedures.

The very next action to occur is the need to alert or warn onsite staff, students, and visitors. Methods for notifying include:

- Telephone – Landline and/or cellular
- Radio – 800 MHz and walkie talkies
- Runners – Employees
- Fire Alarm
- Handheld Air Horns
- Bull Horns

The method utilized will depend upon the circumstances of the emergency and the resources available at this site.

Assessment and Notification

College Police will conduct an initial assessment based on available information available. They will then advise the Site Incident Commander and Office of the Chancellor of the recommended actions to be taken. However, if the emergency requires immediate action, College Police will initiate the appropriate warnings and notifications without delay.

As services are being dispatched to assist, the SIC will begin to gather and direct site resources as necessary to address the emergency or disaster at hand. The following external and internal contacts may be of assistance:

EXTERNAL CONTACTS:

CONTACT	EMERGENCY	NON-EMERGENCY
San Diego Police	9-1-1	619-531-2000
San Diego Fire	9-1-1	858-573-1497
SDG&E	1-800-611-7343	
Water Emergency	619-515-3525	

INTERNAL CONTACTS:

CONTACT	EMERGENCY	NON-EMERGENCY
College Police	619-388-6405	619-388-6411
Risk Management	619-388-6953	
Emergency Maintenance	619-388-6405*	
Public Information	619-388-6914	
* College Police Dispatch		

Command Team Kit

The Command Team Kit stores necessary resources for the Command Team. The following equipment and supplies makes up the Command Team Kit:

- ☒ Handheld Air Horns – recommend a minimum of five (SIC & Chiefs)
- ☒ Bull Horn – recommend a minimum of one
- ☒ Batteries – recommend a minimum of two sets for bull horn, flashlights, emergency radios and walkie talkies
- ☒ Flashlights – recommend one per Command Team member (Search & Rescue Team and Medical Team requirements listed separately in Section 6)
- ☒ Walkie Talkies – recommend a minimum of five (SIC & Chiefs)
- ☒ Duct Tape – recommend a minimum of two rolls used for marking blank vests, etc.
- ☒ Rosters - recommend a minimum of one set per room sorted by alphabet
- ☒ Steno Pads (5x7) – recommend one per Command Team member
- ☒ Pencils & Pens - recommend one each per Command Team member
- ☒ Copies of Forms – (See Section 6 for all forms)
- ☒ Chalk - recommend twenty-five sticks, red in color
- ☒ 3x5 Cards – recommend one hundred
- ☒ Medical Team Supplies – see Section 6 Form #3
- ☒ Search and Rescue Team Supplies – see Section 6 Form #7
- ☒ Vests - recommend one for each Command Team member (Search & Rescue Team and Medical Team requirements listed separately in Section 6)
- ☒ Tarps or other coverings to protect flooring.

All Command Team Kits and their contents are the responsibility of the Site Incident Commander. The Site Incident Commander will conduct annual inspections in October of each year. The responsibility to inspect and replace non-operating equipment and supplies belongs to the site. The responsibility to transport the Command Team Kit to an activated Command Post belongs to the following individuals:

Primary: Site Incident Commander

Alternate: Operations Chief

Crisis Response Boxes

The Crisis Response Boxes are file-folder type boxes stored within the main administrative area. The boxes should be clearly labeled and contain vital information needed by both the Command Team and the public safety personnel - in the event they initiate an incident command post. The following information should be stored inside the boxes:

- ☒ Current copy of the Emergency Plan.
- ☒ Current map of site layout. Map must show all buildings, classroom numbers, and evacuation routes.
- ☒ Most current blueprint (architectural drawings).
- ☒ Current roster of employees assigned to the administrative facility, as well as issues pertaining to special needs.
- ☒ A list of the employee's skills including language translation, specialized training, and emergency equipment carried in vehicles.

The Crisis Response Boxes and their contents are the responsibility of the Site Incident Commander. The SIC or designee will conduct annual inspections in October of each year. The responsibility to inspect and replace information belongs to the site. The responsibility to carry one of the boxes to an activated public safety command post belongs to the following individuals:

Primary: Site Incident Commander

Alternate: Operations Chief

SECTION FOUR

BASIC EMERGENCY OPERATIONS

The protection of lives shall be the primary priority of all emergency operations and procedures. The protection of District property shall be secondary to life safety. The emergency procedures within this Plan are designed to facilitate life safety through the use of simple, basic procedures based on the Standardized Emergency Management System (SEMS), utilizing the Incident Command System (ICS) as the basic response management structure, while conforming to standards identified in the National Incident Management System.

Plan Maintenance

Since the Plan is based on a standardized template in use throughout the District, all revisions to the Plan must be coordinated with College Police prior to distribution. The plan will be reviewed annually and appropriate changes made and implemented.

Training & Exercises

Training

This Plan is consistent with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) guidelines. The guidelines provide standardized training modules with competency requirements for each level of activation and responsibility. The Human Resources Department is responsible for maintaining SEMS/NIMS Training Compliance Records. Following is the recommended training and exercise program.

Training is a key component to ensure successful emergency operations.

The Site Incident Commander will coordinate annual training for all staff with assignments identified in the location's Emergency Plan. All new staff members with assignments will receive basic training within 30 days of assignment. Basic training can simply involve knowledge of basic SEMS, ICS, and NIMS protocols, key evacuation locations, review of position checklists, and the location of important resources. Specialized teams (i.e. Search & Rescue and Medical Teams) will receive training required to familiarize members with equipment and protocols.

All staff that may be assigned to participate in emergencies in the District's Emergency Operations Center (EOC) or at the field response level (Command Team) must maintain minimum training competencies pursuant to SEMS/NIMS regulations. The Human Resources Department will document all related emergency management training provided to emergency response personnel.

All District staff that may participate in emergencies in the District's Emergency Operations Center are required to maintain minimum training competencies pursuant to the SEMS approved courses of instruction.

SEMS Courses required for all personnel that are assigned to perform a SEMS function in the EOC include: SEMS Introductory Course and SEMS EOC Course.

SEMS EOC (Emergency Operations Center) Orientation Course:

This course is required for staff with a response assignment in the EOC. The course provides an overview of the Emergency Operations Plan and an introduction to the various roles in the EOC. The training could be offered either as a facilitated class or as computer-based training through the District's Intranet.

SEMS Introductory Course (self-study or facilitated course):

This course is required for staff with EOC or field response assignments. In other words, if you are assigned a role in the facility's Emergency Operations Plan or if it's likely you may participate in any field (outside the EOC) response activities, you should attend. The course provides a basic understanding of the Standardized Emergency Management System (SEMS) and consists of three self-study modules with an optional test and should take 1-2 hours to complete.

Executive Staff

The term executive describes an individual that works in executive management or elected positions but does not regularly fill command or management roles at incidents or in the District's EOC. Executive staff is required to attend the **SEMS Executive Course**.

SEMS Field Course – Orientation to the ICS (ICS 100) (self-study or facilitated course):

This course is required for staff with a field response assignment or if it's likely you may participate in any field response activities. The course introduces the concepts of an ICS organization, basic terminology, and roles and responsibilities related to managing an incident in the field. EOC responders, Command Team members, and Field Responders (College Police and Facilities Maintenance) are required to take this course. This course consists of one self-study module with an optional test.

Additional Field Response Training Standards

At the field response level, the use of SEMS/NIMS is intended to standardize the response to emergencies involving multiple jurisdictions or multiple agencies. SEMS/NIMS require emergency response agencies to use the Incident Command System as the basic emergency management system. In California, this requirement specifies that when more than two response agencies are involved, the Incident Command System will be used (e.g. College Police, Facilities Management, plus City of San Diego Fire Department). Compliance

with this requirement can be accomplished by incorporating ICS into the daily functions of the emergency response departments, or to maintain expertise in the system through training.

Higher Level SEMS/NIMS Field Courses are required for many personnel that may be associated with a field response. The level of mandated training is dependent on the position held in the emergency response organization.

- **Field ICS Basic**
- **Field ICS Intermediate (ICS supervisor)**
- **Field ICS Advanced (ICS commander or command staff)**

National Incident Management System – An Introduction (NIMS 700) (self-study or facilitated course):

On February 28, 2003, President Bush issued Homeland Security Presidential Directive-5. HSPD-5 directed the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents. *(Note: As NIMS training requirements change, the Plan should be updated.)*

Exercises

Drills

Campuses and administrative facilities are required to complete certain drills related to safety compliance. *Note: It is the responsibility of the District Risk Management Department and campus or administrative administrator to comply with California Education Code, OSHA, local fire code, and any other regulations pertaining to the conduct of routine safety drills (i.e. fire drills, evacuation drills). It's important to note that campuses occupied by K-12 students are required to conduct monthly fire drills with the goal of evacuating all K-12 buildings and areas quickly and in an orderly fashion, as well as accounting for all people in the facility. Campuses occupied by K-12 students are also required to conduct annual earthquake "duck/cover/hold drills.*

Tabletop Exercises

District EOC

The primary and alternate staff with assigned positions in the EOC should participate in annual Tabletop Exercises in order to become familiar with the applied theory of the Incident Command System, practice roles and responsibilities, and practice coordinating with outside entities. The Exercises should include tests of all functions and sections within the EOC and be based on credible hazard scenarios.

Campuses & Administrative Facilities

All District employees with emergency management response assignments should participate in one facilitated Tabletop Exercise annually. This is a discussion-based, guided review of policies and procedures. Scenario topics should vary to address a variety of incidents and conditions.

EOC Functional Exercise

The District should conduct at least one EOC functional exercise annually, simulating an actual incident or disaster. This serves to practice policies, procedures and decision-making skills. The exercise can be for the District alone, or in conjunction with outside agencies, such as during an actual evacuation drill. This is the most effective method of training staff. Shortly after the functional exercise, a lessons-learned workshop should be held involving all that participated.

District-Wide Four Year Exercise Cycle

	Year 1	Year 2	Year 3	Year 4
District EOC Exercises				
District EOC Tabletop Exercise	X	X	X	X
District EOC Functional Exercise	X	X	X	
District EOC Full-Scale Exercise with the Field Response Departments and/or Campus				X
Command Team Exercises (Campuses)				
Command Team Tabletop Exercise	X	X	X	X
Command Team Functional Exercise			X	
Command Team Full-Scale Exercise				X

Field Response Department Exercises (College Police, Facilities Management)				
Field Response Department Discussion/Tabletop Exercise	XX	XX	XX	XX
Field Response Department Full-Scale Exercise				X

Incident Command System

According to ICS, the size of the organization (i.e. number of positions) will vary depending on the operational needs of the incident. In some cases one individual may be able to fill more than one "position". (Example: In a small incident, the SIC may also serve as the Public Information Officer.)

Only under very unusual conditions will all of the positions identified below be activated and fully staffed.

Disaster Service Workers

California Government Code, Chapter 8, Section 3100 states: "...all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law." In accordance with these provisions, all staff members are considered "disaster service workers" during emergencies and must remain on site to carry out assigned responsibilities. Staff should be familiar with emergency procedures and any assigned responsibilities. During an emergency, staff will serve on response teams and implement response procedures.

Command Team Assignments

Key employees are to be pre-assigned to the Command Team and have specific duties during emergencies. These duties include:

- **Site Incident Commander (SIC)** – responsible for overseeing on-site emergency operations
- **Public Information Officer** – is the official site spokesperson to media
- **Liaison Officer**– is the point of contact for outside agencies to the site
- **Operations Chief** – manages direct response to the on-site emergency
- **Safety Officer** – responsible for safety of response activities

- **Facility Check & Security** – controls utilities, restricts access to unsafe areas, provides traffic control, and communicates damage to SIC
- **Search and Rescue** – checks campus/administrative facility for damage, rescues victims, and reports site conditions
- **Medical** – provides medical response including CISM
- **Evacuation Area** – provides care and release of students and staff
- **Planning Chief** – in charge of collection, evaluation and documentation of information about the incident
- **Documentation** – collects, evaluates, and documents event
- **Situation Analysis** – analyzes the situation for resources
- **Logistics Chief** – provides facilities, services, personnel, equipment and materials to support response
- **Supplies, Facilities, & Staffing** – provides supplies, equipment and staffing to support response
- **Finance & Administration Chief** – tracks purchases, staff hours and costs

The Emergency Roles and Responsibilities Section (Section 5) of this plan provide checklists for each of the above assignments. The Command Team will report to the Site Incident Commander at the Command Post. Any staff may be assigned to assist each of the above positions depending upon the circumstances and demands of the incident and care of the students and staff.

The District's Emergency Operations Center (EOC) may be activated to support on-site emergency operations. In the event that the District EOC is activated, the Site Incident Commander will establish communications and coordinate closely with the EOC.

Scenario Specific Actions

The "Emergency Guide" is a quick flip-type reference that provides basic guidelines for emergencies. The information in the Guide is drawn directly from the District's Emergency Procedures. Each classroom and office has been equipped with a copy of the Guide. The Guide provides basic direction for instructor and staff in the event of an emergency. A copy of the Emergency Guide should be posted in each classroom and office in plain sight. Employees should familiarize themselves with the content.

It's important that the Command Team's actions take into consideration the contents of the Emergency Guide.

Site-specific actions are identified below:

EVACUATION

In the event that an evacuation is necessary, College Police in coordination with the Site Incident Commander (SIC) will initiate employee notification and activation of the Command Team.

Notification

In coordination with College Police, the Site Incident Commander will be responsible for activating the evacuation notification. In the event immediate notification is necessary, the SIC will initiate notification.

The signal for evacuation will be the Fire Alarm.

If the primary emergency notification system fails to activate, the secondary notification method will be verbal command via Verbal Commands via Walkie Talkies.

If evacuation is required, but an alternative method of notification is required (e.g. a received credible bomb threat), then notification may be made by telephone or runners. This method reduces the level of anxiety and potential panic.

Exiting Buildings

Site Incident Commanders are responsible for ensuring that staff and students are aware of designated exit routes from the building. Appropriate maps and directions should be posted near each door to ensure that occupants are aware of the possible exits. Each office will develop plans for ensuring that all staff and students receive evacuation notification and have moved to the designated evacuation area. All staff should be trained to conduct rapid visual and verbal "sweeps" of their assigned areas to ensure that no one is left behind.

The responsibility to ensure maps and directions are posted appropriately belongs to the following individuals:

Primary: Site Incident Commander

Alternate: Operations Chief

Evacuation Location

When an evacuation is ordered, all staff, students, and visitors will leave the building via external exits as directed in the Verbal Announcement.

See Aerial Map on page 8 for pre-identified On-Site and Off-Site Evacuation Areas. Note: the actual evacuation location will depend on the hazardous conditions at the time of the emergency.

Persons with Disabilities

In emergencies, persons with disabilities may need special assistance in evacuating to the designated location. Each individual instructor and staff supervisor is responsible for those in need during an emergency. Persons with disabilities or other employees who may need assistance in an evacuation are responsible for ensuring that their instructor or manager is aware of their need for assistance.

The responsibility to determine disability needs, assign appropriate staff and ensure proper resources for evacuation and reunification belongs to the following individuals at this site:

Primary: Site Incident Commander

Alternate: Operations Chief

Return to Facility

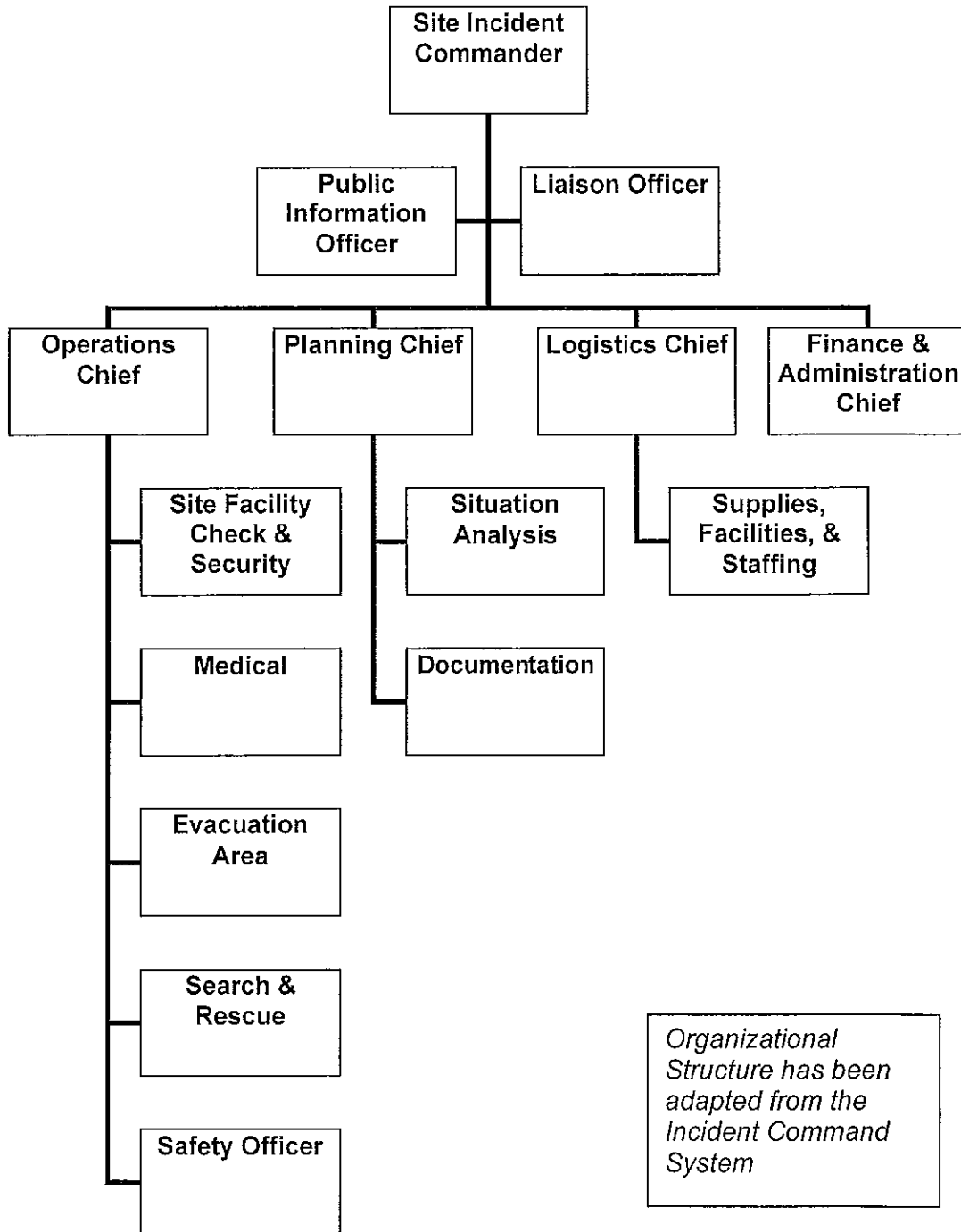
The Site Incident Commander, in consultation with the Public Safety Incident Commander, will determine when occupants can return to the site. In the event that students or staff must be released early, the Site Incident Commander will request approval from the Office of the Chancellor.

The notification for a safe return to facilities located at this site is: Verbal Command "All Clear" via Walkie Talkies.

SECTION FIVE
Emergency Plan Roles & Responsibilities

Emergency Plan Roles & Responsibilities

Command Team Organizational Chart



Position Activation Information

Equipment

Every position on the Command Team will require the following equipment:

1. Identification vest
2. Two-way campus radio
3. Paper and pens/pencils
4. Job description clipboard

Position-Specific Equipment

Certain positions require special equipment or forms. Such specific needs are identified on the individual position checklists.

Position Activation

1. Once notified of your assignment, put on your vest.
2. Check in with the Site Incident Commander at the Command Post for a situation briefing.
3. Check in with your Section Chief for details and updates associated with your position.
4. Obtain necessary equipment and supplies.
5. Open and maintain a Position Log (Form #8). Maintain all required records and documentation to support the history of the emergency or disaster. Document:
 - a. Messages received
 - b. Actions taken
 - c. Decision justifications and documentation
 - d. Requests filled

Position Deactivation

1. At the direction of the Site Incident Commander, deactivate your position and close out all logs. Provide logs, timekeeping records, and other relevant documents to the Documentation Unit.
2. Return equipment and reusable supplies to Logistics.

Section: Command
Position: Site Incident Commander (SIC)

Primary: Patricia Hsieh, College President

Alternate: Peter White, VP Student Services

Reports to: Chancellor (or designee)

Staffing

Characteristics: Dean, President, or Site Administrator

Responsibility: The Site Incident Commander (SIC) is solely responsible for emergency/disaster operations and shall remain at the Command Post (CP) to observe and direct all operations. Ensure the safety of staff, students, and visitors on the campus/administrative facility.

Lead by example: your behavior sets tone for staff and students.

Special Equipment:

- ☐ Crisis Response Boxes
- ☐ Command Team Kit
- ☐ Campus map
- ☐ Master keys
- ☐ Forms
- ☐ AM/FM radio (battery)
- ☐ Command Post Tray (pens, etc.)
- ☐ Emergency Plan
- ☐ Tables & chairs (if CP is outdoors)
- ☐ Job Description Clipboards
- ☐ Bull horn
- ☐ Staff rosters (2 sets)
- ☐ District radio

Start-Up:

- ☐ Assess type and scope of emergency.
- ☐ Determine threat to human life and structures.
- ☐ **Implement Emergency Plan and District Emergency Procedures.**
- ☐ Develop and communicate an Incident Action Plan (Form #1) with objectives and a time frame to meet those objectives.
- ☐ Activate functions (assign positions) as needed.
- ☐ Fill in Form #4 Command Team Assignment Form as positions are filled.
- ☐ Appoint a backup or alternate SIC in preparation for long-term operations.

During Event:

- ☐ Continue to monitor and assess total situation:
- ☐ View site map periodically for Search & Rescue progress and damage assessment information.
- ☐ Check with Chiefs for periodic updates.
- ☐ Reassign personnel as needed.
- ☐ Report through College Police or EOC District on status of staff, students, visitors, and campus/facility as needed. (Status Report)
- ☐ Develop and communicate revised Incident Action Plans as needed.
- ☐ Authorize release of information.
- ☐ Utilize your back up; plan and take regular breaks, 5-10 minutes each hour, relocate away from the CP.
- ☐ Plan regular breaks for all staff and volunteers. **Take care of your caregivers!**
- ☐ Release staff as appropriate per District guidelines. By law, during a disaster, the staff will become "disaster workers."
- ☐ Remain on and in charge of your site until redirected or released by the Chancellor.

After:

- ☐ Authorize deactivation of sections or units when they are no longer required.
- ☐ At the direction of the Chancellor, deactivate the entire emergency response. If the Fire Department or other outside agency calls an "All Clear," contact the District before taking any further action.
- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ☐ Ensure the return of all equipment and reusable supplies to Logistics.
- ☐ Close out all logs. Ensure that all logs, timekeeping records, reports, and other relevant documents are completed and provided to the Documentation Unit.
- ☐ Proclaim termination of the emergency and proceed with recovery operations if necessary.

Section: Command

Position: Public Information Officer (PIO)

Primary: Sandi Trevisan, Public Information Officer

Alternate: Joan Mize, Graphic Artist/Photographer

Reports To: Site Incident Commander

Staffing

Characteristics: The PIO should be a confident and calm staff person

Responsibility: Staff and the public have the right and need to know important information related to emergencies/disaster at the site ***as soon as it is available.***

The Public Information Officer (PIO) acts as the official spokesperson for the site in an emergency situation. If the District PIO (District Information Officer) is available, he/she will be the official spokesperson. A site-based PIO should only be used if the media is on campus/facility and the District PIO is not available or forthcoming.

Special Equipment:

- ☐ Battery operated AM/FM radio
- ☐ Marking pens
- ☐ Scotch tape/masking tape
- ☐ Forms:
- ☐ Disaster Public Information Release Work Sheet
- ☐ Sample Public Information Release
- ☐ Scissors
- ☐ Site map(s) and area map(s):
 - 8-1/2 x 11 handouts
 - Laminated display
- ☐ Tape recorder and tapes

Start-Up Activities:

- ☐ Determine a possible "news center" site as a media reception area (located away from the Command Post and students). Get approval from the Site Incident Commander (SIC).
- ☐ Identify yourself as the "PIO" (vest, visor, sign, etc.)
- ☐ Consult with District PIO (Communications Officer) to coordinate information release.
- ☐ Assess situation and obtain statement from SIC. Tape-record, if possible.
- ☐ Advise arriving media that the site is preparing a press release and approximate time of its issue.
- ☐ Open and maintain a position log of your actions and all communications. If possible, tape media briefings. Keep all documentation to support the history of the event.

During Event:

- ☐ Keep up-to-date on the situation.
- ☐ Statements must be approved by the SIC and should reflect:
 - Reassurance — EGBOK — "Everything's Going To Be OK."
 - Incident or disaster cause and time of origin.
 - Size and scope of the incident.
 - Current situation — condition of site, evacuation progress, care being given, injuries, etc. **Do not release any names.**
 - Resources in use.
 - Best routes to site if known and appropriate.
 - Any information the site wishes to be released to the public.
 - **Read** statements if possible.
- ☐ When answering questions, be complete and truthful, always considering confidentiality & emotional impact. Avoid speculation, bluffing, lying, talking "off the record," arguing, etc. Avoid use of the phrase "no comment."
- ☐ **Remind staff and volunteers to refer *all* questions from media to the PIO.**
- ☐ Update information periodically with SIC.
- ☐ Ensure announcements and other information is translated into other languages as needed.
- ☐ Develop pre-scripted messages.
- ☐ Monitor news broadcasts about incident. Correct any misinformation heard.

Section: Command

Position: Liaison Officer

Primary: College Police

Alternate: College Police

Reports to: Site Incident Commander

Staffing

Characteristics: The Liaison Officer should be familiar with the community and organizations that may interact with the site during an emergency

Responsibility: The Liaison Officer serves as the point-of-contact for Agency Representatives from assisting organizations and agencies outside the District and assists in coordinating the efforts of these outside agencies by ensuring the proper flow of information.

During Event:

- ☐ Brief Agency Representatives on current situation, priorities and the Incident Action Plan.
- ☐ Ensure coordination of efforts by keeping SIC informed of agencies' action plans.
- ☐ Provide periodic update briefings to Agency Representatives, as necessary.

Section: Operations

Position: Operations Chief

Primary: George Beitey, Dean of Public Safety

Alternate: Steve Lickiss, Department Chair – Public Safety

Reports to: Site Incident Commander

Staffing

Characteristics: The Operations Chief should be a staff member familiar with the site and be trained in response skills.

Responsibility: The Operations Chief manages the direct response to the disaster, which can include Facility Check & Security Unit, Search & Rescue Teams, and Medical Teams.

Special Equipment:

- ☐ Search & Rescue equipment
- ☐ Forms: Search & Rescue maps, large map of facility

During Event:

- ☐ Assume the duties of all operations positions until staff is available and assigned.
- ☐ As staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ☐ If additional supplies or staff is needed for the Operations Section, notify Logistics. When additional staff arrives, brief them on the situation, and assign them as needed.
- ☐ Coordinate Search & Rescue operations. Appoint Search & Rescue Team Leader to direct their operations, if necessary.
- ☐ As information is received from Operations staff, pass it on to Situation Analysis and/or the Site Incident Commander.
- ☐ Inform the Site Incident Commander regarding tasks and priorities.
- ☐ Make sure that Operations staff is following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- ☐ Schedule breaks and reassign Operations staff within the section as needed.

Section: Operations
Position: Safety Officer

Primary: George Beitey, Dean of Public Safety

Alternate: Steve Lickiss, Department Chair – Public Safety

Reports To: Operations Section Chief

Staffing Characteristics: These duties are typically carried out by the Operations Section Chief. A separate position checklist is here in the event the Section Chief needs to assign the duties to another individual.

Responsibility: The Safety Officer ensures that all activities are conducted in as safe a manner as possible under the circumstances which exist.

Special Equipment:

- ☐ Hard hat (if available)

During Event:

- ☐ Monitor drills, exercises, and emergency response activities for safety.
- ☐ Identify and mitigate safety hazards and situations.
- ☐ Stop or modify all unsafe operations.
- ☐ Ensure that responders use appropriate safety equipment.
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ Anticipate situation changes, such as severe aftershocks, in all planning.
- ☐ Keep the Operations Section Chief advised of your status and activity and on any problem areas that now need or will require solutions.

Section: Operations

Position: Facility Check & Security

Primary: Dane Lindsay, Regional Facilities Offices

Alternate: Tom Kane, Senior Custodial Crew Leader

Reports to: Operations Chief

Staffing

Characteristics: Regional Plant Operations Supervisor or others familiar with the site's facilities, utilities, and infrastructure.

Responsibility: Controls utilities, restricts access to unsafe areas and communicates damage to the Site Incident Commander. Also assists with traffic control for public safety vehicles, and the media.

Special Equipment:

- ☐ Hard hat
- ☐ Work gloves
- ☐ Whistle with master keys on lanyard
- ☐ Bucket or duffel bag with goggles
- ☐ Flashlight
- ☐ Dust masks
- ☐ Yellow caution tape
- ☐ Shutoff tools — for gas & water (crescent wrench)

Start Up Activities:

- ☐ Check condition and take along appropriate tools.

During Event:

- ☐ As you do the following, observe the facility and report any damage by radio to the Command Post.
- ☐ Lock or open gates and major external doors appropriate for the situation.
- ☐ Locate/control/extinguish small fires as necessary.
- ☐ Check gas meter and, **if gas is leaking**, shut down gas supply.
- ☐ Shut down electricity only if building has clear structural damage or advised to do so by Command Post (CP).
- ☐ Post yellow caution tape around damaged or hazardous areas.
- ☐ Verify that campus is in "lockdown" and report same to CP.
- ☐ Advise CP of all actions taken for information and proper logging.
- ☐ Be sure that the entire campus has been checked for safety hazards and damage.
- ☐ No damage should be repaired prior to full documentation, such as photographs and video evidence, unless the repairs are essential to immediate life-safety.

- ☐ Direct traffic of vehicles of parents, public safety, and media on and off campus as appropriate.

Section: Operations

Position: Search and Rescue Team Leader

Primary: Rick Covert, Facilities Supervisor - Landscape

Alternate: Roy Kinley, Grounds Crew Leader

Reports To: Operations Chief

Staffing

Characteristics: Trained as a leader in Search & Rescue

Responsibility: Directs, monitors, and documents status of the Search & Rescue Teams. Coordinate staffing and ensure safety of Team members.

Special Equipment:

- ☐ Hard hat
- ☐ Work and latex gloves
- ☐ Whistle with master keys on lanyard
- ☐ Search & Rescue Map
- ☐ Search & Rescue Supplies (Form #10)

Start-Up Activities:

- ☐ Obtain all necessary equipment from container. See Form #7.
- ☐ Obtain briefing from the Operations Chief, noting known fires, injuries, or other situations requiring response.
- ☐ Assign teams based on available manpower, minimum 2 persons per team. The District recommends the following standards for establishing Search & Rescue Teams:

During Event:

- ☐ The District recommends the following number of Search & Rescue Teams with each team consisting of two members:
Site occupancy <500 = 2 Teams; Site occupancy 500-1000 = 4 Teams; Site occupancy >1000 = 6 Teams.
- ☐ **Buddy system: Minimum of 2 persons per Team.**
 - Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.
 - **Follow all operational and safety procedures.**
- ☐ Perform visual check of outfitted team leaving CP; include radio check. Teams must wear sturdy shoes and safety equipment.
- ☐ Record names and assignments before deploying teams.
- ☐ Dispatch teams to known hazards or situations first, then to search the campus using specific planned routes. Send a specific map assignment with each team.
- ☐ Remain at Command Post (CP) in radio contact with S&R Teams.

- ☐ Record all team progress and reports on site map, keeping others at CP informed of problems. When a room is reported clear, mark a "C" on the map.
- ☐ If injured are located, consult Operations Chief for response.
- ☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead on map)
- ☐ Keep radio communication brief and simple. No codes.

Section: Operations

Position: Search & Rescue Teams

Primary: (Insert Staff Name & Title)

Alternate: (Insert Staff Name & Title)

Reports to: Search & Rescue Team Leader

Staffing
Characteristics: Trained in Search & Rescue

Responsibility: Check the site for damage, rescues victims, and reports campus situation to the Search & Rescue Team Leader.

Special Equipment:
☐ Search & Rescue Supplies (Form #7)

Start-Up Activities:
☐ **You must be wearing sturdy shoes and long sleeves.**
☐ Put batteries in flashlight.

During Event:

- ☐ **Buddy system: Minimum of 2 persons per Team.**
 - Take no action that might endanger you. Do not work beyond your expertise. Use appropriate safety gear. Size up the situation first.
 - **Follow all operational and safety procedures.**
- ☐ Report gas leaks, fires, or structural damage to CP immediately upon discovery. Shut off gas or extinguish fires, if possible.
- ☐ Before entering a building, inspect complete exterior of building. Report structural damage to team leader. Use yellow caution tape to barricade hazardous areas. **Do not enter severely damaged buildings.**
- ☐ If building is safe to enter, search assigned area (following map) using orderly pattern. Check all rooms. Use chalk or grease pencil to mark slash on door when entering room. Check under desks and tables. Search visually and vocally. Listen. When leaving each room, close slash to form "X" on door. Report by radio to Command Post that room has been cleared (ex: "Room A-123 is clear")*
- ☐ When injured victim is located, team transmits location, number, and condition of injured to CP. **Do not use names of students.** Follow directions from CP.
- ☐ Record exact location of damage and triage tally (I=immediate, D=delayed, DEAD=dead) Report information.
- ☐ Keep radio communication brief and simple. No codes.

Section: Operations Medical Team Leader

Primary: Julianna Barnes, Dean of Student Affairs

Alternate: Lezlie Allen, College Nurse

Reports to: Operations Chief

Staffing

Characteristics: Trained as a leader in providing emergency medical and psychological aid. Campus Nurse.

Responsibility: Leader to team providing emergency medical response, first aid, and psychological/CISM (Critical Incident Stress Management) counseling.

Special Equipment:

- ☐ Medical Team Supplies (Form #3)

Start-Up Activities:

- ☐ The District recommends the following number of Medical Teams with each team consisting of two members: *Site occupancy <500 = 2 Teams; Site occupancy 500-1000 = 4 Teams; Site occupancy >1000 = 6 Teams.*
- ☐ Establish scope of disaster with SIC and determine probability of outside emergency medical support and transport needs.
- ☐ Request assistance from the Mental Health Counselor for psychological staff and student needs
- ☐ Make personnel assignments. If possible, assign a minimum of two people to Triage, two to Immediate, two to Delayed, and two to Psychological.
- ☐ Set up first aid area in a safe place, away from students and parents, with access to emergency vehicles. Obtain equipment/supplies from the container.
- ☐ Assess available inventory of supplies & equipment.
- ☐ Review safety procedures and assignments with personnel.
- ☐ Establish point of entry ("triage") into treatment area.
- ☐ Establish "immediate" and "delayed" treatment areas.
- ☐ Set up a separate Psychological First Aid area with staff trained in CISM from the District Crisis Response Team.
- ☐ Establish the need for a temporary morgue. If a morgue is needed, establish an appropriate location in consideration of the following:
 - ☐ If directed, set up morgue area. Verify:
 - Tile, concrete, or other cool floor surface
 - Accessible to Coroner's vehicle
 - Remote from Evacuation Area
 - Security: keep unauthorized persons out of morgue.

- Maintain respectful attitude.

During Event:

- ☐ Oversee care, treatment, and assessment of patients
- ☐ Ensure caregiver and rescuer safety
 - Latex gloves for protection from body fluids; replace with new gloves for each new patient.
- ☐ Make sure that accurate records are kept.
- ☐ Provide personnel response for injuries in remote locations or request Logistics for staffing assistance.
- ☐ If needed, request additional personnel from Logistics.
- ☐ Brief newly assigned personnel.
- ☐ Report deaths immediately to Operations Chief.
 - **After pronouncement or determination of death:**
 - **Do not** move the body until directed by Command Post (CP).
 - **Do not** remove any personal effects from the body. Personal effects must remain with the body **at all times**.
 - As soon as possible, **notify Operations Chief**, who will notify the CP, who will attempt to notify law enforcement authorities of the location and, if known, the identity of the body. The law enforcement authorities will notify the Coroner.
 - Keep accurate records and make available to law enforcement and/or the Coroner when requested.
 - Write the following information on two tags:
 - Date and time found.
 - Exact location where found.
 - Name of decedent, if known.
 - If identified—how, when, by whom.
 - Name of person filling out tag.
 - Attach one tag to body.
 - If the Coroner's Office will not be able to pick up the body soon, place body in plastic bag(s) and tape securely to prevent unwrapping. Securely attach the second tag to the outside of the bag. Move body to morgue.
- ☐ Place any additional personal belongings found in a separate container and label as above. Do not attach to the body—store separately near the body.
- ☐ Keep Operations Chief informed of overall status.
- ☐ Set up morgue, if necessary, in cool, isolated, secure area; follow guidelines.
- ☐ Stay alert for communicable diseases and isolate appropriately.

After:

- ☐ Conduct a Critical Incident Stress Debriefing for Command Team staff.

Section: Operations

Position: Medical Teams

Primary: (Insert Staff Name & Title)

Alternate: (Insert Staff Name & Title)

Reports to: Medical Team Leader

Staffing Characteristics: Trained in first aid and CISM

Responsibility: Works with a buddy to administer first-aid and arrange for transport of victims as necessary.

Special Equipment:

- ☐ Medical Team Supplies (Form #3)

Start-Up Activities:

- ☐ Obtain & wear personal safety equipment including latex gloves.
- ☐ Use approved safety equipment and techniques.
- ☐ Check with Medical Team Leader for assignment.

During Event:

- ☐ Administer appropriate first aid.
- ☐ **Keep accurate records of care given.**
- ☐ Continue to assess victims at regular intervals.
- ☐ Report deaths immediately to Medical Team Leader.
- ☐ If & when transport is available, do final assessment and document on triage tag. Keep and file records for reference—**do not send with victim.**

Triage Entry Area:

- ☐ Staffed with minimum of 2 trained team members, if possible.
- ☐ One member confirms triage tag category (red, yellow, green) and directs to proper treatment area. Should take 30 seconds to assess — no treatment takes place here. Assess, if not tagged.
- ☐ Second team member logs victims' names on form and sends forms to CP as completed.

Treatment Areas ("Immediate" & "Delayed")

- ☐ Staff with minimum of 2 team members per area, if possible.
- ☐ One member completes secondary head-to-toe assessment.
- ☐ Second member records information on triage tag and on-site treatment records.
- ☐ Follow categories: Immediate, Delayed, Dead
- ☐ When using 2-way radio, do not use names of injured or dead.

After:

- ☐ Clean up first aid area. Dispose of hazardous waste safely.
- ☐ Assist in the Critical Incident Stress Debriefing for the staff

Section: Operations

Position: Evacuation Area

Primary: Kit Foster, VP of Instruction

Alternate: _____

Reports to: Operations Chief

Staffing

Characteristic: Trained in managing large groups of people

Responsibility: Ensure the care and safety of all staff and students on campus (except those who are in the Medical Treatment Area).

Special Equipment:

- ☐ Ground cover and tarps
- ☐ First aid kit, water, food, sanitation supplies

Start-Up Activities:

- ☐ Request additional personnel, if needed.
- ☐ If campus/facility is evacuating:
 - Verify that the Evacuation Area and routes to it are safe.
 - Count or observe the classrooms as they exit, to make sure that all classes evacuate.
 - Initiate the set-up of portable toilet facilities and hand-washing stations.

During Event:

- ☐ Monitor the safety and well-being of the staff in the Evacuation Area.
- ☐ Administer minor first aid as needed.
- ☐ When necessary, provide water and food to students and staff.
- ☐ Make arrangements for portable toilets if necessary, ensuring that staff wash their hands thoroughly to prevent disease.
- ☐ Make arrangements to provide shelter for staff.
- ☐ Update records of the number of staff in the Evacuation Area (or in the buildings).
- ☐ Direct all requests for information to the PIO.

Section: Planning & Intelligence

Position: Planning Chief

- Primary:** Peter White, VP Student Services
- Alternate:** Greg Newhouse, Associate Dean of Adv Trans Tech
- Reports to:** Site Incident Commander
- Staffing**
- Characteristics:** Someone familiar with site and its occupants
- Responsibility:** Collection, evaluation, documentation, and use of information about the incident.
- Equipment:**
- ☐ File box(es)
 - ☐ Dry-erase pens and eraser
 - ☐ Large site map of campus, laminated or covered with Plexiglas
- During:**
- ☐ **Assume the duties of all Planning Section positions until staff is available and assigned.**
 - ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
 - ☐ Assist SIC in writing Incident Action Plan (Form #1).

Section: Planning & Intelligence

Position: Documentation

- Primary:** KL Alston, Administrative Secretary
- Alternate:** Joyce Allen, Senior Secretary – Arts & Humanities
- Reports to:** Planning Chief
- Staffing**
- Characteristics:** Administrative staff or others trained in managing documents.
- Responsibility:** Collection, evaluation, documentation and status of all documents associated with the emergency response, including financial expenditures, timekeeping, and other necessary documentation.
- Special Equipment:**
- ☐ File box(es)
 - ☐ Forms:
 - Situation Report
- During:**
- Records:**
- ☐ Maintain time log of the Incident, noting all actions and reports.
 - ☐ Record content of all radio communication with District Emergency Operations Center (EOC).
 - ☐ Record verbal communication for basic content.
 - ☐ Log in all written reports.
 - **Important:** A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records—they are legal documents.
 - ☐ File all reports for reference.
- Student and Staff Accounting:**
- ☐ Receive, record, and analyze accounting of staff.
 - ☐ Check off staff roster. Compute number of staff, and others at facility for Situation Analysis. Update periodically.
 - ☐ Report missing persons and site damage to Command Post.
 - ☐ Report first aid needs to medical team leader.
 - ☐ File forms for reference.
 - ☐ Track regular and overtime of all staff.
- After:**
- ☐ Collect and file all paperwork and documentation from deactivating sections.
 - ☐ Securely package and store these documents for future use.

Section: Planning & Intelligence

Position: Situation Analysis

Primary: Libby Andersen, Dean of Arts & Humanities

Alternate: David Navarro, Dean of Business, Math & Science

Reports to: Planning Chief

Staffing

Characteristics: Administrative staff familiar with site's facilities and resources

Responsibility: Analyzes the emergency situation in order to identify needed personnel and resources.

Special

Equipment

- ☐ Dry-erase pens and eraser
- ☐ Large site map of campus, laminated or covered with Plexiglas
- ☐ File box(es)
- ☐ Map of local area

During:

Situation Status Map:

- ☐ Collect, organize and analyze situation information.
- ☐ Mark site map appropriately as related reports are received. This includes but is not limited to Search & Rescue reports and damage updates, giving a concise picture status of campus.
- ☐ Preserve map as legal document until photographed.
- ☐ Use area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)

Situation Analysis:

- ☐ Provide current situation assessments based on analysis of information received.
- ☐ Develop situation reports for the Command Post (CP) to support the action planning process.
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ **Report only to CP personnel. Refer all other requests to Public Information Officer.**

Section: Logistics

Position: Logistics Chief

Primary: Dan Gutowski, Hourglass Park Coordinator

Alternate: Bob Valdez, Stockroom Clerk II

Reports to: Site Incident Commander

Staffing Characteristics: Administrative skills

Responsibility: The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of the incident.

Special Equipment:

- ☐ Cargo container or other storage facility with all emergency supplies stored on site.
- ☐ Forms:
 - Emergency Supplies Inventory
 - Site Status Report
 - Volunteer Registration Forms
 - List of Registered Disaster Volunteers

Start-Up Activities:

- ☐ **Assume the duties of all Logistics positions until staff is available and assigned.**
- ☐ Ensure that the Command Post and other facilities are setup as needed.

During Event:

- ☐ Coordinate supplies, equipment, and personnel needs with the SIC.
- ☐ Maintain security of cargo container, supplies and equipment.

After:

- ☐ Secure all equipment and supplies.

Section: Logistics
Position: Supplies, Facilities, & Staffing

Primary: Anna Lisa Soriano, Hourglass Park Supervisor

Alternate: Brian Carver, Grounds Keeper

Reports to: Logistics Chief

Staffing Characteristics: Administrative skills

Responsibility: Provides facilities, equipment, supplies, materials, and staffing in support of the incident.

Special Equipment:

- ☐ Cargo container or other storage facility and all emergency supplies stored on site
- ☐ Forms: Emergency Supply Inventory

Start-Up Activities:

- ☐ Open supplies container or other storage facility if necessary.
- ☐ Begin distribution of supplies and equipment as needed.
- ☐ Set up the Command Post (including Crisis Response Boxes and Command Team Kit)
- ☐ Review staff roster and begin call-back, as required.

During Event:

- ☐ Maintain security of cargo container, supplies and equipment.
- ☐ Distribute supplies and equipment as needed.
- ☐ Assist team members in locating appropriate supplies and equipment.
- ☐ Set up Staging Area, Sanitation Area, Feeding Area, and other facilities as needed.
- ☐ Coordinate with the SIC on establishing the need for future work shifts and related staffing needs.

After:

- ☐ Secure all equipment and supplies.

Section: Finance & Administration
Position: Finance & Administration Chief

- Primary:** Peggy Manges, VP Administrative Services
- Alternate:** Richard Bettendorf, Dean of Tech Crs/Workforce Init
- Reports to:** Site Incident Commander
- Staffing**
- Characteristics:** Familiar with common financial record keeping standards. Office staff.
- Responsibility:** Purchasing of all necessary materials, tracking financial records, maintain timekeeping records, and recovering campus/facility records following an emergency.
- Special Equipment:**
- ☐ None
- During:**
- ☐ As (or if) staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
 - ☐ Work closely with Planning & Intelligence Section and Logistics Section on purchasing any necessary supplies, equipment, and materials.
 - ☐ Track financial records. Maintains accurate and complete records of purchases. Most purchases will be made at the district level; however, in emergency situations, it may be necessary for sites to acquire certain items quickly.
 - ☐ Manage and analyze timekeeping records for emergency responders.
 - ☐ Determine process for tracking regular and overtime of staff.
 - ☐ Ensure that accurate records are kept of all staff members, indicating hours worked.
 - ☐ If District personnel not normally assigned to the site are working, be sure that records of their hours are kept.
 - ☐ Determine process for tracking purchases.
 - ☐ Support Logistics in making any purchases which have been approved by the Site Incident Commander.
- After:**
- ☐ Responsible for managing the recovery of administrative records and applying for reimbursement following an emergency. Work with Documentation Unit to gather all pertinent documents and records.

SECTION SIX
FORMS

Forms

- Form #1 – Incident Action Plan**
- Form #2 Medical Treatment Victim Log**
- Form #3 – Medical Team Supplies**
- Form #4 – Command Team Assignment Form**
- Form #5 – Volunteer Assignments**
- Form #6 – Status Report**
- Form #7 – Search and Rescue Team Supplies**
- Form #8 – Position Log**

Form #1 - INCIDENT ACTION PLAN

INCIDENT NAME <i>(e.g. Cedar Fire)</i>	DATE & TIME PREPARED	PREPARED BY <i>(i.e. Planning Chief)</i>
INCIDENT OBJECTIVE <i>(Big picture objective, e.g.: Initial Survey, Search & Rescue, Evacuate, Shelter)</i>		
OPERATIONAL PERIOD <i>(Start and End Times to achieve current objectives and report back)</i>		
CURRENT OBJECTIVES <i>(Simple, achievable, within-the- time-frame objectives)</i> <ul style="list-style-type: none"> • _____ • _____ • _____ • _____ • _____ • _____ • _____ 		
WEATHER FORECAST FOR OPERATIONAL PERIOD		

Form #2 – MEDICAL TREATMENT VICTIM LOG

(Used by the Medical Team at the Medical Station)

Site _____ Date _____

Name	Triage Tag #	Triage Category	Transported To;	Released time
1. _____		D I d		
2. _____		D I d		
3. _____		D I d		
4. _____		D I d		
5. _____		D I d		
6. _____		D I d		
7. _____		D I d		
8. _____		D I d		
9. _____		D I d		
10. _____		D I d		
11. _____		D I d		
12. _____		D I d		

_____D (Delayed) _____I (Immediate) _____d (Deceased)

Completed by _____ Time _____

Delivered to _____ (title) at Command Post

10/07

Form #3 – MEDICAL TEAM SUPPLIES

(stored in the Command Team Kit)

The District recommends that each Medical Team have two members and that the following number of teams be maintained at the site:

Site Occupancy <500 = 2 Teams

Site Occupancy 500-1000 = 4 Teams

Site Occupancy >1000 = 6 Teams

- ☐ 4 x 4" compress: 1000 per 500 students
- ☐ 8 x 10" compress: 150 per 500 students
- ☐ Kerlix bandages: 1 per student
- ☐ Ace wrap: 2-inch: 12 per campus and 4-inch: 12 per campus
- ☐ Triangular bandage: 24 per campus
- ☐ Cardboard splints: 24 each, sm, med. lg.
- ☐ Steri-strips or butterfly bandages: 50 per campus
- ☐ Aqua-Blox (water) cases (for flushing wounds, etc.): $0.016 \times \text{students} + \text{staff} = \# \text{ cases}$
- ☐ Hydrogen Peroxide: 10 pints/campus
- ☐ Bleach - 1 small bottle
- ☐ Antiseptic Hand Gel or Packets
- ☐ Stretchers or backboards: use on-site supplies from the Nurse's Office or create transport devices by utilizing such things as blankets or doors off hinges - 1.5/100 students
- ☐ Scissors, paramedic: 4 per campus
- ☐ Tweezers: 3 assorted per campus
- ☐ Triage tags: 50 per 500 students
- ☐ Latex gloves: 100 per 500 students
- ☐ Oval eye patch: 50 per campus
- ☐ Tapes: 1" cloth: 50 rolls/campus and 2" cloth: 24 per campus
- ☐ Dust masks: 1 per student and staff
- ☐ Disposable blanket: 10 per 100 students
- ☐ First Aid Books: 2 standard and 2 advanced per campus
- ☐ Space blankets: 1 per student and staff

Form #4 – COMMAND TEAM ASSIGNMENT FORM

```
graph TD;
    SICC[Site Incident Commander] --- PIO[Public Information Officer];
    SICC --- LO[Liaison Officer];
    SICC --- OC[Operations Chief];
    SICC --- PC[Planning Chief];
    SICC --- LC[Logistics Chief];
    SICC --- FAC[Finance & Administration Chief];
    OC --- FCS[Facility Check & Security];
    OC --- Medical[Medical];
    OC --- EA[Evacuation Area];
    OC --- SR[Search & Rescue];
    OC --- SO[Safety Officer];
    PC --- Documentation[Documentation];
    PC --- SA[Situation Analysis];
    LC --- SFS[Supplies, Facilities, & Staffing];
```

The organizational chart is structured as follows:

- Site Incident Commander**
 - Public Information Officer**
 - Liaison Officer**
 - Operations Chief**
 - Facility Check & Security
 - Medical
 - Evacuation Area
 - Search & Rescue
 - Safety Officer
 - Planning Chief**
 - Documentation
 - Situation Analysis
 - Logistics Chief**
 - Supplies, Facilities, & Staffing
 - Finance & Administration Chief**

Form #5 - VOLUNTEER ASSIGNMENTS

Volunteer Name/Address/Phone

Time

Position

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

Form #6 - STATUS REPORT

TO: _____ FROM: _____

NAME OF CAMPUS/ADMINISTRATIVE FACILITY: _____

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Message via: 2-way Radio _____ Walkie-Talkie _____ Telephone _____ Messenger _____

EMPLOYEE/STUDENT STATUS

	Absent	Injured	#Sent to hosp/med	Dead	Missing	Unknown (away from site)	# Released to parents	# Under supervision
Students								
Staff								
Visitors								

STRUCTURAL DAMAGE - check type of damage/problems and indicate specific location(s)

✓	Damage/Problem	Location(s)
	gas leak	
	water	
	fire	
	electrical	
	communications	
	heating/cooling	
	other:	
	other:	

MESSAGE: (include kind of immediate assistance required; can you hold out without assistance (indicate how long?; overall condition of campus/facility, neighborhood & street conditions; outside agencies on campus/facility and actions; names of injured, dead, missing and unaccounted for ASAP)

Form #7 SEARCH AND RESCUE TEAM SUPPLIES

The District recommends that each Search & Rescue Team have two members and that the following number of teams be maintained at the site:

Site Occupancy <500 = 2 Teams

Site Occupancy 500-1000 = 4 Teams

Site Occupancy >1000 = 6 Teams

Member Supplies - each Search & Rescue Team member is issued these supplies

- ☐ Work Gloves
- ☐ Helmet
- ☐ Identifying Vest
- ☐ Safety Goggles
- ☐ Flashlight (with extra batteries)
- ☐ Personal First Aid Kit
- ☐ Water
- ☐ Whistle
- ☐ Marker Pens
- ☐ Pocket Knife
- ☐ Duct Tape
- ☐ Utility Shut Off Tools
- ☐ Note Pad and Pen
- ☐ Cyalume Sticks (light sticks)
- ☐ Walkie - Talkie

Team Supplies – each 2 person Team is issued these supplies

- ☐ Fire Extinguisher 3-A:40-B:C
- ☐ Pry Bar 36"
- ☐ Axe
- ☐ Sledge Hammer 5-8 lb.
- ☐ Bolt Cutter

Form #8 POSITION LOG

TIME	SITUATION	RESPONSE	INITIAL

SECTION SEVEN
APPENDICES

Appendices

Hazard Site Assessment

Hazardous Materials Business Plan
(separate cover)

Evacuation Plan
(separate cover)

Hazard Site Assessment

San Diego Miramar College
San Diego Community College District
10440 Black Mountain Road

1209-E4

		Dam Failure	Earthquake	Liquefaction	Flood	Landslide	Tsunami	Wildfire	Weighted Total
Probability	Score:	2	3		3			2	10
	Weight (45%):	0.9	1.35	0	1.35	0	0	0.9	4.5
Magnitude/Severity	Score:	4	2		3			3	12
	Weight (30%):	1.2	0.6	0	0.9	0	0	0.9	3.6
Warning Time	Score:	4	4		3			4	15
	Weight (15%):	0.6	0.6	0	0.45	0	0	0.6	2.25
Duration	Score:	0	3		2			1	6
	Weight (10%):	0	0.3	0	0.2	0	0	0.1	0.6
Weighted Total:		2.7	2.85	0	2.9	0	0	2.5	10.95

Comments:

Campus is 2 1/2 miles north of US Marine Corps Air Station. Locations in the southern portions of the campus are in the Dam Inundation Map area for Miramar Dam and/or in a 100-year floodplain.

July 6, 2008

Note: See attached key for values associated with the Hazard Site Assessment. The Hazard Site Assessment was conducted in 2007 during preparation of the District's Hazard Mitigation Plan.

SDCCD Hazard Site Assessment Key Code

Hazard Site Assessment data was gathered using the following sources (not all sites vulnerable to all identified hazards):

1. Dam Failure

Information was drawn from the SANGIS website.

<http://www.sangis.org/SangisInteractive/viewer/viewer.asp>

2. Earthquake

Probability:

All locations in San Diego are considered "likely" M6.9 activity on the Rose Canyon Fault.

Magnitude/Severity:

Based on HAZUS Rose Canyon M6.9 map dated February 3, 2006 supplied by the California Department of Conservation.

3. Liquefaction

Information was drawn maps and text in the San Diego County Hazard Mitigation Plan (March 2004)

4. Landslide

Information was drawn from the SANGIS website. Geologic information on the SANGIS maps includes "landslides" and "slide prone formations".

<http://www.sangis.org/SangisInteractive/viewer/viewer.asp>

5. Flooding

Information was drawn from the SANGIS website. Areas in question were also examined using FEMA Flood Insurance Rate Maps.

<http://www.sangis.org/SangisInteractive/viewer/viewer.asp>

<http://www.msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1>

6. Tsunami

Information was drawn maps and text in the San Diego County Hazard Mitigation Plan (March 2004)

7. Wildfire

Information was drawn maps and text in the San Diego County Hazard Mitigation Plan (March 2004)

Dam Failure (Data Source: SANGIS)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N / A	Not impacted	0	45%
	Unlikely	Adjoining inundation area	1	
	Possible	In inundation area	2	
	Likely		3	
	Highly Likely		4	
Magnitude / Severity	N/A		0	30%
	Negligible		1	
	Limited		2	
	Critical	Adjoining inundation area	3	
	Catastrophic	In inundation area	4	
Warning Time	N/A		0	15%
	Less than 6 hrs	Adjoining or in inundation area	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs	Adjoining or in inundation area	1	
	Less than 24 hrs		2	
	Less than one Wk		3	
	More than one Wk		4	

Earthquake
(Magnitude/Severity Source: HAZUS Map Rose Canyon 6.9 Scenario
2.3.06)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A		0	45%
	Unlikely		1	
	Possible		2	
	Likely	All sites	3	
	Highly Likely		4	
Magnitude / Severity	N/A		0	30%
	Negligible	Green: VI – Moderate shaking with objects falling Grey: I to V – Light Shaking with slight or no damage	1	
	Limited	Yellow: VII – Strong shaking with nonstructural damage	2	
	Critical	Orange: VIII – Very strong shaking with moderate damage	3	
	Catastrophic	Red: IX – Violent shaking with heavy damage	4	
Warning Time	N/A		0	15%
	Less than 6 hrs	All sites	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs		1	
	Less than 24 hrs		2	
	Less than one Wk	All sites	3	
	More than one Wk		4	

Liquefaction (Data Source: SANGIS)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A		0	45%
	Unlikely		1	
	Possible		2	
	Likely	Any impacted site	3	
	Highly Likely		4	
Magnitude / Severity	N/A		0	30%
	Negligible		1	
	Limited		2	
	Critical	Any impacted site	3	
	Catastrophic		4	
Warning Time	N/A		0	15%
	Less than 6 hrs	Any impacted site	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs		1	
	Less than 24 hrs		2	
	Less than one Wk	Any impacted site	3	
	More than one Wk		4	

Flooding (Data Sources: SANGIS and FEMA FIRM Maps)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A		0	45%
	Unlikely		1	
	Possible	500 Year Flood Plain	2	
	Likely	100 Year Flood Plain	3	
	Highly Likely	50 Year Flood Plain	4	
Magnitude / Severity	N/A		0	30%
	Negligible		1	
	Limited		2	
	Critical	50, 100, and 500 Year Flood Plain	3	
	Catastrophic		4	
Warning Time	N/A		0	15%
	Less than 6 hrs		4	
	6 to 12 hrs	50, 100, and 500 Year Flood Plain	3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs		1	
	Less than 24 hrs	50, 100, and 500 Year Flood Plain	2	
	Less than one Wk		3	
	More than one Wk		4	

Landslide (Rain-Induced)
(Data Source: SANGIS “landslide or slide prone formation”)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A		0	45%
	Unlikely	Slide prone formation	1	
	Possible	Landslide	2	
	Likely		3	
	Highly Likely		4	
Magnitude / Severity	N/A		0	30%
	Negligible	Slide prone formation	1	
	Limited	Landslide	2	
	Critical		3	
	Catastrophic		4	
Warning Time	N/A		0	15%
	Less than 6 hrs	Landslide	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs	Slide prone formation	1	
Duration	N/A		0	10%
	Less than 6 hrs	Landslide and Slide prone formation	1	
	Less than 24 hrs		2	
	Less than one Wk		3	
	More than one Wk		4	

Tsunami

(Data Source: San Diego County Hazard Mitigation Plan)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A		0	45%
	Unlikely	Site adjoins Tsunami Run-Up area	1	
	Possible	Site in Tsunami Run-up area (42 ft.)	2	
	Likely		3	
	Highly Likely		4	
Magnitude / Severity	N/A		0	30%
	Negligible		1	
	Limited	Site adjoins Tsunami Run-Up area	2	
	Critical	Site in Tsunami Run-Up Area (42 ft.)	3	
	Catastrophic		4	
Warning Time	N/A		0	15%
	Less than 6 hrs	Site adjoins or is in Tsunami Run-Up Area	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs	Site adjoins or is in Tsunami Run Up Area	1	
	Less than 24 hrs		2	
	Less than one Wk		3	
	More than one Wk		4	

Wildfire
(Data Source: San Diego County Hazard Mitigation Plan)

Category	Degree of Risk			Assigned Weighting Factor
	Level ID	Description	Index	
Probability	N /A	Grey: Little or no threat	0	45%
	Unlikely	Yellow: Moderate	1	
	Possible	Orange: High	2	
	Likely	Red: Very High	3	
	Highly Likely	Burgundy: Extreme	4	
Magnitude / Severity	N/A		0	30%
	Negligible		1	
	Limited	Yellow	2	
	Critical	Orange, Red	3	
	Catastrophic	Burgundy	4	
Warning Time	N/A		0	15%
	Less than 6 hrs	All	4	
	6 to 12 hrs		3	
	12 to 24 hrs		2	
	More than 24 hrs		1	
Duration	N/A		0	10%
	Less than 6 hrs	All	1	
	Less than 24 hrs		2	
	Less than one Wk		3	
	More than one Wk		4	



Emergency
Planning
Consultants

Carolyn J. Harshman
President

April 25, 2011

Priya Jerome
Director of Purchasing, Contracting & Central Services
Southwestern Community College District

Based on negotiations conducted with Southwestern Community College District on April 15, 2011 and a telephone conversation with you on April 25, 2011, this memo is Addendum #3 to Emergency Planning Consultants' response to Southwestern Community College District RFP #118 – Comprehensive Emergency Management Program Development.

This addendum addresses the District's need for a combined online course that includes mandated content from SEMS Introduction, NIMS 700, and ICS 100. Emergency Planning Consultants will eliminate redundancies and overlaps between the three courses and will customize the "combined course" with hazards and situations pertinent to Southwestern Community College District. In addition, EPC will include a "Plan Overview" in the combined course that will describe the connections and differences between the District's Emergency Operations Plan, Site Emergency Plan, and onsite emergency protocols.

Although actual completion times will vary, the combined online course will be designed to be completed in approximately 2 hours. The combined online course will be designed for delivery to a broad audience: campus occupants, EOC Staff, District Field Responders, and Site Emergency Response Teams.

Scope of Work

1. Course Development - as mentioned above, the combined course will consist of SEMS Introduction, NIMS 700, and ICS 100. While maintaining mandated course content, all redundancies and irrelevant information and examples will be eliminated. District-specific hazard information and emergency situation examples pertinent to the District will be added to the course materials. In addition to the SEMS/NIMS/ICS materials, EPC will develop a Plan Overview segment that will address the planning and emergency protocols in place throughout the District. The online course will be developed as a "packaged for CD" PowerPoint, containing traditional PowerPoint slides, voiceover commentary, and related sound/video clips. In the event a different storage file type is desired, EPC will first consult with the District. NIMS and ICS content materials will conform with the National Incident Management System (NIMS): Five-Year NIMS Training Plan (February 2008).

2. Post Online Course on EPC Website – EPC will post the online course on its website. In addition to the course materials, EPC will provide electronic access for participant registration (including email addresses for identifiers), three tests, scoring of tests,

notification of test results to participant, distribution via email of certificate of completion, and tracking of the test results for use by the District.

Cost

Emergency Planning Consultants offers the tasks identified in the Scope of Work at a cost of \$8,000, including \$5,000 for "Course Development" and \$3,000 for "Web Hosting and Administration".

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Carolyn J. Harshman".

Carolyn J. Harshman, CEM
President, Emergency Planning Consultants
3665 Ethan Allen Avenue
San Diego, CA 92117
(858) 483-4626, office
(858) 483-2862, fax
epc@pacbell.net

**Emergency Planning Consultants
Pricing Schedule
April 15, 2011**

All pricing in this Proposal is valid for the entire term of the contract, not to exceed two years.

Task	Total
Phase I: Planning	
Advisory Committee Meetings	\$0
District Emergency Operations Plan	\$7,000
Site Emergency Plans (5 campus plans)	\$10,000
Hazard Mitigation Plan (review existing Plan and provide recommendations)	\$0
Grant Monitoring and Writing (Minimum 2 grant applications per year (EMHE & FEMA Pre-Disaster Hazard Mitigation), Monitor Grant availability and identify all grants to SWC, Submit copies of all grant applications to SWC for review and files)	\$19,200
Strategic Plan	\$0
Capability and Needs Assessment	\$0
Phase I: Planning - Total	\$36,200
Phase II: Training	
Online Course – Course Development (combined course including Plans Overview, SEMS Introduction, NIMS 700, ICS 100)	\$5,000
Online Course – Web Hosting and Administration (participant registration, testing, certificates, tracking)	\$3,000
Emergency Response Team Trainings (5 deliveries)	\$8,000
Field Response Training (2 deliveries)	\$3,200
Emergency Operations Center Training (1 delivery)	\$1,600
ICS 200b - Single Resources and Initial Action Incidents (1 delivery)	\$3,200
Executive Training (1 delivery)	\$1,600
Phase II: Training - Total	\$25,600
Phase III: Exercises	
Emergency Response Team Tabletop Exercises (5 deliveries)	\$8,000
EOC Tabletop Exercise (1 delivery)	\$3,200
Field Response Tabletop Exercises (2 deliveries)	\$0
Emergency Response Team Functional Exercises (5 deliveries)	\$8,000
EOC Functional Exercise (1 delivery)	\$0
Phase III: Exercises - Total	\$19,200
Grand Total	\$81,000.00
<i>Note: In the event the District chooses to add the development of a Hazard Mitigation Plan to the Proposal, a flat fee charge of \$10,000 will be assessed.</i>	

Attachment: Section 7. Pricing Schedule

All Inclusive Flat Fee	\$ Amount as per RFP	\$ EPC Additional Recommended Services
Phase I: Planning	\$39,200	\$20,000
Phase II: Training	\$19,200	No change
Phase III: Exercises	\$35,200	\$6,400
	\$93,600	\$26,400

Task (EPC additional items shown in <i>italics</i>)	Cost Basis	Total
Phase I: Planning		
<i>Advisory Committee Meetings</i>	<i>Pricing included in planning activities</i>	\$0
District Emergency Operations Plan	Flat Fee	\$10,000
Site Emergency Plans	\$5,000 template development + \$1,000 per site for customizing	\$10,000
<i>Hazard Mitigation Plan</i>	<i>Flat Fee</i>	<i>\$20,000</i>
Monitor Grant Availability and Write Grants (EMHE and FEMA Pre-Disaster Hazard Mitigation Grants)	Also includes overall project management. 1 day per month (\$1,600 x 12 months = \$19,200) to handle communications, grant monitoring and grant writing	\$19,200*
<i>Strategic Plan</i>	<i>Flat Fee \$5,000</i>	<i>Value Added Activity</i>
<i>Capability and Needs Assessment</i>	<i>Flat Fee \$5,000</i>	<i>Value Added Activity</i>
Phase II: Training		
Emergency Response Team Trainings (5 total)	5 deliveries x \$1,600	\$8,000
Field Response Training (2 total)	2 deliveries x \$1,600	\$3,200
Emergency Operations Center Training	1 delivery	\$3,200
ICS 200b - Single Resources and Initial Action Incidents	1 delivery	\$3,200
Executive Training	1 delivery	\$1,600
Phase III: Exercises		
Emergency Response Team Tabletop Exercises (5 total)	5 deliveries x \$3,200	\$16,000
EOC Tabletop Exercise	1 delivery	\$3,200
<i>Field Response Tabletop Exercises (2 total)</i>	<i>2 deliveries x \$3,200</i>	<i>\$6,400</i>
Emergency Response Team Functional Exercises (5 total)	5 deliveries x \$3,200	\$16,000
<i>EOC Functional Exercise</i>	<i>Flat Fee \$10,000</i>	<i>Value Added Activity</i>
* In the event the contract is extended beyond one year, this monthly fee would need to be extended.		

ITEM #22B1.a



*Southwestern Community College District
Bond Program Management Staff
Recommendation of Award of RFQ*

Governing Board Meeting Date: June 8, 2011

Recommend Award of RFQ 130

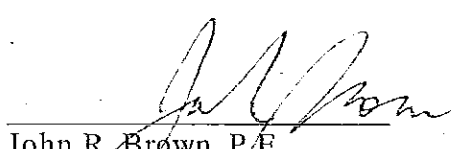
Title of RFQ: RFQ 130 Gotham and Elmhurst Road Widening Engineering Services

Firm	Cost Proposal
Latitude 33	\$74,000
RBF Consulting (RECOMMENDATION BASED ON BEST VALUE)	\$75,150
Engineering Alignment Systems, Inc.	\$93,340
Nasland Engineering	\$104,800
Martin & Ziemniak	\$117,880

- **Bolded text indicates recommended awarding firms.**

Rejected Firms:

Masson and Associates (Rejected due to late submittal)	N/A
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John R. Brown, P.E.
Director of Facilities, Operations, and Planning

ITEM #22B1.b

June 8, 2011

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Denise Whittaker *DW by AS*
Interim Superintendent/President

SUBMITTED BY: Robert J. Temple *[Signature]*
Interim Vice President for Business and Financial Affairs

INITIATED BY: John R. Brown, P.E. *[Signature]*
Director of Facilities, Operations, and Planning

SUBJECT: Agreement with RBF Consulting

RECOMMENDATION

Approve Agreement No. A3215.11, related to RFQ No. 130, with RBF Consulting, for engineering services, for the period June 9, 2011 to December 31, 2012, inclusive, in an amount not to exceed \$74,150, plus \$1,000 for direct expenses, for a contract total not to exceed \$75,150.

OVERVIEW

The widening of both the Gotham and Elmhurst Roads will provide ease of traffic and lessen road deterioration from city buses. The project scope will include road widening to both directions of traffic, construction of new sidewalks and new landscaping. Additionally, Elmhurst will be slightly redesigned to accommodate the new entrance to the Corner Lot Project, which should provide a more streamlined traffic flow from Otay Lakes Road onto the campus.

A Request for Qualifications (RFQ) was issued for engineering services on January 20, 2011. A total of six (6) proposals were received from potential firms. A panel, including District staff, reviewed the proposals. RBF Consulting was selected as the best qualified firm to accomplish the project scope due to their team's professional experience, and knowledge of the Chula Vista campus civil engineering issues.

The contract with RBF Consulting will provide for professional engineering services to produce record drawings and specifications in order to solicit general contract bids. Additionally, these services will include construction administration and project close out documentation. These services will be funded by Proposition R.

FISCAL IMPACT/ACCOUNT

NTE \$75,150 Cost to the District/Account No.:
5-45123-718729-970 (Landscaping and Entry Construction - Proposition R Funds)

JRB:mk

SAN DIEGO COUNTY COUNSEL CIVIL ENGINEER AGREEMENT

THIS AGREEMENT is entered into this 9th day of June, 2011, between the **Southwestern Community College District**, San Diego County, California, hereinafter referred to as the "District," and **RBF Consulting**, a Civil Engineer licensed to practice in the State of California, hereinafter called the "Civil Engineer."

WHEREAS, the District intends to construct the ("Project") described as follows:
Gotham and Elmhurst Road Widening Project

and located on the real property described as Southwestern Community College District, 900 Otay Lakes Road, Chula Vista, CA 91910; and incorporated herein by this reference; and

WHEREAS, The Civil Engineer represents that it is fully licensed, qualified, and willing to perform the services required by this Agreement.

NOW, THEREFORE, the parties hereto mutually agree as follows:

Article 1. Employment of Civil Engineer

The District hereby employs the Civil Engineer pursuant to Government Code section 53060 to perform the necessary professional services, including, but not limited to, those hereinafter set forth in connection with the above-described Project. Civil Engineer shall name **Kevin Vogelsang, P.E., License No.: C41213** as Project Civil Engineer, subject to approval by the District. The Project Civil Engineer shall maintain personal oversight of the Project, and act as principal contact with the District, the contractor, Civil Engineer's consultants, and inspectors on the Project. Any change by the Civil Engineer of the Project Civil Engineer shall be subject to approval by District.

Article 2. Civil Engineer's Services

The Civil Engineer hereby accepts said employment and agrees to perform all the necessary professional Civil Engineer and construction administration services in a professional manner, consistent with RFQ 130; the standards of the industry, including, but not limited to Exhibit A, and the following:

A. Communication with District

The Civil Engineer agrees to participate in all consultations and conferences with authorized representatives of the District and/or other local, regional, or state agencies concerned with the Project necessary for the development of the drawings, specifications, and documents in accordance with the applicable standards and requirements of law and the

District. Such consultations and conferences shall continue through the planning and construction of the Project and the contractor's warranty period. Civil Engineer shall only take direction from staff specifically designated by District (the "District Representative"). The District Representative for the Project shall be **John R. Brown, P.E., Director of Facilities, Operations, Planning.**

B. Hiring of Consultants and Personnel

1. Civil Engineer shall have the option, unless written objection is provided by the District, to employ at its expense Civil Engineers, engineers, or other persons, qualified and licensed, to render services in connection with the planning and/or administration of the Project, and to delegate to them such duties as it may delegate without relieving itself from administrative or other responsibility under this Agreement at the Civil Engineer's own expenses. Civil Engineer shall be responsible for the coordination and cooperation of Civil Engineer's consultants. Civil Engineer shall notify District of the identity of all consultants prior to their commencement of work.
2. All engineers, experts, and consultants retained by Civil Engineer in performance of this Agreement shall be licensed to practice in their respective professions, where required by law.
3. Engineers and consultants hired by Civil Engineer shall be required to show evidence of a policy of professional liability or project insurance, if available, in such amounts as and meeting the same requirements set forth in Article 12 hereof. All insurance required herein shall be with an insurance carrier satisfactory to District. This insurance requirement may be waived at the discretion of the parties in such cases in which the contractor's work does not justify high premiums.
4. Civil Engineer shall promptly obtain written District approval of assignment and/or reassignment or replacement of such engineers or consultants or of other staff changes of key personnel working on the Project. Any changes in Civil Engineer's consultants and staff shall be subject to approval by District.
5. Draftsmen and other clerical personnel shall be retained by Civil Engineer at Civil Engineer's sole expense.

C. Initial Planning Phase of Project

1. Provide advice and assistance to District in determining the feasibility of the Project, the type and quality of materials and construction to be selected, the site location, and other initial planning matters.

2. Civil Engineer shall notify District in writing of potential complications, cost overruns, unusual conditions, and general needs that potentially impact the Project budget and timeline.
3. Civil Engineer shall assist and advise District in securing easements, encroachment permits, coordination with utilities, rights of way, dedications, coordination with adjacent property owners, infrastructure, and road improvements. Additionally, the Civil Engineer shall coordinate, as necessary, all work with the City of Chula Vista's Otay Lakes Road Widening project.
4. If so required by the District, Civil Engineer shall assist in the conduct of the "initial study" necessary to determine the application of the provisions of the California Environmental Quality Act of 1970.

D. Schematic and Site Plan Phase of Project

1. On specific written approval by the District of the plans described in subdivision (c) of this Article, the Civil Engineer shall provide a site plan and other Project related information necessary and required for an application by the District to any local, regional, State, or Federal agency for funds to finance the construction Project.
2. The Civil Engineer shall prepare a detailed written statement of estimated construction costs and a written time schedule for the performance of work on the Project. The purpose of the cost estimate is to show probable cost in relation to the District's budget. If Civil Engineer perceives site considerations which, render the Project expensive or cost prohibitive, Civil Engineer shall disclose such conditions in writing to District immediately.
3. The Civil Engineer shall provide two (2) complete sets of the schematic plans for District review and approval. Additionally, at District's expense, the Civil Engineer shall provide copies of such documents as required by any State, federal, local, or regional agencies concerned with the Project, including, but not limited to the Division of State Civil Engineer, the City of Chula Vista, and any other appropriate Federal, State, local, or regional regulatory bodies. Any additional copies required shall be provided at cost to District.
4. Civil Engineer shall provide a timetable of the Project to District.
5. The Civil Engineer shall assist the District in applying for and obtaining required approvals from all applicable governmental agencies and shall furnish and process all architectural and engineering information required to prepare and process applications to applicable utilities and governmental agencies for the securing of priorities, materials, or funds as an aid in the construction of the Project and obtain final Project approval and acceptance by said agencies as required.

6. The Civil Engineer shall provide a color schedule of all materials and selections of texture, finishes, and other matters involving any aesthetic decision in the Project for District's review and approval.
7. The Civil Engineer ensure that the responsibility for the preparation of the Storm Water Pollution Prevention Plan (SWPPP) for the Project, and all storm water compliance required by law, is incorporated into the subcontractors (or general contractor's) contract. The Civil Engineer shall assist the Bond Program Manager in ensuring compliance and enforcement of the SWPPP for all subcontractors working on the Project, at all times.

E. Building Permits and Conformity to Legal Requirements

1. The Civil Engineer shall identify all governmental agencies having jurisdiction over construction Project. The Civil Engineer shall cause drawings and specifications to conform to applicable requirements of law, local, regional, and State, and to requirements of public authorities and bodies formed under local, regional, State, or Federal law, including, but not limited to, the Division of State Civil Engineer (structural safety, fire/life safety, and access compliance section), the State Department of Education, local or regional planning agencies, Cal Trans, and the U.S. Fish and Wildlife Service, whose approval of the drawings and specifications must be obtained, and shall cause the necessary copies of such drawings and specifications to be filed with these bodies for approval in accordance with paragraph (E)(2) of this Article.
2. The Civil Engineer will use its best professional efforts to interpret applicable Americans with Disabilities Act (ADA) requirements and California accessibility regulations as they apply to the Project and to inform District of any inconsistencies between Federal and State accessibility regulations and of requirements which are subject to conflicting interpretations of the law. Interpretation of inconsistencies and areas subject to conflicting interpretations shall be the responsibility of District.

F. Drawings and Specifications

1. On specific written approval by the District of the plans described in subdivision (E) of this Article, the Civil Engineer shall prepare such complete working drawings and specifications as are necessary for obtaining complete bids and for efficient and thorough execution of work. The working drawings and specifications shall set forth in detail the work to be done, the materials, workmanship, finishes, and equipment required for the Civil Engineer, structural, mechanical, electrical system, and utility service connection equipment and site work. It shall be the District's responsibility to supply the Civil Engineer with the necessary information to determine the proper location of all improvements on existing sites, including record drawings ("as-built

drawings") in the District's possession. Civil Engineer will make a good faith effort to verify the accuracy of such information and as-built drawings by means of a thorough interior and exterior visual survey of site conditions. District shall also make a good faith effort to verify the accuracy of the as-built drawings and provide any supplemental information to Civil Engineer which may not be shown on the as-built drawings.

The drawings and specifications must be in such form as will enable the Civil Engineer and the District to secure the required permits and approvals by public authorities and for the District to obtain by competitive bidding a responsible bid that does not exceed the District's established budget. The drawings shall be clear and legible so that uniform copies may be obtained from them. The specifications shall be typed on letter size paper properly indexed and numbered and shall be capable of being clearly copied and assembled in a professional manner by Civil Engineer.

2. District shall review, study, and check the drawings and specifications presented to it by Civil Engineer and make any necessary revisions or obtain approval of such plans by the Governing Board of the District, subject to the approval of the Division of State Civil Engineer. Civil Engineer shall, at no additional cost, make all District requested changes, additions, deletions, and corrections in the drawings and specifications so long as they are not in conflict with the requirements of public agencies having jurisdiction or prior approval, inconsistent with earlier District direction, or inconsistent with Civil Engineer's professional judgement. The parties hereto agree that the Civil Engineer and not the District possesses the requisite expertise to determine the constructability of the drawings and specifications. The District's review and approval of the drawings shall not be conclusive of the constructability of the plans and shall not in any way limit Civil Engineer's liability if any portion of the drawings and specifications are defective.
3. It is understood by the Civil Engineer that should drawings and specifications be ordered by the District, the District shall specify the sum of money set aside to cover the total cost of the construction of the work exclusive of Civil Engineer's fees, and the Civil Engineer agrees to develop the plans so that the total construction cost to the District will not exceed the specified sum. Civil Engineer shall endeavor in so doing, to keep the actual cost of the work as low as may be consistent with the purpose of the buildings and with proper workmanship and material. Should it become evident that the total construction cost will exceed the specified sum, the Civil Engineer shall, at once, present a statement in writing to the District Representative setting forth this fact and giving a full statement of the cost estimates on which the conclusion is based. In the event that such statement is not filed and bids received by the District from contractors for the construction of the work indicate that they cannot be constructed in accordance with the plans and specifications furnished by the Civil Engineer for the specified sum, in accordance with Article 4 (A), the Civil Engineer shall, if requested by the District, and without extra compensation therefore, so revise the plans and

specifications for the work that the construction may be completed for the total cost which does not exceed the specified sum or so that certain portions of the Project may be omitted, deferred or separately bid.

4. The Civil Engineer shall provide two (2) complete sets of the working drawings and specifications described in section (F)(1), for District review and approval. Additionally, at District's expense, the Civil Engineer shall provide copies of such documents as required by any State, Federal, local, or regional agencies concerned with the Project, including, but not limited to the Division of State Civil Engineer, and any other appropriate Federal, State, local, or regional regulatory bodies. Any additional copies required shall be provided at a cost to District.

G. Construction Contract Documents

Civil Engineer shall assist District in the completion of construction documents, including, but not limited to, Advertisement for Bids, Information for Bidders, Bid Forms, Bonds, General Conditions, Special Conditions, Agreement, and any documents required to comply with Minority, Women and Disabled Veteran Business Enterprise preferences, if required, affirmative action documents, or any of documents required in order to obtain bids responsive to the specifications. All such documents shall be subject to the approval of the District and District's counsel. At the time of delivery of the aforementioned construction documents, which shall include the final working drawings and specifications (collectively, the "Construction Documents"), Civil Engineer shall provide District with its final estimate of probable construction cost ("Final Estimate").

H. Bid Phase

1. Following District's approval of the Construction Documents and Final Estimate, Civil Engineer shall provide to District, at District expense, sets of Construction Documents in adequate number for bidding purposes. Civil Engineer shall assist District in notifying potential interested parties to obtain the copies of Construction Documents, and in obtaining bids on the Project and awarding the contract.
2. Civil Engineer shall assist District, if so requested, in pre-qualifying bidders pursuant to Public Contract Code section 22011.5.
3. If the low responsive bid on the Project exceeds the final estimate by ten percent (10%), District may request Civil Engineer to amend the final drawings and specifications to re-bid the Project so that bids are within ten percent (10%) of the Final Estimate. At the request of District, Civil Engineer shall provide working drawings and specifications which include alternate bids as deemed advisable by the District.

I. Observation of Project

Observation of the work executed from the final working drawings and specifications shall be in person by the Civil Engineer provided that the District may, at its discretion, consent to such observation by a competent representative of the Civil Engineer. The Civil Engineer's responsibility shall include the preparation of all documents and/or drawings made necessary by errors in the originally approved working drawings or specifications and such modifications therein as may be necessary to meet unanticipated conditions encountered during construction.

J. Construction of Project

The Civil Engineer shall provide general administration of the Construction Documents, including, but not limited to, the following:

1. Civil Engineer shall conduct a pre-construction meeting with all interested parties.
2. Site visits to observe contractor's work and for general conformance with the plans and specifications and that work is progressing in accordance with the Construction Documents and contractor's schedule.
3. Site visits to communicate and monitor the activities of the Project Inspector employed by District. Civil Engineer shall direct the Inspector and/or Contractor and coordinate with the Inspector in the preparation of record drawings indicating dimensions and location of all "as-built" conditions, including but not limited to, underground utility lines. Such drawings shall be forwarded to District upon completion of the Project.
4. Cause engineers and other consultants as may be hired by Civil Engineer pursuant to subdivision (B) of this Article, to observe the work completed under their engineering disciplines as required, and approve and review all test results for general conformance with the original approved documents for their portion of the Project.
5. Make regular reports as may be required by the applicable local, regional, Federal and State agencies.
6. Provide meeting minutes to the District after each construction meeting to keep District informed of the progress of the work. Such meetings shall occur at a frequency necessary for the progress of the work.
7. Make written reports to the District as necessary to inform District of problems arising during construction, changes contemplated as a result of the problem, and progress of work.

8. Keep records of construction progress and time schedules and advise contractor and District of any deviations from the time schedule which would delay timely completion of Project.
9. Check and process all required material and test reports and report to the Division of State Civil Engineer, the Contractor, and the District any deficiencies in material, as reflected by those reports, with recommendation for corrections of such deficiencies.
10. Review in a timely manner schedules and shop drawings, samples, and other submissions of the contractor and subcontractors for compliance with design and specifications.
11. Reject work or materials which do not conform to the Construction Documents and notify District of such rejection.
12. Consult with District with regard to substitution of materials, equipment, and the laboratory reports thereof prior to the final approvals of such substitutions by the District in writing.
13. Advise District in writing of any material change, or changes, necessary in the plans and specifications of the Project. Civil Engineer shall not order Contractors to make any changes affecting contract price without approval by the District of a written change order, pursuant to the terms of the Construction Documents. The Civil Engineer may order on its own responsibility and pending the Board's approval, changes necessary at the time to meet construction emergencies, if written approval of the District Representative is first secured.
14. Examine, verify, and approve Contractors' applications for payment in amounts approved by Inspector and the District/Bond Program Manager.
15. Coordinate final color and product selection with District's original design concept.
16. Determine date of substantial completion.
17. After determining the Project is substantially complete, the Civil Engineer shall inspect the Project and provide the District and Contractor a written list of all deficiencies, including minor items ("punch-list items"). Civil Engineer shall notify Contractor in writing that all deficiencies and punch-list items must be corrected prior to acceptance of the Project.
18. Assemble and provide to District written warranties, guarantees, owners' manuals, instruction books, diagrams, record drawings ("as-builts"), and any other materials required from the Contractors and subcontractors.

19. Make any further inspections of Project necessary to issue Civil Engineer's Certificate of Completion and final certificate for payment.
20. Cause engineers and other consultants, as may be hired by Civil Engineer pursuant to subdivision (b) of this Article, to file required documentation with governmental authorities necessary to close out Project.
21. Provide advice to District on apparent deficiencies in construction during one-year warranty period following acceptance of work.

K. Additional Services of Civil Engineer

At District request, Civil Engineer may be asked to perform services not otherwise included in this Agreement and/or services not customarily furnished in accordance with generally accepted Civil Engineering practice. District may agree to pay Civil Engineer for such services, pursuant to Article 4 subdivision (c) hereof, if such services cause Civil Engineer additional expense and are necessitated due to unusual circumstances and through no fault or neglect on the part of Civil Engineer. No additional compensation shall be paid to Civil Engineer for performing such services unless District and Civil Engineer agree in writing as to the amount of compensation for such services prior to such services being rendered. Such services may include, but shall not be limited to (i) plan preparation and/or administration of work on portions of the Project separately bid; (ii) assistance to District, if requested, for the selection of moveable furniture, equipment, or articles which are not included in Construction Documents; (iii) services caused by delinquency, default or insolvency of contractor or by major defects in the work of the contractor in the performance of the construction contract; (iv) revisions in drawings, specifications, or other documents when such revisions are inconsistent with written approvals or instructions previously given and due to causes beyond the control of Civil Engineer; (v) serving as an expert witness on District's behalf; and (vi) supervision of repair of damages to structure.

Article 3. District Responsibilities

The District's responsibilities shall include the following:

- A. Make available to the Civil Engineer all necessary data and information concerning the purpose and requirements of the Project, including realistic scheduling and budget limitations.
- B. Depending upon the scope of the Project, furnish Civil Engineer with, or direct Civil Engineer to procure at District expense, a survey of the Project site prepared by a registered surveyor or civil engineer and any recorded documents which shall indicate existing structures, land features, improvements, sewer, water, gas, electrical and utility lines, topographical information and boundary dimensions of the site, and any other pertinent

information. District shall also provide a soil investigation report and a geological report, if required by law.

- C. Appoint and pay an Inspector as provided by State law. Said Inspector shall be qualified and approved by the Division of State Civil Engineer and shall be under direction of the Civil Engineer and responsible to, and act in accordance with the policies of the District. The administration by Civil Engineer and its engineers shall be in addition to the continuous personal supervision of the District's Inspector.
- D. Assist Civil Engineer in the distribution of plans to bidders and conduct the opening of bids on the Project, if applicable.
- E. Conduct chemical, mechanical, or other tests required for proper design of the Project. Furnish such surveys, borings, test pits, and other tests as may be necessary to reveal conditions of the site which must be known for the proper development of the required drawings and specifications and to determine soil condition.
- F. Retain a testing service for materials testing and inspection as required by Title 21 of the California Code of Regulations.
- G. Direct pay or reimburse the payment of all fees required by any reviewing or licensing agency.
- H. Designate a representative authorized to act as liaison between Civil Engineer and District in the administration of this Agreement and the Construction Documents. Such person or persons shall assist Civil Engineer in making inspections and preparing the list of deficiencies and accompany Civil Engineer and Contractor on the final inspection.
- I. Review all documents submitted by Civil Engineer, including change orders and other matters requiring Governing Board approval or approval of District officials. Advise Civil Engineer of decisions pertaining to such documents within a reasonable time after submission.
- J. Notify Civil Engineer in writing if any deficiencies in material or workmanship become apparent during Contractor's warranty period.

Article 4. Civil Engineer's Fee

- A. The District shall pay to the Civil Engineer for the performance of all services rendered, per Exhibit A, in the amount of \$74,150.00 plus \$1,000.00 for direct expenses, for a not to exceed amount of \$75,150.00 which constitutes complete payment for the Civil Engineer's services under this Agreement. The cost of the work shall mean the cost to the District of the contractor's bid for the Project accepted by District and any added change order items agreed to by the District and the Contractor.

B. Payment for Additional Services

The Civil Engineer shall be paid for additional services not originally contemplated by the parties to this Agreement as follows, provided the additional services have received advance written approval by the District's Governing Board:

1. For services in addition to the basic services of Civil Engineer set forth in Article 2 hereof, a fee to be agreed upon by the parties in writing prior to performance of such services by Civil Engineer, which fee may be a flat amount or Civil Engineer's standard hourly rates.
2. Special consultants, except those hired pursuant to Article 2, subdivision (b), shall be paid at a multiple of 1.10 times the amount billed to the Civil Engineer for services.

C. Reimbursable Expenses

Reimbursable Expenses are in addition to compensation for basic and additional services (as set forth in Article 4(b), above) and include expenses incurred by the Civil Engineer and Civil Engineer's employees and consultants in the interest of the Project, as identified in the following clauses.

1. Expense of reproduction, postage and handling of drawings, specifications and other documents for agency approvals, construction and bidding, in excess of those set forth elsewhere in this contract.
2. Expense of additional insurance coverage or limits, including professional liability insurance, requested by the District in excess of that stipulated in Article 12 and normally carried by the Civil Engineer and Civil Engineer's consultants.

Article 5. Payments to Civil Engineer

- A. Civil Engineer's compensation shall be paid by District to Civil Engineer monthly in arrears incrementally within the following phases as follows based upon the percentage of work completed:

Civil Engineer shall not receive final payment until completion of all Civil Engineer's required duties.

- B. In order to receive payment, Civil Engineer shall present to District a claim for payment for approval by District's authorized representative designating services performed, method of computation of amount payable, and amount payable.

- C. Payments made for extra work or special services shall be made in installments, not more often than monthly, proportionate to the degree of completion of such services or in such other manner as the parties shall specify when such services are agreed upon.
- D. Upon cancellation or termination of this Agreement, Civil Engineer shall be compensated as set forth in Article 8 hereof.
- E. Provide Schedule of Values.

Article 6. Instructions to Proceed

The Civil Engineer is not to proceed with performance of any services under this Agreement without first securing written authorization from the District to do so.

Article 7. Time Schedule

- A. Civil Engineer shall perform all services hereunder as expeditiously as is consistent with professional skill and care and the orderly progress of the work.
- B. Any delays in Civil Engineer's work because of the actions of the District or its employees, those in direct contractual relationship with District, by a governmental agency having jurisdiction over the Project, or by an act of God or other unforeseen occurrence, not due to any fault or negligence on the part of Civil Engineer, shall be added to the time for completion of any obligations of Civil Engineer. District shall not be liable for damage to Civil Engineer on account of such delays.
- C. Should Civil Engineer make an application for an extension of time, Civil Engineer shall submit evidence that the insurance policies required by Article 12, section (a) remain in effect during the requested additional period of time.
- D. All Requests for Information (RFI) shall have two (2) day turnaround.
- E. Submittals shall have a three (3) day turnaround.

Article 8. Suspension, Abandonment, Termination

- A. The District hereby reserves the right to suspend or abandon at any time all or any of the construction work on the Project or to terminate this Agreement at any time. In the event of such suspension, abandonment or termination, the Civil Engineer shall be paid pursuant to the schedule of payments set forth in Articles 4 and 5 of this Agreement for services rendered up to the date of such suspension, abandonment, or termination. If the date of suspension, abandonment, or termination occurs prior to the date of approval of preliminary studies or prior to the date of approval of the working drawings, such payments shall be the reasonable value of the services rendered up to the date of such suspension, abandonment,

or termination, less any payments theretofore made, as determined by the District, and the Civil Engineer hereby expressly waives any and all claims for damages or compensation arising under this contract, except as set forth herein, in the event of such suspension, abandonment, or termination.

- B. If the Civil Engineer's services are suspended by the District, the District may require the Civil Engineer to resume services within ninety (90) days after written notice from the District. Upon payment of the amount required to be paid under this Article following the termination of this Agreement, the District shall have the right to use any completed contract documents or other work product prepared by Civil Engineer under this Agreement. Civil Engineer shall make such documents available to the District upon request and without additional compensation.

Article 9. Ownership of Documents

- A. Pursuant to Education Code section 39159, all plans, specifications, and estimates prepared pursuant to this Agreement shall be and remain the property of the District. Such working drawings and specifications supplied as herein required shall be the property of the District whether or not the work for which they were made is executed. The Civil Engineer shall furnish to the District such copies of all working drawings and specifications as are necessary for study by the District and its representative; shall supply the copies of said drawings and specifications required under Article 2, subdivision (g) hereof, and shall supply five (5) additional copies to the District. Such other copies of the drawings and specifications as may be necessary for obtaining bids and for the proper conduct of the work shall be supplied to the District by the Civil Engineer at the cost of reproduction.

The Civil Engineer, at its own expense, shall provide three (3) complete hard sets and one (1) CD-ROM of the Final Working Drawings and Specification (clean set of AsBuilts). The CD-ROM must also include final working Computer-Aided Drafting and Design (CADD) Files.

- B. The District reserves the right to reuse all or part of the aforementioned documents at its sole discretion for the construction of all or part of another Project constructed for District. The District is not bound by this Agreement to employ the services of Civil Engineer in the event such documents are reused. Any reuse by the District of documents prepared under this Agreement, without employing the services of Civil Engineer, shall be at District's own risk. District shall indemnify, hold harmless, and defend Civil Engineer and its officers, directors, agents, and employees from all claims of any kind arising out of such use, re-use or modification of said documents prepared by Civil Engineer.

Article 10. Indemnity

Civil Engineer shall assume the defense of, indemnify, and hold harmless District, the Governing Board of District, each member of the Board, and the District's officers, agents, and employees

from damage, liability, and costs arising out of the intentional or negligent acts, errors or omissions of the Civil Engineer, its subcontractors, agents, or employees associated with the Project, except for those caused by the sole negligence of the District.

Article 11. Errors and Omissions

In addition to any other remedy which may be available to District under this Agreement or under the laws of the State of California, District may require Civil Engineer to pay all costs made necessary by any negligence, errors, or omissions of Civil Engineer, including, but not limited to, litigation costs, diminution or loss of State funding, and any cost related to the necessary removal of and/or replacement of materials. Civil Engineer shall not receive any fee for any of his work performed in correcting said errors or omissions regardless of whether such errors or omissions result in damages to District, accepting only loss, injury, or damage caused by active negligence or omissions of personnel employed by District.

Article 12. Insurance

- A. Civil Engineer shall maintain in full force and effect at its sole cost and expense from the time this Agreement is entered into until the date of acceptance of the work by District, insurance as set forth in this Article. All insurance provided for under this Article shall be with a carrier satisfactory to District. Prior to commencement of work, the Civil Engineer shall furnish to the District a certificate of insurance evidencing the above coverage. The District shall not be obligated to make any payment to Civil Engineer until after its receipt and acceptance of said certificate.
1. Workers' compensation insurance as required by applicable laws, and employers liability insurance, with a limit of not less than \$1,000,000.
 2. Commercial general liability insurance for bodily injury and property damage liability, the limits of which shall not be less than \$1,000,000 per occurrence and \$1,000,000 aggregate. Commercial general liability policies obtained and maintained by the Civil Engineer shall contain endorsements naming the District and other interested parties designated by the District as additional insureds and shall include products completed, operation coverage, as well as contractual liability coverage for liability assumed by Civil Engineer under this Agreement.
 3. Business automobile liability insurance for bodily injury and property damage. Such insurance shall extend to owned, non-owned, and hired automobiles used in the performance of this Agreement. The limits of liability shall not be less than \$1,000,000 per occurrence and shall name the District and other interested parties designated by the District as additional insureds.

4. Professional liability insurance covering Civil Engineer's negligent acts, errors or omissions. The limit of liability shall not be less than **\$500,000.00** each claim and **\$500,000.00** annual aggregate.
5. In addition to items (1) through (4) above, District may require Civil Engineer to obtain a non-cancelable policy of Project insurance for a duration of five years after completion of the Project. If District requires Civil Engineer to obtain Project insurance, such insurance shall begin when construction begins, at which time Civil Engineer shall provide evidence of the existence of such policy to District. The cost of such insurance shall be borne by the District.

Article 13. Records

Civil Engineer shall maintain records of direct personnel and reimbursable expenses pertaining to the extra and special services of this Project that are compensable by other than a flat rate. Civil Engineer shall maintain all records of accounts between District and contractor on a generally recognized accounting basis. Such records shall be available to the District or its authorized representative for inspection or audit at any reasonable time. Civil Engineer shall maintain all records concerning the Project for a period of three years after its completion.

Article 14. Standardized Manufactured Items

Civil Engineer shall cooperate and consult with District in use and selection of manufactured items on the Project, including, but not limited to, paint, hardware, plumbing, mechanical and electrical equipment and fixtures, roofing materials, and floor covering. All such manufactured items shall be standardized to the District's criteria to the extent such criteria do not interfere with building design.

Article 15. Limitations of Agreement

This Agreement is limited to and includes only the work included in the Project described above and as determined at the time the schematic drawings and site utilization plans are approved. Any subsequent construction at the site of this Project or at any other site in the District will be covered by and be the subject to a separate Agreement for Engineering services by and between the District and the Civil Engineer chosen therefor by the District.

Article 16. Mediation

Disputes arising from this Agreement may be submitted to mediation if mutually agreeable to the parties hereto. The mediation process shall provide that both parties select a disinterested third person mediator within a reasonable period of time, mutually agreed to by the parties. The mediation shall be commenced within thirty (30) days of the selection of the mediator. If the parties fail to select a mediator within the 15-day period, any party may petition the Superior Court of San Diego County to appoint the mediator.

Article 17. Compliance with the Laws

Civil Engineer's work shall comply with and meet applicable requirements of federal, state, and local law, including, but not limited to the Uniform Building Code, the Education Code, Title 19 and Title 24 of the California Code of Regulations, and all requirements prescribed by the California Department of General Services.

Article 18. Independent Contractor

Civil Engineer is, for all purposes arising out of this Agreement, an independent contractor, and neither Civil Engineer nor its employees shall be deemed an employee of the District for any purpose. It is expressly understood and agreed that Civil Engineer shall in no event be entitled to any benefits to which District employees are entitled, including, but not limited to, overtime, retirement benefits, insurance, vacation, workers' compensation benefits, sick or injury leave, or other benefits.

Article 19. Successors in Interest and Assigns

This Agreement is binding upon and inures to the benefit of the successors in interest, executors, administrators and assigns of each party to this Agreement, provided, however that Civil Engineer shall not assign or transfer by operation of law or otherwise any or all of his rights, burdens, duties or obligations without the prior written consent of the Governing Board of the District. Any attempted assignment without such consent shall be invalid.

Article 20. Asbestos Certification

Civil Engineer shall certify pursuant to 40 CFR section 763.99 (a)(7) that no asbestos containing material was specified as a building material in any construction document for the Project, and will ensure that contractors provide the District with certification that all materials used in the construction of any school building are free from any asbestos containing building materials ("ACBMs"). This certification shall be part of the final Project submittal.

Article 21. Miscellaneous

The following terms and conditions shall be applied to this Agreement:

A. Governing Law

This Agreement shall be construed in accordance with, and governed by the laws of the State of California.

B. Entire Agreement

This Agreement with its exhibits supercedes any and all other prior or contemporaneous oral or written agreements between the parties hereto. Each party acknowledges that no representations, inducements, promises, or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void.

Furthermore, any modification of this Agreement shall only be effective if in writing signed by all parties hereto.

C. Severability

Should any provision in this Agreement be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall continue in full force and effect.

D. Non-Waiver

None of the provisions of this Agreement shall be considered waived by either party unless such waiver is specifically specified in writing.

E. Supplemental Conditions

Any supplemental conditions shall be attached as exhibit to this Agreement and incorporated herein by reference.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed this 9th day of June, 2011 and shall terminate on December 31, 2012.

RBF Consulting

Southwestern Community College District

By: _____
Kevin Vogelsand, P.E.

By: _____
Denise Whittaker

Title: President

Title: Interim-Superintendent/President

Date: _____

Date: _____

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director
Approval No.: A3215.11
Date: 5/17/11

Originator: Robert J. Temple

Interim Vice President for Business and Financial Affairs

Account Nos.:

5-45123-718729-970 (Landscaping and Entry Construction - Proposition R Funds)

EXHIBIT A

Scope of Work

Consultant agrees to perform the following Scope of Services:

In performing its services hereunder, RBF Consulting (RBF) has or will receive information prepared or compiled by others, the accuracy and completeness of which RBF is entitled to rely upon without independent evaluation or verification.

A. SCHEMATIC DESIGN

Only limited additional schematic design effort is required. Previously prepared schematic drawings will be used as the basis for design of the roadway and pedestrian walk.

Task 1 **Schematic Design**

Will provide concept plan for the improvement of Gotham and Elmhurst, showing roadway alignment, sidewalk locations and proposed landscape features and limits.

B. DESIGN DEVELOPMENT

At the completion of Design Development, key design features such as roadway slopes, extent and nature of landscaping, and new accessible ramp configurations will be identified. These design decisions are needed to prepare construction drawings and minimize revisions directed by the Division of State Architect. A minimum amount of Design Development effort is anticipated as previous Design Development efforts remain valid.

Task 2 **Design Survey**

Task provides for one day of design level topographic survey to reflect current site conditions. Includes office work required to update base drawing files.

Task 3 **Civil Design**

Consultant to provide additional detail to Gotham and Elmhurst improvement plans. Will identify key design features such as ADA ramp locations and configurations, stormwater treatment requirements and construction sequencing.

Task 4 **Landscape Design**

Identifies revised campus landscape requirements in terms of preferred irrigation products and plant palette. Identifies extent of landscaping requiring replacement as a result of construction. Locates expected points of connection for controllers and water for new landscaping. Overall concept is that all existing trees will be removed and a replacement configuration that avoids impacts to street sections, lighting, and pedestrian improvements will be prepared.

EXHIBIT A **Scope of Work**

Task 5 Meetings and Coordination

Consultant shall attend local meetings as needed and provide coordination with the school, other Consultants and public agencies. This task is based on an assumption of up to 4 staff hours of meeting preparation, travel or attendance. Meeting time spent above this assumption may be subject to an added fee in accordance with the additional work clause of this agreement.

C. CONSTRUCTION DOCUMENTS

Construction Documents (CD) will result in the preparation of plans and specifications appropriate for approval of the Division of State Architect and suitable for bidding and construction. Changes to the project layout or major features after completion of Design Development may delay the overall project approval and could result in requests for additional compensation. Completion of Construction Documents will result in two separate bid packages.

- **Package 1**, titled "Driveway Upgrades" will consist of the roadway improvement plans for Gotham and Elmhurst. This package will be submitted to DSA for review.
- **Package 2**, titled "Sidewalk Upgrades" will consist of the sidewalk improvements, project landscape and site lighting. This package may be submitted separately to DSA for review.

Package 1 is anticipated to be approximately 11 sheets. It includes submission of 2 progress submissions to the College (90% complete and final). Package 2 is anticipated to be approximately 10 sheets. All construction document tasks assume 2 progress submissions to the College (approximately 50% complete and 90% complete), 1-signed DSA submission (100% complete) and 1 signed DSA resubmission following DSA plan check. To expedite the schedule, design will continue during college review periods but will stop during DSA reviews.

Package 1- Driveway Upgrades

Task 6 Title Sheet and Notes

Consultant will prepare general notes and legend to depict the intent of the design, grading and utility notes, reference specifications and drawings, and work to be done for the civil site work.

Task 7 Construction Details

Consultant shall prepare drawings showing civil design details including road cross sections, curb details and other details as required for construction clarity.

Task 8 Work Phasing Plan

Provides a recommended construction staging sequence for the project. Will consider expected time of contract award in relation to school calendar and the practical requirement of completing both road segments over the summer break period. Includes a preliminary traffic routing plan that can be presented

EXHIBIT A
Scope of Work

to the college for review and approval. Traffic control will affect students, staff and faculty on a daily basis during construction and an understanding of the lane closures that will result during construction is essential.

- Task 9** **Demolition Plan**
Plan identifies existing conditions as well as the demolition required for project construction. Existing utilities will be identified and recommendations for protection or removal will be provided.
- Task 10** **Gotham Improvements**
Identifies proposed conditions for Gotham Street. Plan to show profile for new curb and street centerline, beginning and ends of horizontal curves, curb data tables and similar site improvements.
- Task 11** **Elmhurst Improvements**
Identifies proposed conditions for Elmhurst Street. Plan to show profile for new curb and street centerline, beginning and ends of horizontal curves, curb data tables and similar site improvements. Task reflects the effort to repackage existing Elmhurst design in progress as part of Corner Lot Development.
- Task 12** **Striping and Signage**
Consultant shall prepare a striping plan for the completed road work using Caltrans and the California Supplement to the Manual on Uniform Traffic Control Devices. Does not include restriping of roadways operated by the City of Chula Vista.
- Task 13** **Erosion Protection Plan**
Consultant shall prepare erosion protection plan for inclusion in the bid package. The erosion control plans shall identify the location and size of the sand bags, fiber rolls, graded swales, and desilting basins reflecting interim Best Management Practices (BMPs) during the construction process.
- Task 14** **Specifications**
Consultant shall draft and edit project specifications for civil site work and edit overall project specifications as required.
- Task 15** **Opinion of Probable Cost**
Consultant will prepare a cost estimate of completed Construction Documents effort to reflect expected pricing at the time of bid. Detailed cost opinion is required to determine if scope adjustments are necessary. Note: If desired by the client, this effort can be subcontracted to a local SDVBE to meet specific contracting goals. An additional fee would apply, equal to the subconsultant quotation for services plus 7%.
- Task 16** **Storm Water Pollution Prevention Plan and NOI**
Consultant will prepare a draft Stormwater Pollution Prevention Plan

EXHIBIT A
Scope of Work

(SWPPP) and draft Notice of Intent letter for grading activity. A SWPPP will be required since construction activity will result in more than 5,000 SF of pavement. Because new SWPPP regulations require the person preparing the certified SWPPP to also monitor its implementation, the SWPPP will be prepared as a draft document only for use and certification by the Contractor.

Package 1- Sidewalk Upgrades

Task 17 Title Sheet and Notes

Consultant will prepare general notes and legend to depict the intent of the design, grading and utility notes, reference specifications and drawings, and work to be done for the civil site work.

Task 18 Construction Details

Consultant shall prepare drawings showing civil design details including sidewalks, ramps and other details as required for construction clarity and DSA approval. Details may be shown on other sheets if space permits.

Task 19 ADA Sidewalks and Access Ramps

Provides for detailed drawings (at 10 scale or larger) of each ADA pedestrian ramp including associated walls, handrails, and dimensions as required for DSA approval.

Task 20 Erosion Protection Plan

Consultant shall prepare erosion protection plan for inclusion in the bid package. The erosion control plans shall identify the location and size of the sand bags, fiber rolls, graded swales, and desilting basins reflecting interim Best Management Practices (BMPs) during the construction process.

Task 21 Irrigation Plans

Consultant shall prepare landscape irrigation plan to indicate piping, valves, control equipment, sprinkler heads, and hose outlets for irrigation of permanent planted areas modified or created by construction. Design to utilize campus reclaimed water connection. Irrigation design shall incorporate low-gallonage heads for the purpose of water conservation.

Task 22 Landscape Plans

Consultant shall prepare landscape planting plan to indicate trees, shrubs, turf and other vegetation for new or modified landscape areas. Landscape design shall utilize campus plant palette or similar criteria established by the campus.

Task 23 Site Lighting

The Consultant shall provide updated lighting study and additional lighting to reflect final tree configuration. Additional lighting will be required for dedicated pedestrian walks along Gotham and Elmhurst. A non-contiguous sidewalk relocation is necessary to provide for an ADA pedestrian path since sections of both roads exceed 5% slope.

EXHIBIT A
Scope of Work

- Task 24 Specifications**
Consultant shall draft and edit project specifications for civil site work and edit overall project specifications as required.
- Task 25 DSA Submittal Processing**
Consultant shall assemble and submit project plans, specifications, and calculations for both Package 1 and 2 to DSA for approval. Task includes necessary meetings with DSA and Chula Vista Fire Department, assembly of the resubmittal package and over the counter backcheck. Task is based on an assumption of 25 hours of direct DSA processing time. Task does not include payment of DSA plan check or permit fees.
- Task 26 Opinion of Probable Cost**
Consultant will prepare a cost estimate of completed Construction Documents effort to reflect expected pricing at the time of bid. Detailed cost opinion is required to determine if scope adjustments are necessary. Note: If desired by the client, this effort can be subcontracted to a local SDVBE to meet specific contracting goals. An additional fee would apply, equal to the subconsultant quotation for services plus 7%.
- Task 27 Meetings and Coordination**
This task is based on an assumption of up to 12 staff hours of preparation, travel or attendance at meetings with college or project office staff. Meeting time spent above this assumption may be subject to an added fee in accordance with the additional work clause of this agreement.
- Task 28 Reimbursable Allowance**
Reimbursable expenses (mileage, deliveries, reproduction for agency or client submittals, and other direct expenses) will be billed at cost plus 10% to cover administration costs. The projected allowance for reimbursables is \$700. Total number of drawings will be minimized as much as practicable to minimize reimbursable expenses.
- Task 29 Add Alternate: Waterline Replacement Along Gotham**
An existing, older asbestos cement potable water line runs long Gotham Street. As part of this add alternate, consultant will provide a plan and profile for the construction of a replacement line under the new roadway to a point of connection in the existing loop road.

D. CONSTRUCTION SUPPORT

- Task 30 Bid Support**
The Consultant shall provide consulting services for during the bidding of the project. A maximum of 12 staff hours has been budgeted for this task.
- Task 31 Construction Support**
The Consultant shall provide consulting services for construction support.

EXHIBIT A

Scope of Work

This includes RFI processing, invoice review, periodic field visits, and change order support. Anticipated construction period is 3 months of part time support (approximately 5 hours per week, or 60 hours of project engineer level support). Includes landscape and irrigation plan conformance letter and compliance verification per Assembly Bill 1881.

Task 32 Construction Staking (As Needed)

The Consultant shall provide As Needed services for construction staking. This includes rough grade staking and finish grade staking for each planned phase of construction. Five (5) total construction visits are anticipated for this task, which also includes office work for grade calculations. Payment for additional staking trips would need to be arranged by construction contractor or college.

Task 33 Record Drawings

Consultant shall revise the approved design package for the projects, based upon field changes and revisions as provided by the Contractor's Field Superintendent and approved by the College. Plans shall be processed with the Client and DSA to obtain final site acceptance and closeout.

Additional Services

Services, which are not specifically identified herein as services to be performed by RBF or its consultants are considered "Additional Services" for purposes of this Agreement. Client may request that RBF perform services, which are Additional Services, however, RBF is not obligated to perform such Additional Services unless an amendment to this Agreement has been fully executed setting forth the scope, schedule and fee for such Additional Service.

In the event RBF performs Additional Services at the Client's request before receipt of such executed amendment, Client acknowledges its obligation to pay for such services at RBF's standard rates, within 30 days of receipt of RBF's invoice.

Assumptions

Consultant's obligations are based upon the following understanding:

- 1) Soils reports will be obtained and provided to the Consultant by the Client.
- 2) All agency, plan check, inspection fees and bonding premiums shall be at the Owner's expense.

EXHIBIT B
Compensation

Client agrees to compensate Consultant for such services as indicated below:

A. SCHEMATIC DESIGN

Task 1	Schematic Design (including landscaping)	\$ 900
TOTAL SCHEMATIC DESIGN		\$ 900

B. DESIGN DEVELOPMENT

Task 2	Design Survey	\$ 3,800
Task 3	Civil Design	\$ 1,200
Task 4	Landscape Design	\$ 900
Task 5	Meetings and Coordination	\$ 700
TOTAL DESIGN DEVELOPMENT		\$ 6,600

C. CONSTRUCTION DOCUMENTS

Package 1 – Driveway Upgrades

Task 6	Title Sheet and Notes	\$ 700
Task 7	Construction Details	\$ 900
Task 8	Work Phasing Plan	\$ 1,500
Task 9	Demolition Plan	\$ 1,700
Task 10	Gotham Improvements	\$ 6,200
Task 11	Elmhurst Improvements	\$ 1,000
Task 12	Striping and Signage	\$ 700
Task 13	Erosion Protection Plan	\$ 800
Task 14	Specifications	\$ 600
Task 15	Opinion of Probable Cost	\$ 600
Task 16	Stormwater Pollution Prevention Plan and NOI	\$ 4,000
Package 1 Construction Documents Subtotal		\$ 18,700

Package 2 – Sidewalk Upgrades

Task 17	Title Sheet and Notes	\$ 250
Task 18	Construction Details	\$ 900
Task 19	ADA Sidewalks and Access Ramps	\$ 1,100
Task 20	Erosion Protection Plan	\$ 400
Task 21	Irrigation Plans	\$ 2,900
Task 22	Landscape Plans	\$ 2,500
Task 23	Site Lighting	\$ 3,800
Task 24	Specifications	\$ 600
Task 25	DSA Submittal Processing (as needed)	\$ 5,200
Task 26	Opinion of Probable Cost	\$ 600
Package 2 Construction Documents Subtotal		\$ 18,250

Task 27	Meetings and Coordination (as needed)	\$ 2,000
Task 28	Reimbursable Allowance	\$ 1,000
TOTAL CONSTRUCTION DOCUMENTS		\$ 39,950

Task 29	Add Alternate: Waterline Replacement along Gotham	\$ 2,100
TOTAL CONSTRUCTION DOCUMENTS WITH ALTERNATE		\$ 49,550

EXHIBIT B
Compensation

D. CONSTRUCTION SUPPORT

Task 30	Bid Support	\$ 2,000
Task 31	Construction Support	\$ 9,200
Task 32	Construction Staking (as needed).....	\$11,900
Task 33	Record Drawings.....	\$ 2,500
TOTAL CONSTRUCTION SUPPORT		\$ 25,600

Progress billings will be forwarded to the Client on a monthly basis. These billings will include the fees earned for the billing period plus all direct costs advanced by the Consultant. **Reimbursable expenses (mileage, deliveries, reproduction for agency or client submittals, and other direct expenses) will be billed at cost plus 10% to cover administration costs. The projected allowance for reimbursables is \$1,000, identified as Task 28.** Total number of drawings will be minimized as much as practicable to minimize reimbursable expenses.

Payment Provisions

Client shall pay the Consultant for basic services within 30 days of receipt of invoice from Consultant. In no event shall non-payment of Client by Owner relieve Client's responsibility to pay Consultant for Services, basic or additional, approved or authorized by Client.

The fees proposed herein shall apply until April 2012. Due to ever-changing costs, Consultant may increase that portion of the contract fee for which work remains to be completed after that date. The adjustment will be based on the average percentage increase of the new rate schedule over the previous year. This adjustment may be applied annually if the project extends beyond what would normally be considered a reasonable project processing and approval period.

Work shall commence upon receipt of an initialed copy of these Contract Exhibits along with the contract for signature.

EXHIBIT B
Compensation

Specific Exclusions

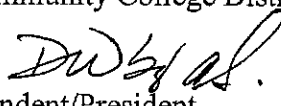
- 1) Preparation of soils reports or soils testing including pavement section recommendations. This work is required and the anticipation is that the client will hire a consultant separately for the effort.
- 2) Design or processing approvals for relocation of franchise utilities, which include Otay water, gas, electric, telephone and cable television, should they become necessary.
- 3) Conducting public meetings or preparing presentation materials specifically for public meetings or public distribution except as indicated in Task 5.
- 4) Construction testing or DSA inspection.
- 5) Design of offsite improvements.
- 6) Hazardous waste or asbestos evaluation in facilities scheduled for demolition.
- 7) Permit fees/plan-check fees/inspection fees/bonding premiums.
- 8) SWPPP monitoring.
- 9) Encroachment exhibits or encroachment agreement preparation. These may be necessary for work in City of Chula Vista right of way.
- 10) Construction potholing to locate existing utilities. Potholing during design may be recommended by consultant if existing utility information is inadequate or to confirm sizes and elevations of subsurface features at critical locations. These services can be obtained on a reimbursable basis from several vendors for about \$700 to \$800 per pothole location.
- 11) Traffic control plans for the City of Chula Vista. The intent is to require the construction contractor prepare and obtain approval of these plans or time the work concurrently with Otay Lake Road improvements.


ITEM #23A1


June 8, 2011

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Denise Whittaker 
Interim Superintendent/President

SUBMITTED BY: Robert J. Temple 
Interim Vice President for Business and Financial Affairs

INITIATED BY: John R. Brown, P.E. 
Director of Facilities, Operations, and Planning

SUBJECT: Agreement with Southern California Soil and Testing, Inc.

RECOMMENDATION

Approve Agreement No. A3252.11, related to RFQ No. 113, with Southern California Soil and Testing, Inc., for consulting services, for the period June 9, 2011 to December 31, 2012, inclusive, in an amount not to exceed \$31,180.25.

OVERVIEW

Governing Board approved RFQ No. 113 on June 9, 2010. Southern California Soil and Testing, Inc. has relevant project experience in similar size, scope, and complexity.

The contract with Southern California Soil and Testing, Inc. will furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional and testing services for the "Building 570 and 510 Modernization" project. These services will be funded by Proposition AA.

FISCAL IMPACT/ACCOUNT

NTE \$31,180.25 Cost to the District/Account No.:
0-45110-718646-000 (Building 570 and 510 Modernization - Proposition AA Funds)

JRB:mk

**AGREEMENT FOR
MATERIALS TESTING AND SPECIAL INSPECTION SERVICES
BETWEEN
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT AND
SOUTHERN CALIFORNIA SOIL & TESTING, INC.**

1. Parties and Date.

This Agreement ("Agreement") is made and entered into this 9th day of June 2011, by and between the **Southwestern Community College District** ("District"), and **Southern California Soil & Testing, Inc.** ("Consultant"), a corporation (collectively referred to as the "Parties" and each individually as "Party").

2. Recitals.

2.1. Consultant. Consultant is a professional consultant, experienced and properly certified/licensed in providing material testing and inspection services as required by the Division of the State Architect ("DSA") for public construction projects, and is familiar with the plans of the District.

2.2. Project. District desires to engage Consultant to render special inspection and materials testing services on the Building 570 & 510 Modernization (the "Project").

3. Terms.

3.1. Scope of Services, Qualifications and Term.

3.1.1. General Scope of Services. Consultant promises and agrees to furnish all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply professional inspection and testing services, including, but not limited to registered special inspection services, soil and asphaltic concrete inspection and testing services, and materials sampling and laboratory testing services, as required under California Code of Regulations, Title 24 and other state law ("Services"). The Services shall include all required materials testing and inspections including, but not limited to, soil tests, geotechnical services except for hazardous materials tests (e.g. lead, asbestos, mold) and are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.2. Term of Agreement. The term of this Agreement shall begin June 9, 2011 and shall terminate December 31, 2012.

3.3. Responsibilities of Consultant.

3.3.1. Control and Payment of Consultants and its Subordinates. District retains Consultant on an independent contractor basis and Consultant is not an employee of District. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law including, but not limited to, the payment of prevailing wage, as applicable, and in accordance with Labor Code Sections 1720 et seq. and 1770 et seq. The Consultant shall obtain a copy of the prevailing rates of per diem wages applicable to the work to be performed under this Agreement from the website of the Division of Labor Statistics and Research of the Department of Industrial Relations located at www.dir.ca.gov/dlsr/. Consultant shall be responsible for all reports and obligations respecting such employees, including, but not limited to, social security taxes, income tax withholding, unemployment insurance, and workers' compensation insurance.

If the District uses funds derived from the Kindergarten-University Public Education Facilities Bond Acts of 2002 and 2004 for this Project, it is required to enforce the District's Labor Compliance Program ("LCP"). The Consultant shall abide by the District's LCP, if applicable.

3.3.2. Conformance to Applicable Requirements. All work prepared by Consultant is subject to the approval of District and any and all applicable regulatory State agencies, and shall be the property of District.

3.3.3. Reports. Consultant shall provide copies of all reports required to be submitted to applicable regulatory State agencies to District, whether or not such reports must be submitted to the District.

3.3.4. Work Authorization. Consultant shall obtain from District a work authorization for the Project. Such work authorization shall reiterate Consultant's duties outlined herein. The work authorization shall be written in the amount set forth in Exhibit "B."

3.3.5. Maintenance of Construction Records. Consultant shall maintain complete and accurate testing and inspection records with respect to all records related to the Project. These records shall be maintained by Consultant and made available at all reasonable times during any period which services are provided for the Project and for four (4) years from the date of Notice of Completion for the Project as contracted for inspection by the District.

- 3.3.6. Coordination of Services. Consultant agrees to work closely with District staff in the performance of Services and shall be available to District's staff, consultants and other staff at all reasonable times.
- 3.3.7. Standard of Care. Consultant shall perform all Services under this Agreement in a skillful, competent and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all of Consultant's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Consultant further represents that it, its employees and subcontractors or subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Any of Consultant's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Consultant's employees who fail or refuse to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.
- 3.3.8. Laws and Regulations. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all California Code of Regulations Title 24 and Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services.
- 3.3.9. Insurance.
- 3.3.9.1. Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to District that it has secured all insurance required under this Section. In addition, Consultant shall not allow any subcontractor to commence work on any subcontract until it has provided evidence satisfactory to District that the subcontractor has secured all insurance required under this Section.
- 3.3.9.2. Minimum Requirements and Limits. Consultant shall, at its expense, procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its

agents, representatives, employees or subcontractors. Consultant shall also require all of its subcontractors to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage included in this Agreement.

3.3.9.3. Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following:

- (1) General Liability: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001);
- (2) Automobile Liability: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto);
- (3) Workers' Compensation and Employers' Liability: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance; and
- (4) Professional Liability: Coverage which is appropriate to the Consultant's profession, or that of its consultants or subcontractors.

3.3.9.4. Minimum Limits of Insurance. Consultant shall maintain limits no less than:

- (1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit;
- (2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage;
- (3) Workers' Compensation and Employer's Liability: Workers' compensation limits as required by the Labor Code of the State of California. Employers Liability limits of \$1,000,000 per accident for bodily injury or disease; and
- (4) Professional Liability: Not less than \$1,000,000 per claim/ \$2,000,000 aggregate.

3.3.9.5. Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:

3.3.9.6. General Liability. The general liability policy shall be endorsed to state that:

- (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insured with respect to the Work or operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and
- (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

3.3.9.7. Automobile Liability. The automobile liability policy shall be endorsed to state that:

- (1) the District, its directors, officials, officers, employees, agents and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Consultant or for which the Consultant is responsible; and
- (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way.

- 3.3.9.8. Workers' Compensation and Employers Liability Coverage. The insurer shall agree to waive all rights of subrogation against the City, its directors, officials, officers, employees, agents and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.
- 3.3.9.9. Professional Liability. Consultant and its sub-consultants and subcontractors shall procure and maintain, for a period of five (5) years following completion of the Project, errors and omissions liability insurance with limits discussed in this Section. This insurance shall be endorsed to include contractual liability.
- 3.3.9.10. All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days prior written notice by certified mail; return receipt requested, has been given to District; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to District, its directors, officials, officers, employees, agents and volunteers.
- 3.3.9.11. Separation of Insureds; No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees, agents and volunteers.
- 3.3.9.12. Acceptability of Insurers. With the exception of Workers' Compensation Insurance, all insurance required hereunder is to be placed with insurers with a current A.M. Best's rating no less than A:-VII, which are licensed to do business in California, and which maintain an agent for process within the state. Workers' Compensation insurance required under this Agreement must be offered by an insurer meeting the above standards with the exception that the A.M. Best's rating condition is waived at the discretion of the District.
- 3.3.9.13. Verification of Coverage. Consultant shall furnish District with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by District if requested. District reserves the right to require

complete, certified copies of all required insurance policies, at any time.

3.3.10. Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of its employees and subcontractors appropriate to the nature of the Services and the conditions under which the Services are to be performed. Safety precautions as applicable shall include, but shall not be limited to: (1) adequate life protection and life saving equipment and procedures; (2) instructions in accident prevention for all employees and subcontractors, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (3) adequate facilities for the proper inspection and maintenance of all safety measures.

3.3.11. Project Staffing. Consultant shall provide adequate staff and resources to facilitate all contractor's activity. Should Consultant fail to adequately staff a project, the District may, at its sole discretion, retain third party inspection services and back charge Consultant for all third party fees.

3.4. Fees and Payments.

3.4.1. Compensation. District shall pay to Consultant for the performance of all services rendered pursuant to this Agreement the total amount not to exceed **THIRTY ONE THOUSAND ONE HUNDRED EIGHTY 25/100 DOLLARS (\$31,180.25)** per the proposal dated April 27, 2011 as identified in Exhibit "B". Services will be compensated at a not to exceed fees based upon rates identified in Exhibit "B" as mutually agreed upon by the parties. This sum includes all expenses connected with the services performed.

3.4.2. Reimbursement of Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by District.

3.4.3. Payment of Compensation. Consultant shall submit to District an itemized statement which indicates work completed and hours of Services rendered by Consultant. District shall pay Consultant within a reasonable time and in accordance with this Agreement.

3.4.4. Extra Work. At any time during the term of this Agreement, District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any Services which are determined by District to be necessary, but which the Parties did not reasonably anticipate would be

necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written supplemental work authorization from District.

3.5. Maintenance of Accounting Records.

Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of four (4) years from the date of final payment under this Agreement.

3.6. General Provisions.

3.6.1. Suspension of Services. The District may, in its sole discretion, suspend all or any part of Services provided hereunder without cost; provided, however, that if the District shall suspend Services for a period of ninety (90) consecutive days or more and in addition such suspension is not caused by Consultant or the acts or omissions of Consultant, upon recession of such suspension, the compensation will be subject to adjustment to provide for actual costs and expenses incurred by Consultant as a direct result of the suspension and resumption of Services under this Agreement. Consultant may not suspend its service without District's express written consent.

3.6.2. Termination of Agreement.

3.6.2.1. Grounds for Termination. District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.6.2.2. Loss of Construction Inspector Certification. This Agreement shall automatically terminate and payment shall cease should the Consultant fail to provide a properly certified inspector for the project for which Consultant is providing services to the District.

3.6.2.3. Effect of Termination. If this Agreement is terminated as provided in this Section, District may require Consultant to provide all finished or unfinished documents, data, programming source code, reports or any other items prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such documents and other information within fifteen (15) days of the request.

3.6.2.4. Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar or identical to those terminated.

3.6.3. Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective Parties at the following address, or at such other address as the respective Parties may provide in writing for this purpose:

CONSULTANT:

Southern California Soils and Testing, Inc.
6280 Riverdale Street
San Diego, CA 92120

Attn: Gordon Woodard
Phone: (619) 944-4059

DISTRICT:

Southwestern Community College District
900 Otay Lake Road, Chula Vista, Ca 91910

Attn: John R. Brown
Phone: (619) 482-6320

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.6.4. Mediation. Disputes arising from this Agreement may be submitted to mediation if mutually agreeable to the Parties hereto. The type and process of mediation to be utilized shall be subject to the mutual agreement of the Parties.

3.6.5. Ownership of Materials and Confidentiality.

3.6.5.1. All materials and data, including but not limited to, data on magnetic media and any materials and data required to be made or kept pursuant to federal, state or local laws, rules or regulations, prepared or collected by Consultant pursuant to this Agreement, shall be the sole property of the District, except that Consultant shall have the right to retain copies of all such documents and data for its records. District shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District's sole risk and provided that Consultant shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Agreement.

3.6.5.2. All such materials and data shall be provided to the District, or such other agency or entity as directed by District or required by law, rule or regulation, immediately upon completion of the term of this Agreement as directed by District. Should District wish to obtain possession of any such materials or data during the term of this Agreement, it shall make its request in writing. Such information shall be provided to the District within forty-eight (48) hours of its request.

3.6.6. Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.6.7. Indemnification. Consultant shall indemnify and hold the District, its officials, officers, employees, and volunteers free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any acts, omissions or willful misconduct of Consultant, its officials, officers, employees, volunteers, consultants and contractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all attorneys fees and other related costs and expenses. Consultant shall reimburse District and its directors, officials, officers, employees, agents and volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

- 3.6.8. Entire Agreement. This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements
- 3.6.9. Governing Law. This Agreement shall be governed by the laws of the State of California. Any action brought to enforce the terms of this Agreement shall be brought in a State or Federal court located in the County of San Diego, State of California.
- 3.6.10. Time of Essence. Time is of the essence for each and every provision of this Agreement.
- 3.6.11. District's Right to Employ Other Consultants. District reserves right to employ other consultants in connection with this Project. However, Consultant shall be the exclusive consultant for purposes of the Services as noted within this Agreement, unless terminated as provided herein.
- 3.6.12. Successors and Assigns. This Agreement shall be binding on the successors and assigns of the Parties, and shall not be assigned by Consultant without the prior written consent of District.
- 3.6.13. Amendments. This Agreement may not be amended except by a writing signed by the District and Consultant.
- 3.6.14. Severability. If any section, subsection, sentence, clause or phrases of this Agreement, or the application thereof to any of the Parties, is for any reason held invalid or unenforceable, the validity of the remainder of the Agreement shall not be affected thereby and may be enforced by the Parties to this Agreement.
- 3.6.15. Interpretation. In interpreting this Agreement, it shall be deemed that it was prepared jointly by the Parties with full access to legal counsel of their own. No ambiguity shall be resolved against any party on the premise that it or its attorneys were solely responsible for drafting this Agreement or any provision thereof.
- 3.6.16. Conflict of Interest. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
- 3.6.17. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of

District's Minority Business Enterprise program, if any, or other related programs or guidelines currently in effect or hereinafter enacted. Consultant must make a good faith effort to contact and utilize DVBE subcontractors or subconsultants and suppliers in securing bids for performance of the Agreement and shall be required to certify its good faith efforts towards retaining DVBE subcontractors or subconsultants and suppliers and identify DVBE firms utilized in performance of the Agreement.

3.6.18. Taxpayer I.D. The Consultant shall deliver the Consultant's Federal IRS Taxpayer I.D. number to the District prior to any payments being made by the Owners under this Agreement.

3.6.19. (Exhibits and Recitals. All Exhibits and Recitals contained herein are hereby incorporated into this Agreement by this reference.

3.6.20. Counterparts. This Agreement may be executed in counterparts, each of which shall constitute an original and all of which shall constitute one agreement.

Southwestern Community College District

Southern California Soils & Testing, Inc.

By: _____
Denise Whitaker
Interim Superintendent/President

By: _____
Gordon Woodard
Vice President

Federal Tax I.D. # _____

Originator: Robert J. Temple
Interim Vice President for Business & Financial Affairs

Account No.: 0-45110-718646-000

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director
Approval No.: A3252.11
Date: 5/17/11

EXHIBIT "A"
SCOPE OF SERVICES

Consultant shall provide the services set forth herein, as well as any incidental services necessary for the full and adequate completion of Project Services in strict accordance with all applicable local, state and federal laws rules and regulations, including but not limited to, the State Building Code, California Code of Regulations, Title 24 and Instructions on Division of the State Architect ("DSA"), Structural Tests and Inspections form SSS 103-1 (as provided for the project), and instructions included herein. Special Inspectors and testing staff shall be prepared to attend Project progress meetings and other specially called meetings as determined by the Project Inspector. Consultant shall respond to the Project Inspector's scheduling and coordination for Inspections and Sampling and Testing services. Consultant shall provide daily and/or individual occurrence reports of Special Inspections and Testing results on previously approved forms and provide sufficient copies to the Project Inspector for his/her distribution to the Construction Contractor, and Architect. The Services shall be performed at the hourly billing rates and/or sampling and testing unit prices included in Exhibit "B."

1. GEOTECHNICAL ENGINEER OF RECORD AND SOILS OBSERVATION AND TESTING

The geotechnical portions of this project shall be performed under the direction of a Geotechnical Engineer, which shall be the Geotechnical Engineer of Record for the project. A technician with a nuclear gauge shall perform density and moisture testing in the field during grading, utility trench backfilling, and pavement operations utilizing American Society for Testing and Materials (ASTM) D2922, D3017, and ASTM D1556 methods. Laboratory maximum density and optimum moisture determination shall be performed in accordance with ASTM D1557 or D698. Asphalt pavement placement and testing shall be performed in accordance with Caltrans methods.

1.1. Consultant shall provide:

- 1.1.1. Perform a site reconnaissance, reviewing the geotechnical engineering report for this project, reviewing the drawings, and preparing a transfer of geotechnical engineer of record responsibility letter;
- 1.1.2. Project management, consultation during construction, preparation of daily field, foundation excavation observation, and final grading reports;
- 1.1.3. Ensure soils conditions are in conformance to soils report
- 1.1.4. Foundation Inspection
- 1.1.5. Caisson, drilled piers or driven piles inspection
- 1.1.6. As-graded soils report
- 1.1.7. Observation and testing during site clearing and mass grading;
- 1.1.8. Observing the foundations excavations for structures;
- 1.1.9. Observation and testing during backfilling of utility trenches;
- 1.1.10. Observation and testing during backfilling around retaining walls;
- 1.1.11. Observation and testing during subgrade preparation and base rock placement in asphalt paved areas;
- 1.1.12. Observation and testing during asphalt concrete placement.

1.1.13. Perform the following Sampling and Testing of Materials and Testing of Work-in-Place as may be required by the DSA Testing and Inspection Listing, and as required by the District. The Testing shall be performed in accordance with ASTM test methods and California test methods as appropriate. All Laboratory testing shall be accomplished in a DSA certified laboratory:

- 1.1.13.1. Soil, Aggregate & Asphalt
- 1.1.13.2. Maximum Dry Density
- 1.1.13.3. Expansion Index (ASTM D4318)
- 1.1.13.4. R-Value
- 1.1.13.5. Sand Equivalent
- 1.1.13.6. Sieve Analysis (ASTM C136)
- 1.1.13.7. Hveem Stability
- 1.1.13.8. Asphalt Extraction (ASTM 2172)
- 1.1.13.9. Hardness and Abrasion
- 1.1.13.10. Atterberg limits (ASTM 4318)
- 1.1.13.11. No. 200 Sieve Analysis (ASTM D422)
- 1.1.13.12. Specific Gravity C127/C128
- 1.1.13.13. Asphalt and Asphaltic Concrete Gradation (ASTM C136)
- 1.1.13.14. Asphalt and Asphaltic Concrete Specific Gravity (ASTM D1188)
- 1.1.13.15. Asphalt and Asphaltic Concrete Stability & Flow Marshall (ASTM D1559)
- 1.1.13.16. Asphalt and Asphaltic Concrete Abrasion (ASTM C131)
- 1.1.13.17. Asphalt and Asphaltic Concrete Unit Weight (ASTM D2726)
- 1.1.13.18. Asphalt Cores

1.2. Observation and testing shall consist of visual observation of earthwork activities and taking field density and moisture tests for the purpose of ascertaining that the work is in substantial conformance with the contract documents. Such observation and testing shall not be relied upon by others as acceptance of the work nor shall it be construed to relieve the contractor in any way from his obligation and responsibilities under the construction contract. Specifically, but without limitations, observation and testing shall not require the technician and engineer to assume responsibilities for the means and methods of construction nor for safety on the jobsite.

2. CONCRETE/MIX DESIGN REVIEW, CONCRETE SPECIAL INSPECTIONS, AND CONCRETE MATERIAL TESTING

2.1. Inspection services shall be provided for concrete, prestressed concrete, reinforcing steel and prestressing steel, batch plant, insulating concrete, lightweight concrete, field sampling (slump, air entertainment, unit weight and yield tests), concrete coring, proof testing (installed epoxy & nonshrink grout

bolts) and proof testing (installed wedge and expansion anchors), and tagging and sampling and testing of reinforcing steel.

2.2. Consultant shall review the proposed concrete mixes for conformance with the specifications.

2.3. Consultant shall perform the following tests:

2.3.1. Concrete Compression Tests:

- 2.3.1.1. Concrete Cylinders (ASTM C39)
- 2.3.1.2. Concrete Cores (ASTM C39)
- 2.3.1.3. Lightweight Concrete (ASTM C39)
- 2.3.1.4. Insulating Concrete (ASTM C495)
- 2.3.1.5. Dry Unit Weight of Light Weight Concrete ASTM C567

2.3.2. Concrete Flexural Tests:

- 2.3.2.1. Flexural Test (ASTM C293/C78)

2.3.3. Steel Reinforcing:

- 2.3.3.1. Tensile (ASTM A615)
- 2.3.3.2. Bend (ASTM A615)

2.3.4. Concrete Aggregate:

- 2.3.4.1. Conformance Test (ASTM C33)
(Sieve Analysis, Deleterious Substances & Soundness)

3. REINFORCING STEEL PLACEMENT

Prior to the pours, Consultant shall inspect the reinforcing steel placement to determine that it is according to plans and specifications. Consultant shall check:

- 3.1.1. Size and spacing of bars;
- 3.1.2. Location and length of splices;
- 3.1.3. Clearances;
- 3.1.4. Cleanliness of bars;
- 3.1.5. Spacing tolerances;
- 3.1.6. Proper support of steel with ties.

4. CONCRETE PLACEMENT

During the pours, Consultant shall be on-site continuously, as required by Code, to monitor placement. Consultant shall:

- 4.1.1. Determine that no bars are displaced during the pouring;
- 4.1.2. Observe cleanliness of steel;
- 4.1.3. Determine adequacy of placement and vibratory equipment;
- 4.1.4. Determine proper delivery rate of concrete and monitor batch times;
- 4.1.5. Determine the correct mix is being utilized;
- 4.1.6. Monitor slump of each truck;
- 4.1.7. Record temperature of air and concrete;
- 4.1.8. Cast cylinders for compression tests at the specified frequency;
- 4.1.9. Perform air checks, if required by specifications, during concrete placement;
- 4.1.10. Observe anchor bolt/dowel installation operations to determine hold depth, embedment and cleanliness, as well as materials and workmanship. Consultant shall inspect to determine all dowels are installed in accordance with contract documents and/or manufacturer's requirements.

5. COMPRESSION TESTING

Consultant shall transport all samples to our laboratory for compression testing in strict accordance with ASTM requirements. Compression test reports shall be distributed to the appropriate parties.

6. MASONRY MIX DESIGN REVIEW, MASONRY INSPECTION AND TESTING

- 6.1. Consultant shall review the proposed grout and mortar mixes in our laboratory for conformance with the specifications.
- 6.2. During preparation of masonry wall prisms, sampling & placing of all Masonry units, placement of reinforcement, inspection of grout space immediately prior to closing or cleanouts & during all grouting operations.
- 6.3. Laboratory Tests
 - 6.3.1. Masonry Compression Tests:
 - 6.3.1.1. Mortar (UBC 21 - 16)
 - 6.3.1.2. Grout (UBC 21 - 18/ASTM C1019)
 - 6.3.1.3. Masonry Prism (ASTM E447)
 - 6.3.1.4. Masonry Cores (ASTM C42)
 - 6.3.1.5. Shear Tests - Masonry Cores (UBC 2405(c)4.C)
 - 6.3.1.6. Dry Shrinkage - Masonry Units (ASTM C426)
 - 6.3.1.7. Sample Pick-up & Delivery

6.3.2. Steel Reinforcing:

6.3.2.1. Tensile (ASTM A615)

6.3.2.2. Bend (ASTM A615)

6.3.2.3. Steel Tagging, Pick-up & Delivery

6.3.3. Concrete Aggregate:

6.3.3.1. Conformance Test (ASTM C404)
(Sieve Analysis, Deleterious Substances & Soundness)

6.4. Consultant's duties shall include the following:

6.4.1. Review mill test certifications of block and reinforcing steel;

6.4.2. Inspect to determine size and spacing of dowels;

6.4.3. Inspect to determine that cleanouts are provided for high-lift grouting methods;

6.4.4. Inspect proper lay-up of block units;

6.4.5. Inspect reinforcing steel prior to grouting;

6.4.6. Inspect dowels, anchor bolts and inserts, to make sure they are in place and properly secured prior to grouting;

6.4.7. Inspect to determine proper consolidation of grout;

6.4.8. Check that curing requirements are being followed.

7. STRUCTURAL STEEL

7.1. Consultant shall provide inspection services for the following:

7.1.1. Field Welding

7.1.2. High Strength Bolting

7.1.3. Metal Decking

7.1.4. Welded Stud Connectors

7.1.5. Fabrication Shop

7.2. Consultant shall provide the following Non-Destructive Examinations (Field Testing) in strict conformance with ASTM standards:

7.2.1. Ultrasonic Examination

7.2.2. Magnetic Particle Examination

7.2.3. Liquid Penetrant Examination

7.2.4. Radiographic Examination

7.3. Consultant shall provide the following Non-Destructive Examinations (Fabrication Shop Testing):

7.3.1. Ultrasonic Examination

7.3.2. Magnetic Particle Examination

7.3.3. Liquid Penetrant Examination

7.3.4. Radiographic Examination

7.4. Laboratory Tests

7.4.1. High strength bolts:

7.4.1.1. Hardness Test (ASTM A325)

7.4.1.2. Tensile Strength (ASTM F606)

8. FIREPROOFING

8.1. Inspection during the installation, density testing and adhesion/cohesion testing.

END OF DOCUMENT



Project No.	10M063R
Project Name	REVISOR BUDGET ESTIMATE FOR GEOTECHNICAL OBSERVATION AND TESTING, SPECIAL INSPECTION AND MATERIALS TESTING SERVICES BUILDINGS 510 & 570 MODERNIZATION
Client	SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Address	900 OTAY LAKES ROAD, CHULA VISTA, CA 91910
Phone	619 441 8811
Fax	619 441 8812
Website	www.scsandt.com

EXHIBIT B

April 27, 2011

SCS&T Proposal No. 10M063R

Mr. Alex Munro
Southwestern College Business,
Operations and Facilities Planning
900 Otay Lakes Road
Chula Vista, California 91910

Subject: REVISED BUDGET ESTIMATE FOR GEOTECHNICAL OBSERVATION AND TESTING, SPECIAL INSPECTION AND MATERIALS TESTING SERVICES BUILDINGS 510 & 570 MODERNIZATION
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
CHULA VISTA, CALIFORNIA

Reference: 1. "Buildings 510 & 570 Modernization; Southwestern Community College District" Project Drawings; prepared by NTD Architects; dated 06-02-2010.

Dear Mr. Munro:

In accordance with your request, Southern California Soil and Testing, Inc. (SCS&T) is pleased to submit this preliminary budget estimate for professional services at the subject project located on Otay Lakes Road in Chula Vista, California. We understand the project will consist up grades of two single-story wood-framed buildings. SCS&T has reviewed the above-referenced documents and addressed the requirements for geotechnical observation and testing, special inspection and materials testing in the attached scope of services. We understand the geotechnical observation and testing required for this project will consist of utility trench backfill, and foundation excavation observations. Special inspection and testing services will consist of cast-in-place concrete, post-installed anchors and structural steel inspection. Based upon our review of the project documents and experience on similar projects, we propose to provide our services on a time and materials basis at the unit rates provided in the attached budget estimate.

SCS&T can submit a revised budget estimate should a construction schedule or revised set of plans becomes available. The time requirements for our services are directly dependent upon the performance of the contractor/subcontractor performing the work. We will invoice for services performed at the specified unit rates for the quantities shown in the attached budget estimate. The estimated budget covers services specifically outlined in this proposal. Should additional services become necessary and/or requested, the additional services will be invoiced in accordance with the rates listed on the attached Schedule of Fees.

COMPANY PROFILE

SCS&T is a professional engineering firm that is locally owned and operated with 50 years of continuous practice in Southern California. SCS&T is certified by the City of Los Angeles, City of San Diego, Caltrans, AASHTO, and CCRL. The firm is a State of California Certified Small Business Enterprise that services clients throughout Southern California and has completed over 40,000 successful projects. Our expertise includes geotechnical and materials engineering, soils and materials testing, special inspection, third-party quality assurance, and forensic investigation services. We have a staff of over 65 full-time professionals including licensed engineers and engineering geologists, certified special inspectors, geotechnical and materials technicians and the appropriate support personnel. The technical and analytical knowledge of our veteran staff, combined with our 50 years of experience with local conditions and agencies, results in efficient and accurate reporting methodologies that distinguishes SCS&T from other engineering firms. SCS&T is committed to providing professional services to our clients while being responsive to their needs and budget constraints.

PERSONNEL

Gordon Woodard is a California Registered Civil Engineer with over 15 years of materials testing and special inspection experience. Mr. Woodard will be the Engineer in charge and the primary point of contact of this project.

SCOPE OF WORK

GEOTECHNICAL ENGINEERING SERVICES

Based on our review of the referenced documents, and in accordance with the requirements of the approved plans, specifications, 2007 CBC, and DSA, our proposed scope of services for geotechnical observation and testing will consist of the following:

- Performance of laboratory tests to determine the pertinent engineering properties of the soils encountered in the earthwork;
- Periodic observation and relative compaction testing of utility trench backfill;
- Observation of footing excavations for structural improvements by our geotechnical staff;
- Preparation of reports summarizing our tests and observations of the grading, wall backfill, underground utility trench backfill, subgrade preparation, aggregate base and asphalt placement.

SPECIAL INSPECTION AND MATERIALS ENGINEERING SERVICES

Based upon our review of the referenced documents, and in accordance with the requirements of the approved plans and specifications, 2007 CBC, and DSA requirements, our proposed scope of services for special inspection and materials testing will consist of the following:

- Reinforcing steel, periodic – during placement of steel and before placement of concrete;
- Reinforced concrete, continuous – during the placement and sampling of concrete as required.

- All structural shop/field welding, continuous.

Additional services that were not specifically stated in construction plans but are required in accordance with the 2007 CBC or DSA requirements will be provided as follows:

- Provide daily inspection reports describing the work inspected and stating compliance or non-compliance with the project documents. A copy of the daily report will be left with the on-site superintendent. Reports will be reviewed by SCS&T's project engineer, a Registered Civil Engineer, and will be distributed to the designated recipients.
- Fabricate, transport and test concrete for slump, temperature and compressive strength at the rate of one set of four concrete test cylinders per 50 cubic yards, 5,000 square-feet or for each day's placement. Test reports shall be prepared and distributed to the designated persons. Suspect or failing test results will be reported to the designated person(s) on the day of the test.
- Provide supervision of our project personnel by our project engineer, a Registered Civil Engineer. The project engineer will review all special inspection reports and test results, attend site meetings as requested, and review all billing. Additionally, the project manager will act as a point of contact and will be available to answer questions that may arise.

COST INFORMATION

Our budget estimate for services is based on our review of the referenced document and past experience on similar projects. We propose to provide our services on a time and materials basis according to the Schedule of Fees included in this budget estimate. Based on the above scope, we estimate our fees to be approximately \$31,180.25. A cost table presenting a breakdown of our estimate has been provided in this budget estimate.

Notes:

- (1) Recognizing that our services are directly dependent upon the performance of others, we will invoice for services rendered at the specified unit rates for the quantities shown on the attached budget estimate. It should be recognized that unforeseen conditions, unfavorable weather and other unanticipated conditions may affect the actual duration of the work. This budget estimate does not include fees for seismic fault mapping, should a fault be discovered, or hazardous material testing or disposal. Services in addition to those described in this budget estimate may be requested by or on behalf of the client and will be invoiced on a time and materials basis at the unit rates outlined in this document.
- (2) The unit costs shown are based upon work taking place between the hours of 0600 and 1700; Monday through Friday, excluding nationally recognized holidays. Work performed on a Saturday or more than 8 hours on a given day will be invoiced at 1.5 times the standard rate. Work performed on Sunday or nationally recognized holidays will be invoiced at 2

times the standard rate. All unscheduled cancellations will be invoiced a minimum of 2 hours. All other terms and conditions shall be per our standard Schedule of Fees.

DEFINITION OF RESPONSIBILITY

The presence of our field representative will be for the purpose of observing the construction and reporting its general compliance with the approved plans and the applicable building codes. Our work does not include the supervision or direction of the contractor's work, his employees or agents. The contractor is responsible for his/her own work, and neither the presence of our field personnel nor the observation and testing by this firm should excuse him in any way for defects in his work. It should further be understood that we are not responsible for site safety. During the course of a subsurface investigation, heavy equipment may disrupt the site.

SCS&T appreciates this opportunity to provide our professional services and is most interested in becoming a member of your consultant team. SCS&T has considerable experience in successfully providing these services and we are confident that we can provide them in a timely and cost effective manner. Should you have any questions regarding this budget estimate or if we may be of further service, please contact our office at 619.280.4321.

Respectfully Submitted,
Southern California Soil & Testing, Inc.



Gordon T.M. Woodard, R.C.E.
Vice President, Principal Engineer

GTW:CLL

Attachments: Budget Estimate

(2) Addressee

BUDGET ESTIMATE SUMMARY ENGINEERING SERVICES

PH CODE		Estimated		Rate/Unit	Total Cost
1	SPECIAL INSPECTION				
	DEPUTY INSPECTOR/TECHNICIAN				
	Concrete				
110	Tension Proof Load on Anchors and Dowels	100 hours	@	\$80.00 /hour	\$8,000.00
128	Drilled Anchor Inspection	138 hours	@	\$80.00 /hour	\$11,000.00
130	Concrete Coring (Overtime)	2.5 hours	@	\$262.50 /hour	\$656.25
140	Batch Plant Inspection	6 hours	@	\$78.00 /hour	\$468.00
143	Cast-in-Place Concrete Inspection	6 hours	@	\$80.00 /hour	\$480.00
146	Concrete Quality Control (ACI)	2 hours	@	\$78.00 /hour	\$156.00
					\$20,760.25
	Structural Steel				
147	Tag and Sample Rebar / HS Bolts*	2 hours	@	\$80.00 /hour	\$160.00
148	Structural Steel (Field)	8 hours	@	\$80.00 /hour	\$640.00
	Welding Inspector - Structural Steel Shop (San Diego County)	8 hours	@	\$85.00 /hour	\$680.00
					\$1,480.00
	Soils				
	Soils Technician - Grading	3 hours	@	\$85.00 /hour	\$255.00
	Soils Technician - Utility Trench	46 hours	@	\$85.00 /hour	\$3,910.00
	Footing Observation, Staff Geologist	12 hours	@	\$116.00 /hour	\$1,392.00
					\$5,557.00
					\$27,797.25
	PROFESSIONAL STAFF				
315	Principal Engineer - Project Management	7 hours	@	\$135.00 /hour	\$945.00
					\$945.00
	REPORTS				
302	Final Verified Report-Materials	1 reports	@	\$250.00 /report	\$250.00
	Final Verified Report-Soils	1 reports	@	\$250.00 /report	\$250.00
	Site Improvements Report	1 report	@	\$500.00 /report	\$500.00
					\$1,000.00
	LAB TESTING				
102	Material Sample Pick Ups	2 trips	@	\$63.00 /trip	\$126.00
	Maximum Density/Optimum Moisture	1 tests	@	\$192.00 /test	\$192.00
607	Tensile Strength #3 - #8 Rebar	8 tests	@	\$71.00 /test	\$568.00
610	Bend Test Rebar	8 tests	@	\$43.00 /test	\$344.00
621	Concrete Cylinder Compression	8 tests	@	\$26.00 /test	\$208.00
	SUBTOTAL FOR MATERIALS LAB				\$1,438.00
	TOTAL FOR ENGINEERING SERVICES				\$31,180.25

Client Southwestern Community College District
Project Buildings 510 & 570 Modernization
Budget Summary/Cost Estimate Table

April 27, 2011
SCS&T Proposal No. 10M063R
Prevailing Wage Rates

BUDGET ESTIMATE SUMMARY PROFESSIONAL SERVICES

Total for Engineering Services	\$31,180.25
Total Budget Estimate	\$31,180.25

ASSUMPTIONS - GENERAL

- 1 Construction schedule was not available.
- 2 Plans were on hand for this estimate (By NTD Architecture, dated 06-02-2010).
- 3 This budget estimate reflects realistic amounts of inspection and testing at a Prevailing wage inspection rate.
- 4 The Client will be invoiced in 4, 6 and 8 hour increments.
- 5 The hourly rate reflects an anticipated start date of 2010.
- 6 All work performed outside our scope of service will be invoiced per SCS&T 2010 Schedule of Fees.
- 7 No overtime is scheduled.
- 8 No weekend work is scheduled.

June 9, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: *RKC*
Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Nicholas C.A. Alioto, CPA *Alioto*
Vice President for Business and Financial Affairs

INITIATED BY: Henry Amigable, CCM *Henry Amigable*
Bond Program Director, Seville Construction Services, Inc.

SUBJECT: Recommend Award of Request for Qualifications (RFQ) No. 113 for
Specialty Inspections and Material Testing for various Prop AA Division
of State Architect (DSA) Projects

RECOMMENDATION

Recommend award of RFQ No. 113 for specialty inspections and materials testing services for future Proposition AA Projects subjected to DSA approval, and authorize the Superintendent/President to enter into contract for these services:

- Construction Testing & Engineering, Inc.
Professional specialty inspection and material testing services for the Student Services Remodel project.
- Southern California Soils and Testing, Inc.
Professional specialty inspection and material testing services for the Snack Bar/Café, Photo Lab and Classroom Conversion Buildings 570 & 510, Campus Lighting, and the Gotham Road Widening projects.
- Testing Services & Inspection
Professional specialty inspection and material testing services Building 550 and 560 Remodel and the National City Higher Education Center projects.

OVERVIEW

Eleven firms responded to RFQ No. 113 to provide specialty testing and inspection services per Division of State Architect requirements for the remaining Proposition AA projects. Based on

the qualifications and prior experience with DSA and institutional projects, the firms were awarded the projects listed above.

These services will be funded by Proposition AA.

FISCAL IMPACT/ACCOUNT

Cost to the District/Account Nos.:

- 0-45110-718621-000 (Building 330 -- Proposition AA Funds)
- 0-45110-718632-000 (Building 550 - Proposition AA Funds)
- 0-45110-718633-000 (Building 560 - Proposition AA Funds)
- 0-45110-718641-000 (Campus Lighting Upgrades -- Proposition AA Funds)
- 0-45110-718642-000 (Gotham Road Widening -- Proposition AA Funds)
- 0-45110-718646-000 (Building 570 -- Proposition AA Funds)
- 0-45110-718647-000 (Building 480 Food Services/Café -- Proposition AA Funds)
- 0-45110-718648-000 (Building 510 -- Proposition AA Funds)
- 0-45110-718640-000 (Student Services Center -- Proposition AA Funds)

HA:as



*Southwestern Community College District
Business, Operations & Facilities Planning
Recommendation of Award of RFQ*

Governing Board Meeting Date: June 9, 2010

Award of RFQ No.113

Title of Bid: Specialty Consultant RFQ No. 113 Award for Remaining Proposition AA Projects for Specialty Inspections and Material Testing for various Prop AA Division of State Architect (DSA) Projects

Testing and Inspections Bidder Name	Negotiated Hourly Rates		
	Project Engineer	Special Inspector	Material Technician
Construction Testing and Engineering, Inc.	\$100	\$80	\$78
Testing Services & Inspection	\$100	\$80	\$78
Southern California Soils and Testing, Inc.	\$100	\$80	\$78

- Bolded text indicates recommended awarding firms.

Rejected Bids:

N/A	
-----	--

Testing and Inspections Services:

11 firms responded to RFQ No. 113 to provide specialty testing and inspection services per Division of State Architect requirements for the remaining Proposition AA projects. Based on the qualifications and prior experience with DSA and institutional projects, the firms were awarded the following projects:

Southern California Soils and Testing

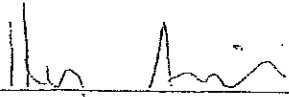
- * Food Service/ Café
- * Photo Lab and Classroom Conversion Buildings 570 & 510
- * Gotham Road Widening
- * Campus Lighting

Construction Testing & Engineering

- * Chemistry Lab Building 330 – HVAC Replacement
- * Student Services Center Remodel

Testing Services & Inspection

- * Building 550 and 560 Remodel
- * National City Higher Education



Henry Amigable, CCM
Bond Program Director


ITEM #23A2


June 8, 2011

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Denise Whittaker 
Interim Superintendent/President

SUBMITTED BY: Robert J. Temple 
Interim Vice President for Business and Financial Affairs

INITIATED BY: John R. Brown, P.E. 
Director of Facilities, Operations, and Planning

SUBJECT: Amendment No. 1 to Agreement No. A3210.11 with
Southern California Soils and Testing, Inc.

RECOMMENDATION

Ratify Amendment No. 1 to Agreement No. A3210.10 with Southern California Soils and Testing, Inc. for consulting services, for the period December 9, 2010 to December 20, 2011, inclusive, for the "Central Plant, Field House, and Stadium Improvements" project, in an amount of \$18,000, for a new contract total, in an amount not to exceed \$36,000.

RATIONALE FOR RATIFICATION

Staff provided direction to Southern California Soils and Testing, Inc for additional services. This action completes the requirement in accordance with Education Code 81655 to ratify the negotiated scope and fee of the amendment.

OVERVIEW

The Governing Board approved Agreement No. A3210.11 on April 13, 2011. Southern California Soils and Testing, Inc. has relevant project experience in similar size, scope, and complexity.

The additional athletic fields and final programming of the scope of this project requires additional borings for the existing football, soccer, and softball fields to determine subsurface conditions and in-situ infiltration rates. These boring and testing services were excluded from the consultant's base services pending completion of this project programming. Additional consultation and field work is required to address structural issues related to the Field House. This project will be funded by Proposition R.

FISCAL IMPACT/ACCOUNT

NTE \$18,000 Cost to the District/Account No.:
5-46210-718722-970 (Central Plant, Field House, & Stadium Improvements – Proposition R Funds)

JRB:mk

Southwestern Community College District
Amendment to Agreement No. A3210.11
With
Southern California Soils & Testing, Inc.

Amendment No. One (1)

Southwestern Community College District and Southern California Soils & Testing, Inc. entered into Agreement No. A3210.11 on December 9, 2010. Agreement No. A3210.11 provided pre-priced services that could be added to the base contract through amendment.

The additional athletic fields and final programming of the scope of this project requires additional borings for the existing football, soccer, and softball fields to determine subsurface conditions and in-situ infiltration rates. These boring and testing services were excluded from the consultant's base services. The additional projected cost for these borings and related tests is not-to-exceed \$13,000.

As design has progressed, the structural foundation design has been modified due to conditions in the field. Southern California Soils & Testing will need to write an amendment to the initial geotechnical investigations and recommendations to address the revised design. This cost is \$1,000.

An additional not-to-exceed \$4,000 in consultation and field work is added via this amendment to address concerns regarding the natural water flow that occurs through the project area.

The District desires to add these services to Agreement No. A3210.11 as Amendment No. 1.

Amendment No. 1 will increase the testing, inspection, and geotechnical services fee with Southern California Soils & Testing, Inc., in the amount of not-to-exceed \$18,000, for the addition of services described in Southern California Soils & Testing, Inc.'s Proposal No. 11S097, its email dated April 25, 2011, and as described above, resulting in a new contract amount of not-to-exceed \$36,000.

No Further Modifications Have Been Made To This Agreement

Southwestern Community College District

Southern California Soils & Testing, Inc.

Denise Whittaker
Interim Superintendent/President
900 Otay Lakes Road
Chula Vista, CA 91910

Garrett B. Fountain, G.E.
Principal Geotechnical Engineer
6280 Riverdale Street
San Diego, CA 92120

Originator: John R. Brown, PE, Director of Facilities, Operations, and Planning
Account Nos.: 5-45123-718722-970 (Central Plant, Field House, Fields – Proposition R Funds)

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director *Amendment No. 1 to*
Approval No.: A 3210.10
Date: _____

AS OF THIS POINT BACKUP MATERIAL ONLY

April 13, 2011

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Denise Whittaker
Interim Superintendent/President

SUBMITTED BY: Robert J. Temple
Interim Vice President for Business and Financial Affairs

INITIATED BY: John R. Brown, P.E. *JRB*
Director of Facilities, Operations, and Planning

SUBJECT: Ratification of Agreement with Southern California Soils and Testing, Inc.
Various Proposition R Projects

RECOMMENDATION

Recommend Ratification of Agreement No. A3210.11, related to RFP 124, with Southern California Soils and Testing, Inc., for specialty inspection, material testing, and geotechnical services, for the period December 9, 2010 to December 20, 2011, inclusive, in an amount not to exceed \$18,000.

RATIONALE FOR RATIFICATION

This ratification completes the action delayed due to the resignation of the former Superintendent/President and Vice President for Business and Financial Affairs.

OVERVIEW

The Governing Board previously approved the award of RFP 124 on December 8, 2010 and authorized the Superintendent/President to sign the agreement and any future amendments that occur. Education Code section 81655 allows the District to delegate authority to staff to execute contracts in advance of final Board approval, so long as the contracts are ultimately reviewed and ratified/approved by the Board after they are executed. This ratification satisfies the Education Code.

The contract with Southern California Soils and Testing, Inc. has begun to and will furnish all equipment, materials and labor necessary for specialty inspection, materials testing, and geotechnical services for various Proposition R projects. Southern California Soils and Testing, Inc. has relevant project experience in similar size, scope, and complexity. These services have been and will be funded by Proposition R.

FISCAL IMPACT/ACCOUNT

NTE \$18,000 Cost to the District/Account No:
5-46210-718734-970 (Central Plant – Proposition R Funds)
5-46210-718722-970 (Field House and DeVore Stadium Improvements – Proposition R Funds)

JRB:mk

review by purchasing dept
on Feb 10, 2011

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT Independent Contractor Agreement

(For short or long term contracts with a value of \$3,001 and over)

WHEREAS, it is the desire of the Governing Board of the SOUTHWESTERN COMMUNITY COLLEGE DISTRICT (hereinafter referred to as "District" or "Client") to contract with SOUTHERN CALIFORNIA SOILS AND TESTING, INC., as an Independent Contractor (hereinafter referred to as "Contractor" or "Engineer"); and whereas such service will assist the Governing Board in discharging its legal obligation to provide an adequate educational program; and whereas Government Code section 53060 authorizes the Governing Board to enter into contracts to obtain special services and advice in financial, economic, accounting, engineering, legal or administrative matters for the District; and

WHEREAS, Contractor has represented to the Governing Board that Contractor is knowledgeable and qualified in skills required for this project and covenants that Contractor is capable of performing the services required under this agreement; and

WHEREAS, the Governing Board recognizes that Contractor is acting as an independent contractor in the performance of work under this contract, and that Contractor shall be solely responsible for the payment of any and all claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of its employees or agents in connection with the performance of work under this contract; and

WHEREAS, Contractor understands that, for purposes of this Agreement, Contractor is not an employee of the District and does not qualify for employee benefits, including workers' compensation benefits;

NOW THEREFORE, the following is agreed:

I. SERVICES AND PRODUCT(S) TO BE RENDERED BY THE INDEPENDENT CONTRACTOR.

Contractor agrees to undertake, carry out and complete for the Governing Board, in a satisfactory and competent manner, the geotechnical services outlined in the attached Exhibit A.

II. COMPENSATION, MAXIMUM COST, AND PAYMENT.

- (a) In consideration of the service to be rendered by Contractor as outlined in this agreement and on the attached Exhibit A under Cost Information, the Governing Board agrees to pay Contractor a total amount not to exceed EIGHTEEN THOUSAND AND 00/100 DOLLARS (\$18,000) for services and product delivery and subsequent receipt of invoice for services rendered and products delivered by Contractor.

- (b) Invoice shall be processed within thirty (30) days upon receipt and approval by Southwestern Community College District of an invoice, in triplicate, showing services rendered for the period covered by the invoice.
- (c) All invoices submitted must contain the following certification statement: "*certify that payment requested is for appropriate purposes and in accordance with the provisions of the Contract.*" All invoices must be signed by Contractor's Chief Financial Officer or designee.
- (d) Contractor certifies that Contractor has not and will not receive pay for the same services or days of service by any other public agency.
- (e) District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District, unless otherwise specifically stated in this Contract.

III. PERIOD OF PERFORMANCE.

This period covered by this agreement shall begin on December 9, 2010 and shall terminate on December 20, 2011.

IV. CONFLICT OF INTEREST.

If the District determines that Contractor is a "Consultant" under Political Reform Act of 1974, Contractor shall comply with all applicable Conflict of Interest laws, including the filing of a Statement of Economic Interest, pursuant to the District's Conflict Code, under a disclosure category or categories as determined by the District's Superintendent/President.

V. INDEPENDENT CONTRACTOR.

Contractor, in the performance of this Contract, shall be and act as an independent contractor. Contractor understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the service to be provided under this Contract.

VI. TAXES.

Contractor acknowledges and agrees that it is the sole responsibility of Contractor to report as income its compensation received from District and to make the requisite tax filings and payments to the appropriate federal, state or

local tax authority. No part of Contractor's compensation shall be subject to withholding by District for the payment of social security, unemployment, or disability insurance or any other similar state or federal tax obligation.

VII. MATERIALS.

Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Contract unless otherwise specifically stated in the Contract. Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

VIII. AUDIT AND INSPECTION OF RECORDS.

At any time during the normal business hours and as often as District may deem necessary, Contractor shall make available to District for examination at District's place of business as specified herein, all data, records, investigation reports and all other materials respecting matters covered by this Contract and Contractor will permit the District to audit, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Contract.

IX. CONFIDENTIALITY AND USE OF INFORMATION.

- (a) Contractor shall hold in trust for the District, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the District's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
- (b) Contractor shall advise the District of any and all materials used, or recommended for use by consultant to achieve the project goals, that are subject to any copyright restrictions or requirements. In the event Contractor shall fail to so advise the District and as a result of the use of any programs or materials developed by Contractor under this Contract the District should be found in violation of any copyright restrictions or requirements, or the District should be alleged to be in violation of any copyright restrictions or requirements, Contractor agrees to indemnify, defend and hold harmless, District against any action or claim brought by the copyright holder.

X. EQUAL OPPORTUNITY/NON-DISCRIMINATION.

Contractor shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, or marital status.

Contractor shall ensure that services and benefits are provided without regard to race, color, religion, sex, age, or national origin. Contractor shall comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

XI. HOLD HARMLESS.

Contractor agrees to indemnify, defend and hold harmless the District, its officers, agents and employees from any and all liability, claims and losses accruing or resulting to any and all contractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the negligent performance of this Contract, and from any and all liability, claims and losses accruing or resulting to any person, firm or corporation who may be injured (including death) or damaged by the acts or omissions of the Contractor in the negligent performance of this Contract. The District agrees to indemnify, defend and hold harmless Contractor from any and all liability, claims and losses accruing or resulting to any and all contractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the negligent performance of this Contract, and from any and all liability, claims and losses accruing or resulting to any person, firm or corporation who may be injured (including death) or damaged by the acts of omissions of the District in the negligent performance of this Contract.

XII. TERMINATION.

The District or the Contractor may, at any time, with or without reason, terminate this Contract upon the giving of thirty (30) days prior written notice to the other party. In the event of termination, the Contractor shall be entitled to payment only for acceptable and allowable work performed under this Contract through the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by Contractor or not later than five (5) days after the day of mailing, whichever is sooner.

District may also terminate this Contract upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by Contractor exposing the District to liability to

others for personal injury or property damage; or (c) if Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency. Written notice by District of termination for cause shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District of obtaining the services from another contractor exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District. Written notice by District shall be deemed given when received by the other party, or no later than five (5) days after the day of mailing, whichever is sooner.

XIII. INSURANCE

Contractor agrees to carry a comprehensive general liability insurance with limits of one-million dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to both parties to protect Contractor and District against liability or claims of liability which may arise out of this Contract. In addition, Contractor agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by District shall be excess and noncontributory." Prior to commencing the performance of services hereunder, Contractor shall provide District with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage. Contractor agrees to name District and its officers, agents and employees as additional insureds under said policy.

XIV. WORKER'S COMPENSATION INSURANCE.

Contractor agrees to procure and maintain in full force and effect Worker's Compensation Insurance covering its employees and agents while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against District by a bona fide employee of Contractor participating under this Contract, Contractor agrees to defend and hold harmless the District from such claim.

XV. WARRANTY AND ORIGINALITY.

Contractor warrants that all material produced by the Contractor and delivered to Southwestern Community College District hereunder shall be original, except for such portion as is included with permission of the copyright owners thereof, that

it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark, patent, statutory or other proprietary rights of others and that it will hold harmless the Governing Board from any costs, expenses and damages resulting from any breach of this warranty.

XVI. WORKS FOR HIRE.

Contractor understands and agrees that all matters produced under this Contract shall be works for hire and shall become the sole property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District.

Contractor consents to use of Contractor name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

XVII. RIGHTS IN DATA.

Contractor grants to the Governing Board the right to publish, translate, reproduce, deliver, use and dispose of, and to authorize others to do so, all data, including reports, drawings, blueprints, and technical information resulting from the performance of work under this Contract.

XVIII. COMPLIANCE WITH APPLICABLE LAWS.

The service completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Contractor agrees to comply with all federal, state and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Contract or accruing out of the performance of such operations.

XIX. PERMITS/LICENSES.

Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Contract.

XX. NON-WAIVER.

The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Contract shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

XXI. SEVERABILITY.

If any term, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.

XXII. ASSIGNMENT.

This Contract is not assignable by Contractor either in whole or in part, nor shall the Contractor further contract for the performance of any of its obligations hereunder, without the prior written consent of the Governing Board.

XXIII. LAWS GOVERNING.

This Contract shall be governed by and construed in accordance with the laws of the State of California.

XXIV. ENTIRE AGREEMENT/MODIFICATION.

This Contract and the Attachments hereto contain the entire agreement of the parties, and no representation, provision, warranty, term, condition, promise, duty or liability, expressed or implied, shall be binding upon or applied to either party, except as herein stated. No amendment or modification of any term, provision or condition of this Contract shall be binding or enforceable unless in writing and signed by each of the parties.

XXV. NOTICES.

All notices to any party hereunder shall be in writing, signed by the party giving it, and shall be sufficiently given or served, if personally served or if sent by registered mail addressed to the parties at their address indicated in this Contract.

This Contract is entered into this 9th day of December, 2010.

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties have executed this Contract as of the date thereof.

Southern California Soils and Testing, Inc.

Southwestern Community College
District

Signature: _____

Signature: Denise Whittaker PI

Name: _____

Name: Denise Whittaker

Title: _____

Title: Interim Superintendent/President

Address:

83-740 Citrus Avenue Suite G
Indio, CA 92201-3438

Address:

900 Otay Lakes Road
Chula Vista, CA 91910-7299

Phone: _____

Fax: _____

Federal Tax ID: _____

Originator: Nicholas C.A Alioto, Vice President for Business & Financial Affairs

Account Nos.:

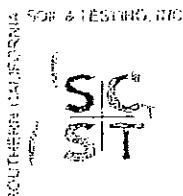
5-45110-718734-970 (Central Plant Project – Proposition R Funds)

5-45110-718722-970 (Replacement of DeVore Stadium Field House – Proposition R Funds)

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director

Approval No.: A3210.11

Date: 2/1/11



San Diego Office

PHONE
(619) 280-4321
TOLL FREE
(877) 215-4321
FAX
(619) 280-4717
P.O. Box 60627
San Diego, CA 92160-0627
6280 Riverdale Street
San Diego, CA 92120
www.scsst.com

Indio Office

PHONE
(760) 775-5983
TOLL FREE
(877) 215-4321
FAX
(760) 775-8362
83-740 Citrus Avenue
Suite G
Indio, CA 92201-3438
www.scsst.com

November 12, 2010

SCS&T Proposal No. 10S297

Robert DePew
Seville Construction Services, Inc.
900 Otay Lakes Road
Chula Vista, California 91910

Subject: **EXHIBIT A**
PROPOSAL
GEOTECHNICAL INVESTIGATION
SOUTHWESTERN COMMUNITY COLLEGE
900 OTAY LAKES ROAD
CENTRAL PLANT/FIELD HOUSE AND SERVICE BUILDINGS
CHULA VISTA, CALIFORNIA

Dear Mr. DePew:

INTRODUCTION

Southern California Soil and Testing, Inc. (SCS&T) is pleased to present this proposal to perform a geotechnical investigation for the subject project. SCS&T understands that the project will consist of the design and construction of the following structures on the Southwestern College Campus:

- Fourteen concession and restroom buildings.
- A four-story field house.
- A 1 story central plant.

In accordance with the Division of State Architects and the California Geological Survey a minimum of 2 borings need to be performed for each structure and at least 1 boring for every 5,000 square feet of the building foot print.

SCOPE OF WORK

Subsurface conditions will be explored by drilling exploratory test borings using a truck mounted drill rig equipped with a hollow stem auger. The total number

Structure	Number of Borings
14 Restroom and Concession Structures	28
Field House	4
Central Plant	2
Total Number of Borings	34

The borings will extend to depths of between about 5 and 40 feet or auger refusal, whichever is less. A SCS&T engineer or geologist will log the borings and obtain samples for examination and laboratory testing. The laboratory program will include moisture content and dry density determinations, classification tests, expansion index tests, corrosivity assessments and shear strength tests.

The results of the field and laboratory test programs will be evaluated to develop conclusions and recommendations regarding:

1. Subsurface conditions beneath the site.
2. Site Preparation
3. Criteria for seismic design in accordance with California Building Code procedures.
4. Alternatives for foundation support along with geotechnical engineering criteria for design of the foundations.
5. Resistance to lateral loads.
6. Lateral pressures for the design of retaining walls.
7. Estimated foundation settlements.
8. Support for slab-on-grade floors.
9. Corrosivity potential of the underlying soil in respect to concrete.

Results of the investigation will be summarized in a written report in accordance with the guidelines presented on California Geologic Survey's Note 48, complete with field and laboratory data. Four copies of the report will be submitted.

PERSONNEL

Mr. Garrett B. Fountain, a California Registered Geotechnical Engineer, will be the Engineer in Charge and primary point of contact of this project.

COST INFORMATION

We propose to provide the scope of work outlined above for a lump sum cost of \$18,000. To cover our initial expenditures, \$9,000 of the above estimated cost will be due at the time our services are authorized. The remainder of our charges will become due on completion of the written report and prior to its submittal. All subsequent communications with your consultants, contractors, or governmental agencies will be charged at our corresponding prevailing rates. Should any services provided by SCS&T for this project become subject to state or federal prevailing wage requirements, SCS&T will be compensated for those services at its prevailing wage rates from the date these requirements become effective through completion of the project.

This estimate is based upon the above-referenced scope and our 2010 Schedule of Fees. All prices herein are subject to variation and should either our Schedule of Fees or the scope of our services materially change, we reserve the right to review and resubmit a new proposal. The charges for our services, however, will always be invoiced in accordance with the Schedule of Fees specified at the time our work was authorized.

DEFINITION OF RESPONSIBILITY

We assume that the site plans to be furnished for our use will show the location of existing underground utility lines; hence, we will not be responsible for damage to any utility lines whose locations are not shown on these plans.

LIMITS OF LIABILITY

Consultant's liability for damages due to professional negligence will be limited to an amount not to exceed \$50,000 or our fees, whichever is greater. Client further agrees to notify any person or entity who may perform work or provide services in connection with any design, report, or study prepared by Consultant of such limitation of professional liability, and to require, as a condition precedent to their performing any work or providing any services on the project, their written agreement that this limitation of Consultant's liability to all persons or entities arising out of or related to its services under this Agreement shall not exceed the above-stated limits. Because of the nature of subsurface investigations, we may cause damage to your site. It shall be the responsibility of the client and not SCS&T to return the site to its original condition.

REIMBURSABLES

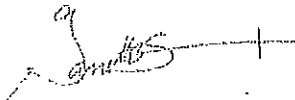
SCS&T reserves the right to charge for provided services that fall outside of the contract in the form of reimbursables. These items will be invoiced separately and may include, but are not limited to the following consumables: magnetic particle powder, ultrasonic couplant, concrete cylinder cans, etc. The following are also included: mileage, travel time, equipment rental, administrative time utilized for photocopying, distribution lists, express mailing, archive searches, etc.

AUTHORIZATION

This proposal is valid for 90 days from the date initiated. Upon approval of this proposal, we will accept authorization to proceed upon receipt of both Professional Services Agreements signed by an officer of your company. In turn, we will send you a fully executed copy for your records. If you have any questions regarding this document or if we may be of further service, please contact our office at 619.280.4321.

SCS&T sincerely appreciates this opportunity to provide professional services to you on this project. We look forward to working with your team.

Respectfully Submitted,
SOUTHERN CALIFORNIA SOIL & TESTING, INC.



Garrett B. Fountain
Principal Geotechnical Engineer

GBF:aw

Attachments: 2010 Confidential Schedule of Fees
Professional Services Agreement
(1) Addressee via e-mail at rdcpew@sevilco.com



Southern California Soil and Testing, Inc.

Confidential Schedule of Fees for Professional Services
Effective January 1, 2010

PROFESSIONAL SERVICES

Engineer/Geologist

Principal Engineer/Geologist	\$135
Senior Engineer/Geologist	125
Staff Engineer/Geologist	116
Concrete Mix Design Review	167
Deposition and Trial Testimony (4-Hour Minimum, with any time over 4 hours billed as 8 hours)	350

Technician

Soils/Materials/QA-QC Supervisor	\$102
Soils Technician	84
Materials Technician (ACI)	74
QA/QC Technician (Third Party)	84
Floor Flatness (Dip Stick) Technician	200
Coring - Asphalt, Concrete, Masonry and Gunite	175

Certified Deputy Inspection

Certified Materials Special Inspector	\$84
Certified Building Inspector	94
NDT Technician (UT, MT, DT, VT)	94
Batch Plant Inspector	74
OSPHD Inspector A, B	104
OSPHD Inspector C	94
AWS Certified Welding Inspector (Field Welding, Shop Welding, High-Strength Bolting)	94

Miscellaneous

Overtime and Saturday Rate	1.5 x Regular Hourly Rate
Sunday and Nationally Recognized Holiday Rate (including the day after Thanksgiving)	2 x Regular Hourly Rate
Minimum Professional Fee	\$500/Project
Minimum Field Services Fee	\$400/Project
Rush Surcharge	normal rate plus 50%
*Prevailing Wage Hourly Surcharge for Technicians and Inspectors per California Labor Code §720, et. Seq.	\$25/hr.

TRAVEL

Personnel	Regular Hourly Rate
Per Diem (variable, depending on location)	\$80-160/day
Sample Pick Up (San Diego, Riverside and San Bernardino Counties)	\$63

EQUIPMENT AND MATERIALS

Nuclear Gauge	Included in Technician Rate
Outside Services/Equipment/Materials	Cost + 20%
Generator	\$50/day
Pachometer	\$10/hour
Concrete Vapor Emission Kits (ASTM F 1869)	\$35/kit
Water Spray Rack (ASTM E331 Certified)	\$200/day
Monarch B25 Spray Nozzle	\$25/day

LABORATORY TESTS

Soil And Aggregate

Maximum Density, 4-inch mold (ASTM D1557)	\$192	Plasticity Index (ASTM D4318)	\$122
Maximum Density, 6-inch mold (ASTM D1557)	212	Hydrometer Analysis (ASTM D422)	106
Rock Correction for Maximum Densities	25	Collapse Potential (ASTM D5333)	106

LABORATORY TESTS

<i>Soil and Aggregate (cont.)</i>	
Resistance Value, R-Value (Cal 361, ASTM D2844).....	\$265
California Bearing Ratio includes Max Density C (ASTM D1883) ..	594
Sand Equivalent (Cal 217, ASTM D2419).....	85
Corrosivity (i.e. pH, resistivity, soluble chlorides and sulfates).....	180
Sieve Analysis, Coarse (ASTM C136)	57
Sieve Analysis, Fine (ASTM C136).....	71
Specific Gravity, Coarse (ASTM C127).....	66
Specific Gravity, Fine (ASTM C127).....	66
Durability Index (Cal 277).....	215
Expansion Index (ASTM D4829).....	170
Sieve Analysis (ASTM D422).....	80
Direct Shear, Normal Speed (ASTM D3080)	260
Direct Shear, Slow Speed (ASTM D3080).....	319

<i>Asphalt Concrete</i>	
Hveem - Maximum Bulk Specific Gravity (Cal 308) per plug ..	\$128
Hveem and Stabilometer (Cal 308/366) per plug	168
Rice - Maximum Theoretical Specific Gravity (ASTM D2041) ..	256
Bulk Specific Gravity, Cores (ASTM D1188).....	56
Sieve Analysis Extracted Aggregate (ASTM D5444).....	86
Percent Bitumen (ASTM D6307).....	176

Additional laboratory testing prices available upon request.

<i>Asphalt Concrete</i>	
Marshall Density (ASTM D6926) per plug.....	\$128
Marshall Density, Stability and Flow (ASTM D6927) per plug ..	168
<i>Masonry</i>	
Compressive Strength, Block 8"x8"x16" (ASTM C140).....	\$50
Compressive Strength, Prisms 8"x16"x8" or smaller	106
Compressive Strength, Prisms Larger than 8"x16"x8"	143
Compressive Strength, Grout 3"x3"x6" (ASTM C1019).....	26
Compressive Strength, Mortar 2"x4" (ASTM C780).....	26
Compressive Strength, Mortar 2"x2" (ASTM C109).....	28
Linear Shrinkage, Block (ASTM C426).....	242
<i>Concrete</i>	
Compressive Strength, Cylinders (ASTM C39).....	\$26
Compressive Strength, Core (ASTM C42).....	57
Compressive Strength, Shotcrete Panel, 3 cores (ASTM C1149) ..	279
Splitting Tensile Strength, 6"x12" Cylinder (ASTM C496)	71
Flexural Strength, 6"x6"x24" Beam (ASTM C78).....	71
Length Change, Mortar or Concrete (ASTM C157).....	357
<i>Metals</i>	
Tensile Strength, #3 - #8 Reinforcing Steel (ASTM A615/A706) ..	571
Tensile Strength, #9 - #11 (ASTM E8).....	87
Bend Test, #3 - #11 Reinforcing Steel (ASTM E8).....	43

TERMS AND CONDITIONS

All field services will be charged from portal to portal with the following minimum charges:

- A one-hour minimum charge will be applied to materials sampling and sample pickups.
- A two-hour show-up charge will be applied to any service canceled after 4:00 PM the previous day.
- A four-hour minimum charge will be applied to all field services.
- A six-hour charge will be applied to all field services requiring between four and six hours of work.
- An eight-hour charge will be applied to all field services requiring between six and eight hours of work.
- Work in excess of eight hours up to twelve hours in a single day, will be charged in 30-minute increments at 1.5 times the standard rate.
- Work in excess of twelve hours in a day will be charged in one-hour increments at 2.0 times the standard rate.
- The Director of Industrial Relations (DIR) may dictate periodic increases to the prevailing wage during the duration of this project/contract. SCS&T will increase our hourly rate on the effective date determined by the DIR, by a factor of 1.8 times the hourly increase.

Work performed by field or laboratory personnel outside of normal business hours (6:30 AM - 5:00 PM) will be charged a premium on a case-by-case basis.

Reimbursables: SCS&T reserves the right to charge for services outside of the contract in the form of reimbursables. These items include, but are not limited to the following consumables: magnetic particle powder, ultrasonic couplant, concrete cylinder cans, etc. The following are also included: mileage, travel time, equipment rental, administrative time utilized for photocopying, distribution lists, express mailing, archive searches, etc.

Subcontracted services that are included on the Fee Schedule will be charged at those rates. Subcontracted services not included in our Fee Schedule will be charged at cost plus 25 percent. Per Diem charges will be applied to projects outside a 50-mile radius of our office. Mileage will be charged at the rate of 50 cents per mile for distances over 50 miles from the location of dispatch.

Invoices for all services completed or in progress will be submitted bi-monthly. These invoices are due in full upon presentation to the client. Invoices outstanding over 30 days will be considered past due. A finance charge will be computed at the rate of 1.5 percent per month, which is an annual rate of 18 percent, and charged on all past due accounts. If legal action is brought on delinquent accounts, the prevailing party shall be entitled to recover its reasonable attorney's fees and other costs of collection.

Our professional engineering, geology, and inspection services are performed in accordance with the current standards of practice in the industry. No other warranty or representation, express or implied, is made or intended.

Should any services provided by SCS&T for this project become subject to state or federal prevailing wage requirements, SCS&T will be compensated for those services at its prevailing wage rates, from the date these requirements become effective through completion of the project.

6280 Riverdale Street
San Diego, California 92120
619.280.4321, Toll Free 877.215.4321
www.scsst.com



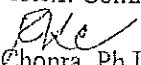
83-740 Citrus
Avenue, Suite G
Indio, California
92201


760.775.5983, Toll Free 877.215.4321
www.scsst.com

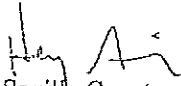
December 8, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Nicholas C.A. Alioto 
Vice President for Business and Financial Affairs

INITIATED BY: Henry Amigable, CCM 
Bond Program Director, Seville Construction Services, Inc.

SUBJECT: Recommend Award of RFP 124 Special Inspection, Material Testing, and
Geotechnical Engineering Services to Southern California Soils and Testing,
Inc. on the Replacement of DeVore Stadium/Field House and Central Plant
Projects

RECOMMENDATION

Recommend award of RFP 124 for specialty inspection, material testing, and geotechnical engineering services to Southern California Soils and Testing, Inc., (So. Cal) for the period December 9, 2010 to December 20, 2011, in the amount of \$18,000, and authorize the Superintendent/President to sign the agreement and any future amendments that may occur.

OVERVIEW

On November 12, 2010, the District requested cost proposals from a pool of shortlisted firms to provide special inspection, material testing, and geotechnical engineering services for the referenced project, and based on the proposals received, Southern California Soils and Testing, Inc. is the low bidder and is being recommended for award. Southern California Soils and Testing, Inc. will be asked to perform a geotechnical investigation to include various inspections, and to provide reports based on the results of their findings. These services will be funded by Proposition R.

FISCAL IMPACT/ACCOUNT

NTE \$18,000 Cost to the District/Account Nos.:

5-45110-718734-970 (Central Plant Project – Proposition R Funds)

5-45110-718722-970 (Replacement of DeVore Stadium Field House – Proposition R Funds)

HA:vs



*Southwestern Community College District
Proposition AA/R Bond Management Staff
Recommendation of Award of RFP 124*

Governing Board Meeting Date: December 8, 2010

Recommend Award of RFP 124

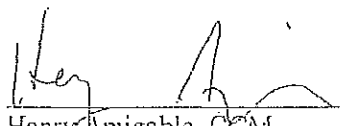
Title of Bid: Recommend Award of RFP 124 Special Inspection, Material Testing, and Geotechnical Engineering Services to Southern California Soils and Testing, Inc. on the Replacement of DeVore Stadium/Field House and Central Plant Projects.

Bidder	Cost/Proposal
Southern California Soils and Testing, Inc.	\$18,000
NOVA Engineering and Environmental, Inc.	\$19,285
Construction Testing & Engineering, Inc.	\$19,650
Montana Testing and Geotechnical Laboratory, Inc.	\$23,905

- Bolded text indicates recommended awarding firms.

Rejected Bids:

N/A	
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Henry Amigable, CCM
Bond Program Director

ITEM #23A3

June 8, 2011

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Denise Whittaker *DW by [signature]*
Interim Superintendent/President

SUBMITTED BY: Robert J. Temple *[signature]*
Interim Vice President for Business and Financial Affairs

INITIATED BY: John R. Brown, P.E. *JRB*
Director of Facilities, Operations, and Planning

SUBJECT: Amendment No. 1 to Agreement No. A3021.10 with
BCA Architects, Inc.

RECOMMENDATION

Ratify Amendment No. 1 to Agreement No. A3021.10, with BCA Architects, Inc. (BCA), as it relates to the "Corner Lot" project for additional architectural and specialty consultant services, for the period, July 24, 2010 to January 19, 2013, inclusive, in an amount of \$1,343,156, for a new contract total, in an amount not to exceed \$4,665,656.

RATIONALE FOR RATIFICATION

The Governing Board previously ratified Agreement No. A3021.10 on April 13, 2011. This amendment reflects the ratification of services, explicitly excluded in Exhibit "A" or requested in accordance with Article 3.10, to Agreement No. A3021.10. This ratification is in accordance with Education Code 81655 and completes action delayed due to the resignation of the former Superintendent/President and Vice President for Business and Financial Affairs.

OVERVIEW

The Governing Board previously ratified Agreement No. A3021.10 on April 13, 2011. The architectural contract signed by the President/Superintendent on June 28, 2010 had the following exclusions from basic services: Off Site Improvements, Special Civil Engineering Services, Parking Consultant, Food Services Consultant, Water Proofing Consultant, Water Feature Consultant, and any other specialty consultant.

These excluded services are included in the architect's design submissions and are necessary for the completion of the design and construction of the project. They have been negotiated by staff during the course of the design. This approval completes action delayed due to the resignation of the former Superintendent/President and Vice President for Business and Financial Affairs.

BCA Architects, Inc. and the specialty sub consultants have the relevant project experience in similar size, scope, and complexity. This project will be funded by Proposition R.

FISCAL IMPACT/ACCOUNT

NTE \$1,343,156 Cost to the District/Account No.:
5-45123-718741-970 (Corner Lot – Proposition R Funds)

JRB:mk

Southwestern Community College District
Amendment to Agreement No A3021.10
With
BCA Architects, Inc.

Amendment No. One (1)

Southwestern Community College District and BCA Architects, Inc. entered into agreement No. A3021.10 on June 28, 2010.

The complexity of this project requires the use of specialty consultants and engineers that were excluded from the architect's base services per Exhibit A of the contract. Items excluded include: Off Site Improvements, Special Civil Engineering Services, Underground Utility Scoping Services, Parking Consultant, Food Service Consultant, Waterproofing Consultant, Water Feature Engineering, and other specialty consultants needed on the project.

In accordance with 3.10 Additional Architect Services, the District orders additional services in accordance with the breakdown of additional special service prices listed below that have been negotiated as a not-to-exceed value (for each item).

ASA #1	Firm	Cost
Off Site Civil Engineering	RBF Consulting	\$136,045
On Site Civil Special Services	RBF Consulting	\$84,180
Off Site Special Services	RBF Consulting	\$16,215
Off Site Electrical Engineering	Henrikson Owen & Associates	\$29,900
Water Feature Engineer	Gates + Associates	\$82,800
Waterproofing Consultant	Simpson Gumpertz & Heger	\$195,500
Food Service Consultant	Webb Design	\$48,300
Parking Structure Consultant	Walter P Moore, Henrikson Owen, & Shadpour Consulting Engineers, Inc.	\$437,000
Bookstore Interior Consultant	MLDI	\$60,725
Bookstore Interior / FFE	BCA Architects	\$18,625
ASA #001 TOTAL		\$1,109,290
ASA #2		
Additional Programming	BCA Architects	\$29,179
ASA #3		
Bookstore Market Research Consultant	Paul Mares Consulting	\$6,926
ASA #5		
Geotechnical Investigation & Report	Construction Testing and Engineering	\$34,170
ASA #7		
Wayfinding Consultant Services	GNU Group	\$31,050
ASA #8		
LEED Enhanced Commissioning Service	Engineering Economics, Inc.	\$46,045
ASA #9		
Museum Planning & Design	The Sibbett Group	\$25,300

ASA #10		
Catering Kitchen Design Consulting Service	Webb Design	\$39,790
ASA #13		
Soils Report for Underground Parking Garage	Construction Testing and Engineering	\$21,406
TOTAL NOT TO EXCEED		\$1,343,156

This amendment increases the architectural fee for services with BCA Architects, Inc. in the amount of \$1,343,156 to include contracting fee for specialty consultants listed resulting in a new not-to-exceed total contract amount of \$4,665,656.

No Further Modifications Have Been Made To This Agreement

Southwestern Community College District

BCA Architects, Inc.

Denise Whittaker
Interim Superintendent/President
900 Otay Lakes Road
Chula Vista, CA 91910

Paul Bunton
President, BCA Architects, Inc.
624 Broadway, Suite 304
San Diego, CA 92101

Originator: Robert J. Temple, Interim Vice President for Business and Financial Affairs
Account No: 5-45123-718741-970 (Corner Lot - Proposition R Funds)

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director *Amendment no 1 to*
Approval No: *A3021.10*
Date: *6/20/11*

AS OF THIS POINT BACKUP MATERIAL ONLY


April 13, 2011

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: Denise Whittaker
Interim Superintendent/President

SUBMITTED BY: Robert J. Temple
Interim Vice President for Business and Financial Affairs

INITIATED BY: John R. Brown, P.E. 
Director of Facilities, Operations, and Planning

SUBJECT: Ratification of Agreement with BCA Architects, Inc.
Corner Lot Project

RECOMMENDATION

Recommend Ratification of Agreement No. A3021.10, related to RFP 109, with BCA Architects, Inc., for architectural design services, for the period April 20, 2010 to December 31, 2014, inclusive, in an amount not to exceed of \$3,162,500 plus \$160,000 for direct expenses for a total contract amount not to exceed \$3,322,500.

RATIONALE FOR RATIFICATION

This ratification completes the action delayed due to the resignation of the former Superintendent / President and Vice President for Business and Financial Affairs.

OVERVIEW

The Governing Board previously approved the award of RFP 109 and authorized the Superintendent/President on April 20, 2010 to enter into a contract with BCA Architects, Inc. to provide architectural services for the Corner Lot project at a fee equal to a maximum of 5.75% of the cost of construction estimated at Fifty-Five Million Dollars plus normal and customary reimbursable services.

Education Code section 81655 allows the District to delegate authority to staff to execute contracts in advance of final Board approval, so long as the contracts are ultimately reviewed and ratified/approved by the Board after they are executed. This ratification satisfies the Education

Code. There are additional amendments to the base contract incorporating excluded services that are forthcoming pending finalization of negotiations with BCA Architects, Inc.

The contract with BCA Architects, Inc. provides professional architectural design services and construction documents for the Corner Lot project. BCA Architects, Inc. has relevant project experience in similar size, scope, and complexity. This project will be funded by Proposition R.

FISCAL IMPACT/ACCOUNT

NTE \$3,322,500 Cost to the District/Account No.:
5-45123-718701-970 (Corner Lot – Proposition R Funds)

RJD:mk

CONSTRUCTION PLANNING & DESIGN SERVICES
FOR PROJECT SCOPE
BY AND BETWEEN
ARCHITECT AND DISTRICT

1. Parties and Date

This Agreement is made and entered into this 21st day of April, 2010, by and between the Southwestern Community College District (DISTRICT), a public school DISTRICT organized under the laws of the State of California with its principal place of business at 900 Otay Lakes Road, Chula Vista, CA 91910 ("DISTRICT") and Bunton, Clifford Associates, Inc., dba BCA Architects, Inc., with its principal place of business at 210 Hammond Avenue, Fremont, CA 94539 ("Architect"). DISTRICT and Architect are sometimes individually referred to as "Party" and collectively as "Parties" in this Agreement.

2. Recitals

2.1 The DISTRICT is a public agency school DISTRICT organized under the laws of the State of California, with power to contract for the services provided for herein.

2.2 The DISTRICT intends to receive proposals for: Architectural services related to the design of the "corner lot" at Southwestern Community College District.

2.3 DISTRICT requires the services of a duly qualified and licensed architect to perform the services required by this Agreement. Architect represents that it is aware of the DISTRICT's plans with respect to the Project.

2.4 Architect warrants that it is fully licensed, qualified, and willing to perform the services required by this Agreement; provided, however, that if Architect is a corporation or other organization, the Project Architect designated pursuant to Section 3.2, and not the Architect itself, shall be fully licensed to practice as an architect in the State of California.

3. Terms

3.1 Employment of Architect. Architect promises and agrees to furnish to DISTRICT all labor, materials, tools, equipment, services, and incidental and customary work necessary to supply the professional architectural and related services necessary for the completion of the Project consistent with the provisions of this Agreement (hereinafter referred to as "Services"). Each Service will be further defined by individual task orders listed in Exhibit 'A'. The Services are more particularly described throughout this Agreement, including Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, any exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations. All Services performed by Architect shall be subject to the sole and discretionary approval of the DISTRICT, which approval shall not be unreasonably withheld.

3.2 Project Architect: Key Personnel. Architect shall name a specific person to act as Project Architect, subject to the approval of DISTRICT. Architect hereby designates Paul C. Bunton, AIA, C18659, to act as the Project Architect for the Project. The Project Architect shall: (1) maintain oversight of the Project at all times; (2) have full authority to represent and act on behalf of the Architect for all purposes under this Agreement; (3) supervise and direct the Services using his or her professional skill and attention; (4) be responsible for the means, methods, techniques, sequences and procedures used for the Services; (5) adequately coordinate all portions of the Services; and (6) act as principal contact with DISTRICT and all contractors, consultants, engineers and inspectors on the Project. Any change in the Project Architect shall be subject to the DISTRICT's prior written approval, which approval shall not be unreasonably withheld. The new Project Architect shall be of at least equal competence as the prior Project Architect. In the event that DISTRICT and Architect cannot agree as to the substitution of a new Project Architect, DISTRICT shall be entitled to terminate this Agreement.

In addition to the Project Architect, Architect has represented to the DISTRICT that certain additional key personnel, engineers and consultants will perform the Services under this Agreement. Should one or more of such personnel, engineers or consultants become unavailable, Architect may substitute others of at least equal competence upon written approval of the DISTRICT. In the event that DISTRICT and Architect cannot agree as to the substitution of key personnel, engineers or consultants, DISTRICT shall be entitled to terminate this Agreement for cause. As discussed below, any personnel, engineers or consultants who fail or refuse to perform the Services in a manner acceptable to the DISTRICT, or who are determined by the DISTRICT to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Architect at the request of the DISTRICT. The key additional personnel, engineers and consultants for performance of this Agreement are as follows:

List on Next Page

Architectural Team Members and License Numbers for Each

Name	License No.
1. <u>James Moore, AIA, LEED AP, Vice President</u>	<u>C-18601</u>
2. <u>Samer Kavar, AIA, Associate</u>	<u>C-30668</u>
3. <u>David Rausch, AIA, Senior Associate</u>	<u>C-13721</u>
4. <u>Stephen Lane, AIA</u>	<u>C-14573</u>
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

3.3 Hiring of Consultants and Personnel.

3.3.1 Right to Hire or Employ. Architect shall have the option, unless DISTRICT objects in writing after notice, to employ at its expense architects, engineers, experts or other consultants qualified and licensed to render services in connection with the planning and/or administration of the Project, and to delegate to them such duties as Architect may delegate without relieving Architect from administrative or other responsibility under this Agreement. Architect shall be responsible for the coordination and cooperation of Architect's architects, engineers, experts or other consultants. All consultants, including changes in consultants, shall be subject to approval by DISTRICT in its sole and reasonable discretion. Architect shall notify DISTRICT of the identity of all consultants at least fourteen (14) days prior to their commencement of work in order to allow DISTRICT time to review their qualifications and decline consent to their participation on the Project if deemed necessary by DISTRICT in its sole and reasonable discretion.

3.3.2 Qualification and License. All architects, engineers, experts and other consultants retained by Architect in performance of this Agreement shall be qualified to perform the Services assigned to them, and shall be licensed to practice in their respective professions, where required by law.

3.3.3 Standards and Insurance. All architects, engineers, experts and other consultants hired by Architect shall be required to meet all of the same standards and insurance requirements set forth in this Agreement, unless other standards or requirements are approved by

the DISTRICT in writing. Unless changes are approved in writing by the DISTRICT, Architect's agreements with its consultants shall contain a provision making them subject to all provisions stipulated in this Agreement.

3.3.4 Assignments or Staff Changes. Architect shall promptly obtain written DISTRICT approval of any assignment, reassignment or replacement of such architects, engineers, experts and consultants, or of other staff changes of key personnel working on the Project. As provided in the Agreement, any changes in Architect's consultants and key personnel shall be subject to approval by DISTRICT.

3.3.5 Draftsman and Clerical Support. Draftsmen and clerical personnel shall be retained by Architect at Architect's sole expense.

3.4 Standard of Care: Performance of Employees.

3.4.1 Standard of Care. Architect shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals qualified to perform the Services in the same discipline in the State of California, and to the extent Architect fails to meet their standard of care, shall be responsible to DISTRICT for any damages to DISTRICT and delays to the Project as specified in the indemnification provision of this Agreement. Without limiting the foregoing, Architect shall be responsible to the DISTRICT for any increased costs incurred by the DISTRICT to the extent any such delays in the design of the Project are caused by the negligent performance of the Architect. Architect represents and maintains that it is skilled in the professional calling necessary to perform the Services. Architect represents that all of its employees, architects, engineers, experts and other consultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Architect represents that it, its employees, architects, engineers, experts and other consultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services assigned to or rendered by them, and that such licenses and approvals shall be maintained throughout the term of this Agreement.

3.4.2 Performance of Employees. Any employee or consultant who is reasonably determined by the DISTRICT to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee or consultant who fails or refuses to perform the Services in a manner acceptable to the DISTRICT, shall be promptly removed from the Project by the Architect and shall not be re-employed to perform any of the Services or to work on the Project.

3.5 Laws and Regulations.

3.5.1 Knowledge and Compliance. Architect shall keep itself fully informed of and in compliance with all applicable local, state and federal laws, rules and regulations in any manner affecting the performance of the Services or the Project, and shall give all notices required of the Architect by law. Architect shall be liable, pursuant to the standard of care and indemnification provisions of this Agreement, for all violations of such laws and regulations in connection with its Services. If the Architect performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the DISTRICT, Architect shall be solely responsible for all costs arising there from. Architect shall, indemnify and hold DISTRICT, its officials, officers, employees and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any liability to the extent caused by Architect's failure to comply with such laws, rules or regulations.

3.5.2 Drawings and Specifications. Architect shall cause all drawings and specifications to conform to any applicable requirements of federal, state and local laws, rules and regulations, including, but not limited to, the California Building Code, the California Education Code, Titles 19, 21 and 24 of the California Code of Regulations, and any requirements of the Division of State Architect (including structural safety, fire/life safety and access compliance section), the State Department of Education and the California Department of General Services, in effect as of the time the drawings and specifications are prepared or revised during the latest phase of the Services described in Exhibit "A" attached hereto. Any significant revisions made necessary by changes in such laws, rules and regulations after this time, which were not known or reasonably should not have been known, by Architect may be compensated as Additional Services. Architect shall cause the necessary copies of such drawings and specifications to be filed with any governmental bodies with approval jurisdiction over the Project, in accordance with the Services described in Exhibit "A" attached hereto.

3.5.3 Americans with Disabilities Act. Architect will use its professional efforts to interpret all applicable federal, state and local laws, rules and regulations with respect to access, including those of the Americans with Disabilities Act ("ADA"). Architect shall inform DISTRICT of the existence of inconsistencies of which it is aware or reasonably should be aware between federal and state accessibility laws, rules and regulations, as well as any other issues which are subject to conflicting interpretations of the law, and shall provide DISTRICT with its interpretation of such inconsistencies and conflicting interpretations. Unless Architect brings such inconsistencies and conflicting interpretations to the attention of the DISTRICT and requests DISTRICT's direction on how to proceed, the Architect's interpretation of such inconsistencies and conflicting interpretations shall be the sole responsibility and liability of Architect, and the Architect shall correct all plans, specifications and other documents prepared for the Project at no additional cost if its interpretations are shown to be incorrect. If Architect brings such inconsistencies and conflicting interpretations to the attention of the DISTRICT and request's DISTRICT's direction on how to proceed, Architect shall be responsible to the DISTRICT pursuant to the indemnification provision of this Agreement. DISTRICT acknowledges that the requirements of the federal and state accessibility laws are subject to various and possibly contradictory interpretations, and that the Architect cannot warrant or

Initial Each Page:

BCA Architects
Southwestern College Corner Lot

ARCHITECT
DISTRICT

guarantee that its interpretation will be correct. Architect will adhere to the standard of care provided for in this Agreement and will use its reasonable professional efforts and judgment in making its interpretations.

3.5.4 Permits, Approvals and Authorizations. Architect shall provide DISTRICT with a list of all permits, approvals or other authorizations required for the Project from all federal, state or local governmental bodies with approval jurisdiction over the Project. Architect shall then assist the DISTRICT in obtaining all such permits, approvals and other authorizations. The costs of such permits, approvals and other authorizations shall be paid by the DISTRICT.

3.6 Independent Contractor. DISTRICT retains Architect on an independent contractor basis and Architect is not an employee of DISTRICT. Architect is not an employee for state tax, federal tax or any other purpose, and is not entitled to the rights or benefits afforded to DISTRICT's employees. Any additional personnel performing the Services under this Agreement on behalf of Architect shall also not be employees of DISTRICT, and shall at all times be under Architect's exclusive direction and control. Architect shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Architect shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.7 Schedule of Services.

3.7.1 Timely Performance Standard. Architect shall perform all Services hereunder as expeditiously as is consistent with professional skill and care, as well as the orderly progress of the Project work so as not to be the cause, in whole or in part, of delays in the completion of the Project or in the achievement of any Project milestones, as provided herein. Specifically, Architect shall perform its Services so as to allow for the completion of the Project within the time required by the DISTRICT and within any completion schedules adopted for the Project. Architect agrees to coordinate with DISTRICT's staff, contractors and consultants in the performance of the Services, and shall be available to DISTRICT's staff, contractors and consultants at all reasonable times.

3.7.2 Performance Schedule. Architect shall prepare an estimated time schedule for the performance of Architect's Services, including required elements of paragraph 3.5.4, to be adjusted as the Project proceeds. Such schedule shall be subject to the DISTRICT's review and approval, which approval shall not be unreasonably withheld, and shall include allowances for periods of time required for DISTRICT's review and approval of submissions, and for approvals of authorities having jurisdiction over Project approval and funding. If DISTRICT and Architect cannot mutually agree on a performance schedule, DISTRICT shall have the authority to immediately terminate this Agreement. The schedule shall not be exceeded by Architect, without the prior written approval of DISTRICT. If the Architect's Services are not completed within the time provided by the agreed upon performance schedule, or any milestones

established therein, it is understood, acknowledged and agreed that the DISTRICT will suffer damage for which the Architect will be responsible pursuant to the indemnification provision of this Agreement (see Exhibit F).

3.7.3 Excusable Delays. Any delays in Architect's work caused by the following shall be added to the time for completion of any obligations of Architect: (1) the sole actions or failure to act of DISTRICT or its employees; (2) the actions of those in direct contractual relationship not changed by the designer with DISTRICT, except those under this contract; (3) the actions of any governmental agency having jurisdiction over the Project; (4) the actions of any parties not within the reasonable control of the Architect; and (5) any act of God or other unforeseen occurrence not due to any fault or negligence on the part of Architect. Neither the DISTRICT nor the Architect shall be liable for damages, liquidated or otherwise, to the other on account of such excusable delays.

3.7.4 Request for Excusable Delay Credit. The Architect shall, within ten (10) calendar days of the beginning of any excusable delay, notify the DISTRICT in writing of the causes of delay. DISTRICT will then ascertain the facts and the extent of the delay, and grant an extension of time for completing the Services when, in its sole judgment, the findings of fact justify such an extension. The DISTRICT's findings of fact thereon shall be final and conclusive on the parties. Extensions of time shall apply only to that portion of the Services affected by the delay and shall not apply to other portions of the Services not so affected. The sole remedy of Architect for extensions of time shall be an extension of the performance time at no cost to the DISTRICT. If Additional Services are required as a result of an excusable delay, the parties shall mutually agree thereto pursuant to the Additional Services provision of this Agreement. Should Architect make an application for an extension of time, Architect shall submit evidence that the insurance policies required by this Agreement remain in effect during the requested additional period of time.

3.8 Architect Services. Architect shall fully and adequately complete the Services described in this Agreement and in Exhibit "A" attached hereto and incorporated herein by reference.

3.9 Project Land and/or Geotechnical Engineering Survey. If required pursuant to the scope of the Project, the Architect shall prepare or order to be prepared (as an additional service to the base agreement) a land survey of the Project site prepared by a registered surveyor or civil engineer, any other record documents which shall indicate existing structures, land features, improvements, sewer, water, gas, electrical and utility lines, topographical information and boundary dimensions of the site, and any other such pertinent information. If required pursuant to the scope of the Project, the Architect shall prepare or order to be prepared a geotechnical engineering (soil) survey including but not limited to soil borings of the Project site prepared by a registered geotechnical or civil engineer, any other record documents which shall indicate existing soils conditions, foundation designs and recommendations for structures and land features, and any other pertinent information per Title 24 and the building code.

3.9.1 Testing. It shall be the District's responsibility to retain consultant(s) to conduct soils, geological or other tests required for proper design and inspection of the Project.

and furnish such surveys, borings, test pits, and other tests as may be necessary to reveal conditions of the site which must be known to determine soil condition or to ensure the proper development of the required drawings and specifications.

3.10 Additional Architect Services. At DISTRICT's request, Architect may be asked to perform in-scope services not otherwise included in this Agreement, not included within the basic services listed in Exhibit "A" attached hereto, and/or not customarily furnished in accordance with generally accepted architectural practice. As used herein, "Additional Services" mean: (1) any work which is determined by DISTRICT to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary for the Architect to perform at the execution of this Agreement; or (2) any work listed as Additional Services in Exhibit "A" attached hereto. Architect shall not perform, nor be compensated for, Additional Services without prior written authorization from DISTRICT and without an agreement between the DISTRICT and Architect as to the compensation to be paid for such services. DISTRICT shall pay Architect for any approved Additional Services, pursuant to the compensation provisions herein, so long as such services are not made necessary through the fault of Architect pursuant to the indemnification provision of this Agreement. Such Additional Services shall not include any redesign or revisions to drawings, specifications or other documents when such revisions are necessary in order to bring such documents into compliance with applicable laws, rules, regulations or codes of which Architect was aware or should have been aware pursuant to the laws and regulations provision of this Agreement above.

3.11 DISTRICT Responsibilities. DISTRICT's responsibilities shall include the following:

3.11.1 Data and Information. DISTRICT shall make available to Architect all necessary data and information concerning the purpose and requirements of the Project, including scheduling and budget limitations, objectives, constraints and criteria. As part of the budget limitation information, the DISTRICT shall provide the Architect with a preliminary construction budget ("DISTRICT's Preliminary Construction Budget").

3.11.2 Inspector of Record. Appoint and pay, upon mutual agreement with Architect, an Inspector of Record as provided by state law. The Inspector of Record shall be qualified and approved by Architect and by the Division of State Architect, shall be under direction of the Architect, and shall be responsible to, and act in accordance with, the policies of DISTRICT and Title 24. The Inspector of Record shall be compensated by the DISTRICT and shall be under direct contract with the DISTRICT. The construction administration by Architect and its engineers or other consultants shall complement the continuous personal supervision of the Inspector of Record.

3.11.3 Bid Phase. Distribute construction documents to bidders and conduct the opening and review of bids for the Project.

3.11.4 Testing. Retain consultant(s) to conduct HAZMAT, chemical, mechanical, or other tests required for proper design and inspection of the Project to ensure the proper development of the required drawings and specifications.

3.11.5 Required Inspections and Tests. Retain consultant(s) to conduct materials testing and inspection, as required by Title 21 of the California Code of Regulations, or to conduct any other environmental or hazardous materials testing and inspection pursuant to any other applicable laws, rules or regulations. Provide test results to the Architect during the course of construction.

3.11.6 Fees of Reviewing or Licensing Agencies. Directly pay or reimburse the payment of all fees directly related to this Project as required by any reviewing or licensing agency, or other agency having approval jurisdiction over the Project.

3.11.7 DISTRICT's Representative. Designate a person to act as its representative for the performance of this Agreement ("DISTRICT's Representative"). The DISTRICT's Representative shall be authorized to act as liaison between Architect and DISTRICT in the administration of this Agreement and the Construction Documents, and shall have the power to act on behalf of the DISTRICT for all purposes under this Agreement. Such person shall assist Architect in observing construction of the Project and participating in the preparation of the Punch List Items required by Exhibit "A" attached hereto. DISTRICT may designate new and/or different individuals to act as DISTRICT's Representative from time to time. The DISTRICT's Representative shall render decisions in a timely manner so as to avoid unreasonable delay in the orderly and sequential progress of the Services, as provided in the excusable delay provisions of this Agreement above.

3.11.8 Review and Approved Documents. Review all documents submitted by Architect, including change orders and other matters requiring approval by the DISTRICT's Governing Board or other officials. DISTRICT shall advise Architect of decisions pertaining to such documents within a reasonable time after submission, so as not to cause unreasonable delay as provided in the excusable delay provisions of this Agreement above.

3.12 Compensation.

3.12.1 Architect's Compensation for Basic Services. Subject to adjustment under Exhibit "B" attached hereto, DISTRICT shall pay to Architect, for the performance of all Services rendered under this Agreement, a fixed basic service fee of \$3,162,500 equal to 5.75% of the construction costs of \$55,000,000 plus a lump sum of \$160,000 for Direct Expenses of the Project ("Total Compensation"). This Total Compensation amount shall be based upon the scope of services in Exhibit "A" and task order(s) in Exhibit "B" and incorporated herein by reference. The Total Compensation, as may be adjusted upon mutual agreement pursuant to Exhibits "A" and "B" attached hereto, shall constitute complete and adequate payment for the Services provided under this Agreement.

3.12.2 Payment for Additional Services. Additional Services may be authorized pursuant to the applicable provisions of this Agreement. If authorized, such Additional Services will be compensated at a flat rate or not to exceed fee based upon hourly rates in Exhibit "C" as mutually agreed upon by the parties. Architect shall be paid for Additional Services, as defined by this Agreement, so long as they have been approved in advance by the DISTRICT. If DISTRICT requires Architect to hire consultants to perform any Additional Services, Architect shall be compensated therefore at the rates and in the manner set forth in Exhibit "C" attached hereto and incorporated herein by reference, unless a flat rate or some other form of compensation is mutually agreed upon by the parties. DISTRICT shall have the authority to review and approve the rates of any such consultants. In addition, Architect shall be reimbursed for any expenses incurred by the Architect or consultants pursuant to the terms and conditions of Section 3.11.3.

3.12.2.2 Incentive for Obtaining Grant Funding

If the Architect, through their efforts in representing the District, obtains additional funding through various Local, State, and Federal agencies for this project, the Architect shall be entitled to receive an additional fee equal to 5% or 10% of the funds brought into the District. Examples of this may include:

- Otay Water District recycled water grant – 5%
- California Community College/IOU Partnership related monthly grant/program – 5%
- New grants not included above – 10%

3.12.3 Direct Expenses. Direct expenses are in addition to compensation for the Services and Additional Services. Architect shall be reimbursed for any expenses not evidenced by inclusion in Exhibit "C" attached hereto.

3.12.4 Payment to Architect. Architect's compensation and direct expenses shall be paid by DISTRICT to Architect no more often than monthly on a percentage of completion basis. Such periodic payments shall be made based upon received deliverables of work completed and the compensation rates indicated in Exhibit "C" attached hereto and incorporated herein by reference. In order to receive payment, Architect shall present to DISTRICT an itemized statement which indicates Services completed and the amount to be paid. The statement shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement, as well as those expenses for which reimbursement is requested for that statement period. DISTRICT shall, within thirty (30) days of receiving such statement, review the statement and pay all approved charges thereon pursuant to the provisions of Civil Code Section 3320. Disputed amounts shall be resolved by the parties in a mutually agreeable manner.

with any authorized fee or rate schedule. In order to receive payment, Architect shall present to DISTRICT an itemized statement which indicates the Additional Services completed, and the amount to be paid. The statement shall describe the amount of Additional Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. DISTRICT shall, within thirty (30) days of receiving such statement, review the statement and pay all approved charges thereon pursuant to the provisions of Civil Code Section 3320. Disputed amounts shall be resolved by the parties in a mutually agreeable manner.

Upon cancellation or termination of this Agreement, Architect shall be compensated as set forth in the termination provision herein.

3.12.5 Withholding Payment to Architect. The DISTRICT may withhold payment, to the extent reasonably necessary to protect the DISTRICT from claims, demands, causes of action, costs, expenses, liabilities, losses, damages, or injuries of any kind to the extent arising out of or caused by the intentional or negligent acts, errors or omissions protected under the indemnification provisions of this Agreement. Failure by DISTRICT to deduct any sums from a progress payment shall not constitute a waiver of the DISTRICT's right to such sums. The DISTRICT may keep any moneys which would otherwise be payable at any time hereunder and apply the same, or so much as may be necessary therefore, to the payment of any expenses, losses, or damages as determined by the DISTRICT, incurred by the DISTRICT for which Architect is liable under the Agreement or state law. Payments to the Architect for compensation and reimbursable expenses due shall not be contingent on the construction, completion or ultimate success of the Project. Payment to the Architect shall not be withheld, postponed, or made contingent upon receipt by the DISTRICT of offsetting reimbursement or credit from parties not within the Architect's reasonable control.

3.12.6 Prevailing Wages. Architect is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. Since the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and since the total compensation is \$1,000 or more, Architect agrees to fully comply with and to require its consultants to fully comply with such Prevailing Wage Laws. DISTRICT shall provide Architect with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Architect shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Architect's principal place of business and at the Project site. Architect shall defend, indemnify and hold the DISTRICT, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure of the Architect or its consultants to comply with the Prevailing Wage Laws.

3.12.7 Labor Compliance Program. Pursuant to Labor Code section 1771.7, the DISTRICT has implemented, staffed, and shall enforce a Labor Compliance Program ("LCP"). The Architect shall be required to comply with all the requirements of the DISTRICT's LCP and all applicable provisions of the California Labor Code.

3.13 Contract Term.

3.13.1 Term. The term of this Agreement shall be from CONTRACT START DATE until CONTRACT COMPLETION DATE according to the agreed upon schedule attached or until one of the following occurs: (i) the Project(s) is terminated or suspended by the District prior to completion; or (ii) the District terminates this Agreement pursuant to paragraph 3.13 herein.

3.13.2 Notice to Proceed. Architect shall not proceed with performance of any Services under this Agreement unless and until the DISTRICT provides a written notice to proceed.

3.14 Termination, Suspension and Abandonment.

3.14.1 DISTRICT's Termination for Convenience. DISTRICT hereby reserves the right to suspend or abandon, at any time and for any reason, all or any portion of the Project and the construction work thereon, or to terminate this Agreement at any time with or without cause. Architect shall be provided with at least seven (7) days advanced written notice of such suspension, abandonment or termination. In the event of such suspension, abandonment or termination, Architect shall be paid for Services and reimbursable expenses rendered up to the date of such suspension, abandonment or termination, pursuant to the schedule of payments provided for in this Agreement, less any claims against or damages suffered by DISTRICT as a result of the default, if any, by Architect. Upon the DISTRICT's request and authorization, Architect shall perform any and all Additional Services necessary to wind up the work performed to the date of suspension, abandonment or termination. Architect hereby expressly waives any and all claims for damages or compensation arising under this Section, except as set forth herein, in the event of such suspension, abandonment or termination.

3.14.2 DISTRICT's Termination for Cause. If DISTRICT determines that the Architect has failed to perform in accordance with the terms and conditions of this Agreement or an Architect Default has occurred, DISTRICT may terminate all or part of the Agreement for cause.

This termination shall be effective if Architect does not cure its failure to perform within fifteen (15) Days or, if the failure to perform cannot be cured within that period, if Architect does not commence to cure within fifteen (15) Days (or longer, if authorized in writing by DISTRICT) after notice of intention to terminate is given by DISTRICT. Such notice shall specify the failure in performance.

If a termination for cause occurs, DISTRICT will have the right to withhold monies otherwise payable to Architect until DISTRICT acceptance of all the documents contracted at the time of termination have been provided. If after termination, DISTRICT incurs additional costs, expenses or other damages in connection with the Services for which payment was withheld; such costs, expenses or other damages shall be deducted from the amounts withheld. If after delivery of contracted documents to the satisfaction of DISTRICT, the amounts withheld exceed cost incurred by DISTRICT to complete the Architect services, the balance will be paid to Architect. If the costs, expenses or other damages incurred by DISTRICT exceed the amounts withheld, Architect shall be liable to DISTRICT for the difference. The provisions of this paragraph are in addition to, and not a limitation upon, any other rights and remedies of DISTRICT under law or in equity.

3.14.3 Architect's Termination for Cause This Agreement may be terminated by the Architect upon thirty (30) days written notice to the DISTRICT only when the DISTRICT has substantially failed to perform its obligations under this Agreement. The written notice shall include a detailed description of the DISTRICT's failure to perform, status of the work completed as of the date of termination together with a description and a cost estimate of the effort necessary to complete work in progress. In such event, the Architect shall be compensated for services completed to the date of termination, together with compensation for such approved Additional Services performed after termination which are authorized by the DISTRICT to conclude the work performed to the date of termination. Upon the DISTRICT's request and authorization, Architect shall perform any and all Additional Services necessary to wind up the work performed to the date of termination.

3.14.4 DISTRICT's Suspension of Work If Architect's Services are suspended by DISTRICT, DISTRICT may require Architect to resume such Services within ninety (90) days after written notice from DISTRICT. When the Project is resumed, the Total Compensation and schedule of Services shall be equitably adjusted upon mutual agreement of the DISTRICT and Architect.

3.14.5 Documents and Other Data Within seven (7) calendar days following suspension, abandonment or termination of this Agreement, Architect shall provide to DISTRICT all preliminary studies, sketches, working drawings, specifications, computations, and all other Project Documents, as defined in Section 3.14.1 below, to which DISTRICT would have been entitled at the completion of Architect's Services under this Agreement. Upon payment of the amount required to be paid to Architect pursuant to the termination provisions of this Agreement, DISTRICT shall have the rights, as provided in this Agreement hereinafter, to use such Project Documents prepared by or on behalf of Architect under this Agreement. In the event of a dispute regarding the amount of compensation to which the Architect is entitled under

the termination provisions of this Agreement, Architect shall provide all Project Documents to DISTRICT upon full payment for all services rendered of the undisputed amount. Architect shall have no right to retain or fail to provide to DISTRICT any such documents pending resolution of the dispute. Architect shall make such documents available to DISTRICT without additional compensation other than as may be approved as a reimbursable expense.

3.14.6 Employment of other Architects. In the event this Agreement is terminated in whole or in part as provided herein, DISTRICT may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.15 Ownership and Use of Documents: Confidentiality.

3.15.1 Ownership. Pursuant to California Education Code section 17316 and the requirements of the DISTRICT, all plans, specifications, original or reproducible transparencies of working drawings and master plans, preliminary sketches, architectural presentation drawings, structural computations, estimates and any other documents prepared pursuant to this Agreement, including, but not limited to, any other works of authorship fixed in any tangible medium of expression such as writings, physical drawings and data magnetically or otherwise recorded or electronically (hereinafter referred to as the "Project Documents") shall be and remain the property of DISTRICT. Although the official copyright in all Project Documents shall remain with the Architect or other applicable subcontractors or consultant, the Project Documents shall be the property of DISTRICT whether or not the work for which they were made is executed or completed. Upon full payment to the Architect for all services provided, within thirty (30) calendar days following completion of the Project, Architect shall provide to DISTRICT copies of all Project Documents required by DISTRICT. In addition, Architect and all subconsultants shall retain copies of all Project Documents on file for a minimum of ten (10) years following completion of the Project, and shall make copies available to DISTRICT upon the payment of reasonable duplication costs. Before destroying the Project Documents following this retention period, Architect shall make a reasonable effort to notify DISTRICT and provide DISTRICT with the opportunity to obtain the documents.

3.15.2 Right to Use. Architect grants to DISTRICT the right to use and reuse all or part of the Project Documents, at DISTRICT's sole discretion and with no additional compensation to Architect, for the following purposes:

- (A) The construction of all or part of this Project;
- (B) The repair, renovation, modernization, replacement, reconstruction or expansion of this Project at any time;
- (C) The construction of another project by or on behalf of the DISTRICT for its ownership and use;

DISTRICT is not bound by this Agreement to employ the services of Architect in the event such documents are used or reused for these purposes. DISTRICT shall be able to use or reuse the Project Documents for these purposes without risk of liability to the Architect or third parties with respect to the condition of the Project Documents, and the use or reuse of the Project Documents for these purposes shall not be construed or interpreted to waive or limit DISTRICT's right to recover for latent defects or for errors or omissions of the Architect.

Any use or reuse by DISTRICT of the Project Documents on any project other than this Project without employing the services of Architect shall be at DISTRICT's own risk with respect to third parties. If DISTRICT uses or reuses the Project Documents on any project other than this Project, it shall remove the Architect's seal from the Project Documents and indemnify and hold harmless Architect and its officers, directors, agents and employees from claims arising out of the negligent use or re-use of the Project Documents on such other project.

Architect shall not be responsible or liable for any revisions to the Project Documents made by any party other than the Architect, a party for which the Architect is legally responsible or liable, or anyone approved by the Architect.

3.15.3 License. This Agreement creates a non-exclusive and perpetual license for DISTRICT to copy, use, modify or reuse any and all Project Documents and any intellectual property rights therein. Architect shall require any and all subcontractors and consultants to agree in writing that DISTRICT is granted a non-exclusive and perpetual license for the work of such subcontractors or consultants performed pursuant to this Agreement.

3.15.4 Right to License. Architect represents and warrants that Architect has the legal right to license any and all copyrights, designs and other intellectual property embodied in the Project Documents that Architect prepares or causes to be prepared pursuant to this Agreement. Architect shall indemnify and hold DISTRICT harmless pursuant to the indemnification provisions of this Agreement for any breach of this Section. Architect makes no such representation and warranty in regard to previously prepared designs, plans, specifications, studies, drawings, estimates or other documents that were prepared by design professionals other than Architect and provided to Architect by DISTRICT.

3.15.5 Confidentiality. All Project Documents, either created by or provided to Architect in connection with the performance of this Agreement, shall be held confidential by Architect to the extent they are not subject to disclosure pursuant to the Public Records Act. All Project Documents shall not, without the written consent of DISTRICT, be used or reproduced by Architect for any purposes other than the performance of the Services. Architect shall not disclose, cause or facilitate the disclosure of the Project Documents to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Architect which is otherwise known to Architect or is generally known, or has become known, to the related industry shall be deemed confidential. Architect shall not use DISTRICT's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, website/internet, television or radio production or other similar medium without the written consent of DISTRICT.

3.16 Indemnification.

3.16.1 Architect shall indemnify and hold DISTRICT, its directors, officials, officers, employees free and harmless from all, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, to the extent to the extent caused by any negligence, recklessness, or willful misconduct of Architect, its officials, officers, employees, subcontractors, consultants or agents in the performance of the Services, the Project or this Agreement, including without limitation the payment of consequential damages and reimbursable and reasonable attorneys fees, expert witness fees and other related costs and expenses of defense.

3.16.2 For claims other than professional liability, Architect shall indemnify, DISTRICT all such aforesaid suits, actions or other legal proceedings brought or instituted against DISTRICT, its directors, officials, officers, employees. Architect shall pay and satisfy any judgment, award or decree that may be rendered against DISTRICT, its directors, officials, officers, employees in any such suits, actions or other legal proceedings. Architect shall also reimburse DISTRICT for the cost of any settlement paid by DISTRICT arising out of any such claims, demands, causes of action, costs, expenses, liabilities, losses, damages, injuries, suits, actions, or other legal proceedings to the extent caused by Architect's negligent performance. Such reimbursement shall include payment for DISTRICT's reasonable attorney's fees and costs, including expert witness fees. Architect shall reimburse DISTRICT, its directors, officials, officers, employees and agents for any and all legal expenses and costs, including expert witness fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Architect's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the DISTRICT, its directors, officials, officers, employees and agents.

3.17 Insurance.

3.17.1 Time for Compliance. Architect shall not commence Services under this Agreement until it has provided evidence satisfactory to the DISTRICT that it has secured all insurance required under this Section. In the event Architect fails to provide or maintain all required insurance, DISTRICT may, in its sole discretion, obtain such insurance and deduct the amount therefore from the Total Compensation.

3.17.2 Minimum Requirements. Architect shall, at its expense, procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Architect, its officials, officers, agents, representatives, employees or subcontractors. Such insurance shall meet at least the following minimum levels of coverage:

(A) Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) General Liability: Insurance Services Office

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Commercial General Liability coverage (occurrence form CG 0001); (2) Automobile Liability: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); (3) Workers' Compensation and Employers' Liability: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance; and (4) Professional Liability: Coverage which is appropriate to the Architect's profession, or that of its consultants or subcontractors.

(B) Minimum Limits of Insurance. Coverage's shall provide limits no less than: (1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit; (2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage; (3) Workers' Compensation and Employer's Liability: Workers' compensation limits as required by the Labor Code of the State of California. Employers Liability limits of \$1,000,000 per accident for bodily injury or disease; and (4) Professional Liability: Not less than \$1,000,000 per claim and aggregate.

3.17.3 Professional Liability. Architect and its consultants and subcontractors shall procure and maintain, for a period of five (5) years following completion of the Project, errors and omissions liability insurance with limits discussed in this Section. This insurance shall include contractual liability for Architect's negligence only.

3.17.4 Insurance Endorsements. The insurance policies shall contain the following provisions, or Architect shall provide endorsements on forms supplied or approved by the DISTRICT to add the following provisions to the insurance policies:

(A) General Liability. The general liability policy shall be endorsed to state that: (A) the DISTRICT, its directors, officials, officers, employees and agents shall be covered as additional insureds with respect to the performance of the Agreement by the Architect, its officials, officers, agents, representatives, employees or subcontractors, including materials, parts or equipment furnished in connection with such services; and (B) the insurance coverage shall be primary insurance as respects the DISTRICT, its directors, officials, officers, employees and agents, or if excess, shall stand in an unbroken chain of coverage excess of the Architect's scheduled underlying coverage. Any insurance or self-insurance maintained by the DISTRICT, its directors, officials, officers, employees and agents shall be excess of the Architect's insurance and shall not be called upon to contribute with it in any way.

(B) Automobile Liability. The automobile liability policy shall be endorsed to state that: (A) the DISTRICT, its directors, officials, officers, employees and agents shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Architect or for which the Architect is responsible; and (B) the insurance coverage shall be primary insurance as respects the DISTRICT, its directors, officials, officers, employees and agents, or if excess, shall stand in an unbroken chain of coverage excess of the Architect's scheduled underlying coverage. Any insurance or self-insurance maintained by the DISTRICT, its directors, officials, officers,

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employees and agents shall be excess of the Architect's insurance and shall not be called upon to contribute with it in any way.

(C) Workers' Compensation and Employers Liability Coverage.

The insurer shall agree to waive all rights of subrogation against the DISTRICT, its directors, officials, officers, employees and agents for losses paid under the terms of the insurance policy which arise from work performed by the Architect.

(D) All Coverages. Each insurance policy required by this Agreement

shall be endorsed to state that: (A) coverage shall not be canceled except after thirty (30) days prior written notice by mail, has been given to the DISTRICT; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the DISTRICT, its directors, officials, officers, employees and agents.

3.17.5 Separation of Insureds: No Special Limitations. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the DISTRICT, its directors, officials, officers, employees and agents.

3.17.6 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the DISTRICT. Architect shall guarantee that, at the option of the DISTRICT, either: (A) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the DISTRICT, its directors, officials, officers, employees and agents; or (B) the Architect shall procure a bond guaranteeing payment of losses and related investigation costs, claims and administrative and defense expenses.

3.17.7 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the DISTRICT.

3.17.8 Verification of Coverage. Architect shall furnish DISTRICT with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the DISTRICT. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the DISTRICT, if requested. All certificates and endorsements must be received and approved by the DISTRICT before work commences. The DISTRICT reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.17.9 Subcontractor and Consultant Insurance Requirements. Architect shall not allow any of its architects, engineers, experts or other consultants to commence work on any subcontract until they have provided evidence satisfactory to the DISTRICT that they have secured all insurance required under this Section. If requested by Architect, DISTRICT may approve different scopes or minimum limits of insurance for particular architects, engineers,

experts or other consultants. Unless otherwise approved by the DISTRICT, the architects, engineers, experts and other consultants shall comply with each and every provision of this Section.

3.18 Records. Architect shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Architect shall allow a representative of DISTRICT during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Architect shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of five (5) years from the date of final payment under this Agreement.

3.19 Standardized Manufactured Items. Architect shall cooperate and consult with DISTRICT in the use and selection of manufactured items on the Project, including but not limited to, paint, hardware, plumbing, mechanical and electrical equipment, fixtures, roofing materials and floor coverings. All such manufactured items shall be standardized to DISTRICT's criteria to the extent such criteria do not interfere with building design.

3.20 Limitation of Agreement. This Agreement is limited to and includes only the work included in the Project described herein. Any additional or subsequent construction at the site of the Project, or at any other DISTRICT site, will be covered by, and be the subject of, a separate Agreement for architectural services between DISTRICT and the architect chosen therefor by DISTRICT.

3.21 Mediation. Disputes arising from this Agreement may be submitted to mediation if mutually agreeable to the parties hereto. The type and process of mediation to be utilized shall be subject to the mutual agreement of the parties.

3.22 Successors and Assigns. This Agreement shall be binding upon and shall inure to the benefit of the successors in interest, executors, administrators and assigns of each party to this Agreement. However, Architect shall not assign or transfer by operation of law or otherwise any or all of its rights, burdens, duties or obligations without the prior written consent of DISTRICT. Any attempted assignment without such consent shall be invalid and void.

3.23 Asbestos Certification. Architect shall certify to DISTRICT, in writing and under penalty of perjury, that to the best of its knowledge, information and belief no asbestos-containing material or other material deemed to be hazardous by the state or federal government was specified as a building material in any construction document that the Architect prepares for the Project. Architect shall require all consultants who prepare any other documents for the Project to submit the same written certification. Architect shall include statements in its specifications that materials containing asbestos or any other material deemed to be hazardous by the state or federal government are not to be included.

3.24 Disabled Veteran Business Enterprise Certification. If required for this Project, Architect shall provide proof of DVBE compliance, in accordance with any applicable

policies of the DISTRICT or the State Allocation Board, within thirty (30) days of its execution of this Agreement. If Architect fails to comply with this requirement, the Agreement shall be deemed canceled.

3.25 No Third Party Rights. This Agreement shall not create any rights in, or inure to the benefits of, any third party except as expressly provided herein.

3.26 Governing Law. This Agreement shall be construed in accordance with, and governed by, the laws of the State of California. Venue shall be in San Diego County.

3.27 Entire Agreement. This Agreement, with its exhibits, contains the entire agreement of the parties hereto, and supersedes any and all other prior or contemporaneous negotiations, understandings and oral or written agreements between the parties hereto. Each party acknowledges that no representations, inducements, promises or agreements have been made by any person which are not incorporated herein, and that any other agreements shall be void. Furthermore, any modification of this Agreement shall only be effective if in writing signed by all parties hereto.

3.28 Severability. Should any provision in the Agreement be held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall continue in full force and effect.

3.29 Non-Waiver. None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is expressly specified in writing.

3.30 Safety. Architect shall execute and maintain its work so as to avoid injury or damage to its employees or property. In carrying out its Services, the Architect shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of its employees, consultant and subcontractors appropriate to the nature of the work and the conditions under which the work is to be performed.

3.31 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

DISTRICT:

Southwestern Community College District
900 Otay Lakes Road
San Diego, CA 91910

Attn: DISTRICT POC

ARCHITECT:

BCA Architects, Inc.
624 Broadway, Suite 304
San Diego, CA 92101

Attn: Paul C. Bunton, AIA, President

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.32 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party a percentage of reasonable attorney's fees and all other reasonable costs of such action, including expert witness fees and expenses, equal to the percentage of the total judgment lost.

3.33 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.34 DISTRICT's Right to Employ Other Consultants. DISTRICT reserves right to employ other consultants, including Architects, in connection with this Project or other projects.

3.35 Prohibited Interests.

3.35.1 Solicitation. Architect maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Architect, to solicit or secure this Agreement. Further, Architect warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Architect, any fee, commission, percentage, brokerage fee, worked on or contributed to DISTRICT facility bond campaigns, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, DISTRICT shall have the right to rescind this Agreement without liability.

3.35.2 Conflict of Interest. For the term of this Agreement and for two (2) years after the conclusion of this contract, no director, official, officer or employee of DISTRICT, during the term of his or her service with DISTRICT, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising there from.

3.36 Equal Opportunity Employment. Architect represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age or any other classification protected by federal or state law. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Architect shall also comply with all relevant provisions of DISTRICT's minority business enterprise program, affirmative action plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.37 Labor Certification. By its signature hereunder, Architect certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-

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insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.38 Drug/Tobacco-Free Facilities. All DISTRICT facilities are drug and tobacco-free facilities. Any drug and/or tobacco use (smoked or smokeless) is prohibited at all times on all areas of DISTRICT facilities.

3.39 Fingerprinting Requirements. Unless exempted, Architect shall comply with the requirements of Education Code Section 45125.1 with respect to fingerprinting of employees who may have contact with the DISTRICT's pupils. The Architect shall also ensure that its consultants on the Project also comply with the requirements of Section 45125.1. To this end, the Architect and its consultants must provide for the completion of the certification form attached hereto as Exhibit "D" and incorporated herein by reference prior to any of the Architect's employees, or those of any other consultants, coming into contact with the DISTRICT's pupils.

3.40 Subcontracting. As specified in this Agreement, Architect shall not subcontract any portion of the Services required by this Agreement, except as expressly stated herein, without prior written approval of DISTRICT. Subcontracts, if any, shall contain a provision making them subject to each and every provision of this Agreement.

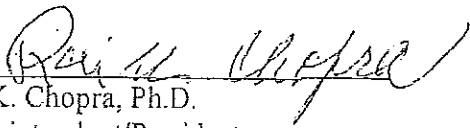
3.41 Supplemental Conditions. Any supplemental conditions shall be attached as an exhibit to this Agreement, and that exhibit shall be incorporated herein by reference.

3.42 Exhibits and Recitals. All Exhibits and Recitals contained herein and attached hereto are material parts of this Agreement and are incorporated as if fully set forth herein by this reference.

3.43 Authority to Execute. The persons executing this Agreement on behalf of their respective Parties represent and warrant that they have the authority to do so under law and from their respective Parties.

DISTRICT

By:


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

Approved as to form by the office of the
Supt. of Contracting & Central Services

File No: A3021.10

Date: 7/6/10

Attest:

Name: _____

DESIGNER

By:

Name: 
PAUL C. BURTON

94-3087665
Federal Tax Identification Number

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EXHIBIT "A"

ARCHITECT'S SCOPE OF SERVICES

1. GENERAL REQUIREMENTS.

1.1 Basic Services. Architect agrees to perform all the necessary professional architectural, landscape architectural, engineering (e.g. civil, mechanical, electrical, plumbing, structural, and any other necessary engineering services) and construction administration services for the Project in a timely and professional manner, consistent with the standards of the profession, including those provided for herein.

1.2 Exclusions from Basic Services. The following services shall be excluded from the basic services listed above.

- Off Site Improvements including:
 - Civil Engineering
 - Landscape Architecture
 - Electrical Engineering.
- Special Civil Engineering Services including:
 - Topographic Survey
 - Boundary Survey
 - Drainage and Hydrology Studies
 - Water Quality Technical Report
 - Water Studies
 - Sewer Studies
 - Site Phasing Plan
 - 3D Surface Modeling
 - Utility Modeling + Clash Detection
 - Encroachment Removal Agreements
- Underground Utility Scoping Services
- Parking Consultant including:
 - Structural Engineering
 - Mechanical / Plumbing Engineering
 - Electrical Engineering
- Food Service Consultant
- Waterproofing Consultant
- Water Feature Engineering
- Any other specialty consultants needed on the project.

1.3 Additional Services. The Architect shall perform the following additional services under this Agreement only if said services are authorized in advance in writing by the DISTRICT. Said additional services shall be compensated in accordance with schedule in Exhibit "C" or by separate addendum.

- A. Revisions and changes in approved drawings and the preparation of alternate and/or deductive change orders requested by the DISTRICT, except as otherwise required by this contract, and excluding corrections of design errors, conflicts, and/or omissions by Architect in the work performed under this Agreement.
- B. Supervision of repair of damage to the Project not resulting from fault of the Architect.
- C. The preparation of measured drawings of pre-existing structures as authorized by the DISTRICT.
- D. The additional services caused by the delinquency or insolvency of the contractor.
- E. If directed or requested by the DISTRICT, the employment of special consultants, the preparation of special delineation of models, Testing and Inspection, Hospitality Interior Design services, Photovoltaic Infrastructure Services (including Structural and Electrical Engineering) and overtime work by the Architect's employees, except as otherwise required by this contract.
- F. Providing contract administration services after the construction contract time has been exceeded through no fault of the Architect where it is determined that the fault is that of the contractor and liquidated damages are collected therefore.
- G. Plan preparation and/or administration of work on portions of the Project separately bid;
- H. Assistance to District, if requested for the selection of moveable furniture, equipment or articles which are not included in Construction Documents;
- I. Revisions in drawings, specifications or other documents when such revisions are inconsistent with approvals or instructions previously given by the District and due to causes beyond the control of Architect;
- J. Serving as an expert witness on District's behalf;
- K. Supervision of repair of damages to structure.
- L. Work required to obtain any local discretionary approvals (i.e. conditional use permits, etc.)

M. Revisions in drawings, specifications, or other documents and additional meetings that may be required as a result of errors, omissions, or revisions caused by consultants to the District.

N. Preparation and processing of additive or deductive change orders shall be paid at the same percentage of the basic service fee (5.75%).

O. The Architect shall be compensated at the same percentage of the basic service fee (5.75%) for Bid Alternates whether or not the alternates are implemented.

1.4 Cooperation and Communication with DISTRICT. Architect shall cooperate and participate in consultations and conferences with DISTRICT, DISTRICT's consultants, authorized representatives of DISTRICT, and/or other local, regional, or state agencies concerned with the Project, which may be necessary for the completion of the Project or the development of the drawings, specifications and documents in accordance with the applicable standards and requirements of law and the DISTRICT. Such consultations and conferences shall continue throughout the planning and construction of the Project and the contractor's warranty period. Architect shall take direction only from the DISTRICT's Representative, or any other representative specifically designated by the DISTRICT for this Project, including any construction manager hired by the DISTRICT.

1.5 Coordination and Cooperation with Construction Manager. The DISTRICT may hire a construction manager to administer and coordinate all or any part of the Project on its behalf. If the DISTRICT does so, it shall provide a copy of its agreement with the construction manager so that the Architect will be fully aware of the duties and responsibilities of the construction manager. The Architect shall cooperate with the construction manager and respond to any requests or directives authorized by the DISTRICT to be made or given by the construction manager. The Architect shall request clarification from the DISTRICT in writing if the Architect should have any questions regarding the authority of the construction manager.

1.6 In conjunction with the other duties described herein, the Architect shall continuously monitor construction costs and provide detailed estimates at the completion of the initial planning phase, schematic plan phase, the design development phase, and any time during the final working drawings and specifications phase when design revisions or market conditions result in a potential change to the previously provided estimate. These estimates should include a breakdown of the work elements as well as contingencies in an amount that corresponds to the level of design completion.

2. INITIAL PLANNING PHASE.

During the initial planning phase of the Project, Architect shall do all of the following, as well as any incidental services thereto:

2.1 Educational Programming. Assist DISTRICT in the preparation of educational programming for the Project to define the scope, size, space relationship and site development.

2.2 Project Feasibility. Provide advice and assistance to DISTRICT in determining the feasibility of the Project, analysis of the type and quality of materials and construction to be selected, the site location, and other initial planning matters, including, but not limited to, developing a building program identifying and confirming the facility functions, square footage requirements, adjacency relationships, flow diagrams and equipment needs (including a preliminary construction cost estimate based on area costs). Existing equipment needs, data and inventory to be provided by the DISTRICT.

2.3 Meeting Budget and Project Goals. Architect shall notify DISTRICT in writing of potential complications, cost overruns, unusual conditions, and general needs that potentially impact the Project budget and timeline, including the DISTRICT's Preliminary Construction Budget. Architect shall use its best judgment in determining the balance between the size, type and quality of construction to achieve a satisfactory solution within the Project's budget and construction allowance. It shall be the duty of the Architect to suggest alternatives to DISTRICT which would reduce costs and to design the Project within budget and State Community College's construction cost standards, if any. As discussed below in Section 7 of this Exhibit, if the lowest responsive and responsible bid for the Project exceeds the budget by the stated percentage amount, Architect may be required to make the necessary changes in the drawing and specifications, at its sole cost and expense, to bring the bids within the required budget.

2.4 Permits, Approvals and Authorizations. As indicated in Section 3.5.4, Architect shall assist DISTRICT in securing easements, encroachment permits, rights of way, dedications, infrastructures and road improvements, as well as coordinating with utilities and adjacent property owners.

3. SCHEMATIC PLAN PHASE.

During the schematic plan phase of the Project, Architect shall do all of the following, as well as any incidental services thereto:

3.1 Approval and Revisions. DISTRICT shall review, study, and check the work product developed during the Initial Planning Phase and presented to it by Architect, and request any necessary revisions or obtain any necessary approvals by the DISTRICT's Governing Board, subject to the approval of all federal, state, regional or local agencies concerned with the Project. Architect shall make all DISTRICT requested changes, additions, deletions, and corrections in such work product at no additional cost, so long as they are not inconsistent with earlier DISTRICT direction.

3.2 Funding Documents. If applicable, Architect shall provide a site plan and all other Project-related information necessary and required for an application by DISTRICT to any federal, state, regional, or local agencies for funds to finance the construction Project.

3.3 Schematic Plans. In cooperation with DISTRICT, Architect shall prepare the conceptual design of the Project, illustrating the scale and relationship of the Project components

("Schematic Plans"). The Schematic Plans shall include a conceptual site plan, if appropriate, and preliminary plans and studies, sections, elevations, schematic drawings, site utilization plans, and phasing plans showing the scale and relationship of the components of the Project, the plot plan development at the site, and the proposed architectural concept of the buildings. Architect shall incorporate the educational programs and the functional requirements of DISTRICT into the Schematic Plans. At the Architect's option, the Schematic Plans may include study models, perspective sketches, electronic modeling or combinations of these media. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing. The Schematic Plans shall meet all laws, rules and regulations of the State of California, including but not limited to, the regulations of the State Department of Education (5 Cal. Code Regs. § 14000 et seq.) or Chancellor's office construction cost guidelines, as well as any guidelines implemented by the State Department of Education. All Schematic Plans shall be prepared in a form which may be submitted to the Division of State Architect and Chancellor's office. The Schematic Plans shall show all rooms incorporated in each building of the Project in single-line drawings, and shall include all revisions required by DISTRICT or by any federal, state, regional or local agency having jurisdiction over the Project. All architectural drawings for the Project shall be in a form suitable for reproduction.

3.4 Preliminary Project Budget. Architect shall use the DISTRICT's Preliminary Construction Budget and its own expertise and experience with the Project to establish a preliminary project budget or allowance in a format required by DISTRICT or, if applicable, by any school construction funding agency identified by DISTRICT ("Architect's Preliminary Project Budget"). The purpose of the Architect's Preliminary Project Budget is to show the probable Project cost in relation to DISTRICT's Preliminary Construction Budget and the construction standards of any applicable funding agency. If Architect perceives site considerations which render the Project expensive or cost prohibitive, Architect shall disclose such conditions in writing to DISTRICT immediately. As stated below in Section 7 of this Exhibit, if the lowest responsive and responsible bid for the Project exceeds the budget by more than the stated percentage amount, Architect may be required to make the necessary changes in the drawings and specifications, at its sole cost and expense, to bring the bids within the required budget. Architect shall provide a preliminary written time schedule for the performance of all construction work on the Project.

3.5 Copies of Schematic Plans and Other Documents. Architect, at its own expense, shall provide a complete set of the Schematic Plans described herein for DISTRICT's review and approval. Additionally, at DISTRICT's expense, Architect shall provide such documents as may be required by any federal, state, regional or local agencies concerned with the Project, including but not limited to, the State Department of Education, the Division of State Architect, or any other appropriate federal, state, regional or local regulatory bodies. Any additional copies required by DISTRICT shall be provided at actual cost to DISTRICT.

4. DESIGN DEVELOPMENT PHASE.

During the design development phase of the Project, Architect shall do all of the following, as well as any incidental services thereto:

4.1 Approval and Revisions. DISTRICT shall review, study, and check the Schematic Plans presented to it by Architect, and request any necessary revisions or obtain any necessary approvals by the DISTRICT's Governing Board, subject to the approval of all federal, state, regional or local agencies concerned with the Project. Architect shall make all DISTRICT requested changes, additions, deletions, and corrections in the Schematic Plans at no additional cost, so long as they are not inconsistent with earlier DISTRICT direction.

4.2 Design Development Documents. Once DISTRICT provides Architect with specific written approval of the Schematic Plans described herein, Architect shall prepare design development documents consisting of: (1) site and floor plans; (2) elevations; (3) sections; (4) typical construction details; (5) equipment layouts; and (6) any other drawings and documents sufficient to fix and describe the types and makeup of materials, as well as the scope, relationships, forms, size, appearance and character of the Project's structural, mechanical and electrical systems, and to outline the Project specifications ("Design Development Documents"). The Design Development Documents shall be prepared in sufficient form to present to the DISTRICT's Governing Board for approval.

4.3 Copies of Design Development and Other Documents. Architect, at its own expense, shall provide three (3) complete sets of the Design Development Documents described herein for DISTRICT's review and approval. Additionally, at DISTRICT's expense, Architect shall provide such documents as may be required by any federal, state, regional or local agencies concerned with the Project, including but not limited to, the State Department of Education, the Division of State Architect, the Department of General Services or any other appropriate federal, state, regional or local regulatory bodies. Any additional copies required by DISTRICT shall be provided at actual cost to DISTRICT.

4.4 Updated Project Budget. Architect shall use its Preliminary Project Budget and expertise and experience with the Project to establish an updated estimate of probable construction costs, containing detail consistent with the Design Development Documents as set forth herein and containing a breakdown based on types of materials and specifications identified herein ("Architect's Updated Project Budget").

4.5 Timetable. Architect shall provide a written timetable for full and adequate completion of the Project to DISTRICT.

4.6 Application for Approvals. Architect shall assist DISTRICT in applying for and obtaining required approvals from all federal, state, regional or local agencies concerned with the Project, including but not limited to, the State Department of Education, the Division of State Architect, the Department of General Services or any other appropriate federal, state, regional or local regulatory bodies. Architect shall furnish and process all architectural and engineering information required to prepare and process applications to applicable utilities in order to secure priorities and materials, to aid in the construction of the Project and to obtain final Project approval and acceptance by any of the above agencies as may be required.

4.7 Color and Other Aesthetic Issues. Architect shall provide, for DISTRICT's review and approval, a preliminary schedule of all color materials and selections of textures, finishes and other matters involving an aesthetic decision about the Project.

4.8 Contract Delivery Method. Architect shall advise DISTRICT on contract delivery methods for the Project and provide Project drawings, specifications and bid documents, discussed in sections 5 and 6 to support DISTRICT's approved delivery method. If the DISTRICT elects to utilize CM@Risk or any other multiple prime bid package method, the Architect is not responsible for separation and/or preparation or review of the bid packages or administration of the bid packages and related contract documents including change orders.

5. FINAL WORKING DRAWINGS AND SPECIFICATIONS.

During the final working drawings and specifications phase of the Project, Architect shall do all of the following, as well as any incidental services thereto:

5.1 Approval and Revisions. DISTRICT shall review, study, and check the Design Development Documents presented to it by Architect, and request any necessary revisions or obtain any necessary approvals by the DISTRICT's Governing Board, subject to the approval of all federal, state, regional or local agencies concerned with the Project. Architect shall make all DISTRICT requested changes, additions, deletions, and corrections in the Design Development Documents at no additional cost, so long as they are not inconsistent with earlier DISTRICT direction.

5.2 Final Working Drawings and Specifications. Once DISTRICT provides Architect with specific written approval of the Design Development Documents described herein, Architect shall prepare such complete working drawings and specifications as are necessary for developing complete bids and for properly executing the Project work ("Final Working Drawings and Specifications"). Such Final Working Drawings and Specifications shall be developed from the Schematic Plans and Design Development Documents approved by DISTRICT. The Final Working Drawings and Specifications shall set forth in detail all of the following: (1) the Project construction work to be done; (2) the materials, workmanship, finishes, and equipment required for the architectural, structural, mechanical, and electrical systems; and (3) the utility service connection equipment and site work. As indicated in Section 3.10.2, DISTRICT may be requested to supply Architect with the necessary information to determine the proper location of all improvements on and off site, including existing record drawings ("existing record drawings") in DISTRICT's possession. Architect will make a good-faith effort to verify the accuracy of such information by means of a thorough interior and exterior visual survey of site conditions. DISTRICT shall also make a good-faith effort to verify the accuracy of the existing record drawings and provide any supplemental information to Architect which may not be shown on the existing record drawings. Architect shall not be responsible for the accuracy of the existing record drawings, except to the extent that any inaccuracy should have been detected by the Architect, pursuant to its standard of care, from readily available documents and visual observations of existing conditions.

5.3 Form. The Final Working Drawings and Specifications must be in such form as will enable Architect and DISTRICT to secure the required permits and approvals from all federal, state, regional or local agencies concerned with the Project, including but not limited to, the State Department of Education, the Division of State Architect, the Department of General Services or any other appropriate federal, state, regional or local regulatory bodies. In addition, the Final Working Drawings and Specifications must be in such form as will enable DISTRICT to obtain, by competitive bidding, a responsible and responsive bid within the applicable budgetary limitations and cost standards. The Final Working Drawings and Specifications shall be clear and legible so that uniform copies may be on standard architectural size paper, properly indexed and numbered, and shall be capable of being clearly copied and assembled in a professional manner by Architect.

5.4 Approval and Revisions. DISTRICT shall review, study, and check the Final Working Drawings and Specifications presented to it by Architect, and request any necessary revisions or obtain any necessary approvals by DISTRICT's Governing Board, subject to the approval of all federal, state, regional or local agencies concerned with the Project, including but not limited to, the State Department of Education, the Division of State Architect, the State Chancellor's office or any other appropriate federal, state, regional or local regulatory bodies. Architect shall submit Project Documents to government authorities for approval and DISTRICT will pay any fees as reimbursable expenses.

Architect shall make all DISTRICT-requested changes, additions, deletions, and corrections in the Final Working Drawings and Specifications at no additional cost, so long as they are not in conflict with the requirements of public agencies having jurisdiction or prior approval, or inconsistent with earlier DISTRICT direction or Architect's professional judgment. Architect shall bring any such conflicts and/or inconsistencies to the attention of DISTRICT. The parties agree that Architect, and not the DISTRICT, possesses the requisite expertise to determine the constructibility of the Final Working Drawings and Specifications. However, the DISTRICT reserves the right to conduct one or more constructibility review processes with the Final Working Drawings and Specifications, and to hire an independent architect or other consultant to perform such reviews. Any such independent constructibility review shall be at DISTRICT's expense. Architect shall make all DISTRICT-requested changes, additions, deletions, and corrections in the Final Working Drawings and Specifications which may result from any constructibility review, at no additional cost to the DISTRICT, so long as they are not in conflict with the requirements of public agencies having jurisdiction or prior approval, or inconsistent with earlier DISTRICT direction or Architect's professional judgment. If such changes, additions, deletions or corrections are inconsistent with prior DISTRICT direction, Architect shall make such alterations and be compensated therefore pursuant to the Additional Services provision of this Agreement.

5.5 Costs of Construction. It is understood by Architect that should the Final Working Drawings and Specifications be ordered by DISTRICT, DISTRICT shall specify the sum of money set aside to cover the total cost of construction of the work, exclusive of Architect's fees. Should it become evident that the total construction cost will exceed the specified sum, Architect shall at once present a statement in writing to the DISTRICT's

Representative setting forth this fact and giving a full statement of the cost estimates on which the conclusion is based.

5.6 Copies of Final Working Drawings and Specifications and Other Documents. Architect, at its own expense, shall provide three (3) complete sets of the Final Working Drawings and Specifications described herein for DISTRICT's review and approval. Architect shall provide such documents as may be required by any federal, state, regional or local agencies concerned with the Project, including but not limited to, the State Department of Education, the Division of State Architect, the Department of General Services or any other appropriate federal, state, regional or local regulatory bodies. Any additional copies required by DISTRICT shall be provided at actual cost to DISTRICT.

6. CONSTRUCTION CONTRACT DOCUMENTS.

During the construction contract documents phase of the Project, Architect shall do all of the following, as well as any incidental services thereto:

6.1 Bid and Contract Documents. Architect shall assist DISTRICT in the completion of all bid and construction documents, including but not limited to, the Notice Inviting Bids, Instructions to Bidders, Contract Bid Forms (including Alternate Bids as requested by DISTRICT), Contract, General Conditions, Supplementary General Conditions, Special Conditions, other necessary conditions of the contract, Project Manual (e.g. conditions of the contract, specifications, and bidding requirements and sample forms), DVBE and other applicable affirmative action documents, Performance Bond, Payment Bond, Escrow Agreement for Security Deposits, and any other certifications and documents required by federal, state and local laws, rules and regulations which may be reasonably required in order to obtain bids responsive to the specifications and drawings. All such documents shall be subject to the approval of DISTRICT and DISTRICT's legal counsel.

6.2 Final Estimate. At the time of delivery of these bid and construction documents, which shall include the Final Working Drawings and Specifications (collectively referred to herein as the "Construction Documents"), Architect shall provide DISTRICT with its final estimate of probable construction cost ("Architect's Final Estimate"). As stated above, it shall be the Architect's duty to design the Project within budget.

7. BID PHASE.

During the bid phase of the Project, Architect shall do all of the following, as well as any incidental services thereto:

7.1 Reproducible Construction Documents. Once DISTRICT provides Architect with specific written approval of the Construction Documents and Architect's Final Estimate, Architect shall provide to DISTRICT three (3) sets of reproducible Construction Documents.

7.2 Distribution of Contract Documents and Review of Bids. Architect shall assist DISTRICT in distributing the Construction Documents to bidders including to plan rooms and electronically, and conducting the opening and review of bids for the Project. DISTRICT will reimburse the Architect for the cost of reproducing bid sets, addenda and related delivery charges.

7.3 Overbudget. If the apparent lowest responsive and responsible bid on the Project exceeds the Architect's Final Estimate by more than ten percent (10%), DISTRICT may request Architect to amend, at Architect's sole cost and expense, the Final Drawings and Specifications in order to rebid the Project and receive a lowest responsive and responsible bid equal to or less than the Architect's Final Estimate. All revisions necessary to bring the lowest responsive and responsible bid within the Architect's Final Estimate, including any omissions, deferrals or alternates, shall be made in consultation with, and subject to the approval of, the DISTRICT.

8. CONSTRUCTION PHASE.

During the construction phase of the Project, Architect shall do all of the following, as well as any incidental services thereto:

8.1 Observation. The Project Architect shall observe work executed from the Final Working Drawings and Specifications in person, provided that DISTRICT may, in its discretion, consent to such observation by another competent representative of Architect.

8.2 General Administration. Architect shall provide general administration of the Construction Documents and the work performed by the contractors.

8.3 Pre-Construction Meeting. Architect shall conduct one or more pre-construction meetings, as the DISTRICT determines is needed for the Project, with all interested parties.

8.4 Site Visits of Contractor's Work. Architect shall conduct site visits to observe each contractors' work for general conformance with the Construction Documents and with any approved construction schedules or milestones. Such site visits shall be conducted as often as are necessary and appropriate to the stage of construction, according to the DISTRICT's sole discretion, but in no event less than weekly.

8.5 Site Visits of Inspector's Work. Architect shall conduct site visits to communicate and observe the activities of the Project inspectors, including the Inspector of Record. Such site visits shall be conducted as often as is mutually acceptable to Architect and DISTRICT. Architect shall direct the Project inspectors and the Project contractors, and shall coordinate the preparation of record drawings indicating dimensions and location of all "as-built" conditions, including but not limited to, underground utility lines.

8.6 Coordination of Architect's Consultants. Architect shall cause all architects, engineers and other consultants, as may be hired by Architect or DISTRICT, to observe the work

completed under their disciplines as required, and approve and review all test results for general conformance with the Construction Documents.

8.7 Reports. Architect shall make regular reports as may be required by applicable federal, state or local laws, rules or regulations, as well as the federal, state, regional or local agencies concerned with the Project, including but not limited to, the State Department of Education, the Division of State Architect, the Department of General Services, the County in which the Project is located, the City in which the Project is located or any other appropriate federal, state, regional or local regulatory bodies.

8.8 Construction Meetings: Minutes. Architect shall attend all construction meetings. Such meetings shall occur at a frequency necessary for the progress of the Project work, according to the DISTRICT's sole discretion, but no less than weekly unless previously agreed to in advance. CM will prepare meeting minutes; Architect to review and comment.

8.9 Written Reports. Architect shall make written reports to DISTRICT, at least monthly, to inform DISTRICT of problems arising during construction, changes contemplated as a result of each such problem, and the progress of the Project work. The Architect shall not have control over the acts or omissions of the contractors, subcontractors or their agents or employees, or of any other persons or entities performing or supplying portions of the work which were not employed or hired by Architect. The contractor shall not be relieved of its obligation to perform the work in accordance with the Contract Documents either by activities or duties of the Architect, or by tests, inspections or approvals required or performed by persons other than the contractor.

8.10 Written Records. Architect shall keep accurate written records of the progress and quality of the Project work and the time schedules, and shall advise the contractors and DISTRICT of any deviations from the time schedule which could delay timely completion of the Project.

8.11 Material and Test Reports. Architect shall check and process, in a timely manner, all required material and test reports for the Project work. In addition, Architect shall provide notice of any deficiencies in material or work reflected in such reports, as well as its recommendation for correction of such deficiencies, to the contractors, DISTRICT and federal, state, regional or local agencies concerned with the Project, including but not limited to, the State Department of Education, the Division of State Architect, the Department of General Services or any other appropriate federal, state, regional or local regulatory bodies.

8.12 Review and Response to Submissions. Architect shall review and respond, in a timely manner, to all schedules, submittals, shop drawings, samples, information requests, change requests, and other submissions of the contractor and subcontractors for compliance with, or alterations and additions to, the Construction Documents. Architect's review and response shall be completed within seven (7) work days or less after receipt for information requests and fifteen (15) work days for schedule, submittal, shop drawing, and samples review after receipt to ensure the timely and uninterrupted progress of the Project work. Submission requests which

involve more work or time than is normally required for routine submissions, as mutually determined by the Parties, may be the subject of additional compensation as Additional Services.

8.13 Rejection of Work. Architect shall promptly reject, as discussed with DISTRICT, work or materials which do not conform to the Construction Documents. Architect shall immediately notify the DISTRICT and contractor(s) of such rejections. Architect shall also have the authority to recommend to the DISTRICT that additional inspection or testing of the work be performed, whether or not such work is fabricated, installed or completed.

8.14 Substitutions. Architect shall consult with DISTRICT, in a timely manner (within fifteen (15) work days or less), with regard to substitution of materials, equipment and laboratory reports thereof, prior to the DISTRICT's final written approval of such substitutions. Architect's consultation shall be done in such a manner so as to ensure the timely and uninterrupted progress of the Project work. Substitution requests which involve more work or time than is normally required for routine substitutions, as mutually determined by the Parties, may be the subject of additional compensation as Additional Services.

8.15 Revised Documents and Drawings. Architect shall prepare, at no additional expense to DISTRICT, all documents and/or drawings made necessary by errors and omissions in the originally approved Construction Documents.

8.16 Change Requests and Material Changes. Architect shall evaluate and advise DISTRICT, in a timely manner and in writing, of any change requests and material change(s) which may be requested or necessary in the Project plans and specifications. Architect shall provide the DISTRICT with its opinion as to whether such change requests should be approved, denied or revised. If the DISTRICT has not hired a construction manager or other person to do so, the Architect shall prepare and execute all change orders and submit them to the DISTRICT for authorization. If the DISTRICT has designated a construction manager or other person to prepare all change orders, the Architect shall review all change orders prepared by such person, execute them and deliver them to the DISTRICT for authorization if they meet with the Architect's approval, or submit them to the DISTRICT with recommendations for revision or denial if necessary. Architect shall not order contractors to make any changes affecting the contract price without approval by DISTRICT of such a written change order, pursuant to the terms of the Construction Documents. Architect may order, on its own responsibility and pending the DISTRICT's Governing Board approval, changes necessary to meet construction emergencies, if written approval of DISTRICT's Representative is first secured. Architect may also authorize minor changes in the work, pending DISTRICT's approval, so long as such changes are not inconsistent with the intent of the Construction Documents and do not involve an adjustment in the contract sum or an extension of the contract time.

8.17 Applications for Payment. Architect shall examine, verify and approve contractor's applications for payment, and shall issue certificates for payment in amounts approved by the Project Inspector of Record or the DISTRICT's Representative, based on the Architect's observations at the site. The issuance of a certificate for payment shall not be a representation that the Architect has: (1) made exhaustive or continuous on site inspections of the

work for which payment is sought; (2) reviewed construction means, methods, techniques, sequences or procedures for the work for which payment is sought; (3) ascertained how and for what purpose the contractor has used money previously paid; or (4) certified that the work for which payment is sought is without defects.

8.18 Final Color and Product Selection. Architect shall coordinate final color and product selection with DISTRICT's original design concept.

8.19 Substantial Completion. Architect shall determine the date of substantial completion, in consultation with the DISTRICT.

8.20 Punch List. After determining that the Project is substantially complete, Architect shall participate in the inspection by the IOR of the Project and shall review all remaining deficiencies and minor items needed to be corrected or completed on the Project, including those identified on the punch list prepared by the contractor ("Punch List Items"). Architect shall notify contractor in writing that all Punch List Items must be corrected prior to final acceptance of the Project and final payment. Architect shall also notify DISTRICT of all Punch List Items.

8.21 Warranties. Architect shall review materials assembled by the contractor and subcontractors with regard to all written warranties, guarantees, owners' manuals, instruction books, diagrams, record "as built" drawings, and any other materials required from the contractors and subcontractors pursuant to the Construction Documents. Architect shall coordinate and provide these materials to the DISTRICT.

8.22 Certificate of Completion. Architect shall participate in any further inspections of the Project necessary to issue Architect's Certificate of Completion and final certificate for payment.

8.23 Documents for Project Close-Out. Architect shall cause all other architects, engineers and other consultants, as may be hired by Architect, to file any and all required documentation with the DISTRICT or other governmental authorities necessary to close out the Project. Architect will be responsible in obtaining such documentation from all other architects, engineers, or other consultants.

9. RECORD DRAWINGS.

During the record drawings phase of the Project, Architect shall do all of the following, as well as any incidental services thereto:

9.1 Record Drawings and Specifications. Not later than thirty (30) days after substantial completion of the Project, before receipt of final payment, Architect shall review and forward the Final Working Drawings and Specifications, indicating on them all changes made by change orders or otherwise pursuant to the Construction Documents, as well as all information called for on the specifications, thus producing an "record" set of Final Working Drawings and

Specifications ("Record Drawings and Specifications"). The Record Drawings and Specifications shall show, among other things, the location of all concealed pipe, buried conduit runs and other similar elements within the completed Project. Architect shall personally review and certify that the Record Drawings and Specifications are a correct representation of the information supplied to Architect by the Inspector of Record and the contractor, and shall obtain certifications from the Inspector of Record and the contractor that the drawings are correct.

9.2 Approval. Once DISTRICT provides Architect with specific written approval of the Record Drawings and Specifications, Architect shall forward to DISTRICT the complete set of original Record Drawings and Specifications or a complete set of reproducible duplicate Record Drawings and Specifications. The tracing shall be of such quality that clear and legible prints may be made without appreciable and objectionable loss of detail.

9.3 Documents for Final Payment. Prior to the receipt of Architect's final payment, Architect shall forward to DISTRICT all of the following: (1) one clear and legible set of reproductions of the computations; (2) the original copy of the specifications; (3) the Record Drawings and Specifications as required herein; (4) the final verified progress report required pursuant to Title 24 of the California Code of Regulations; and (5) Architect's Certificate of Completion.

10. WARRANTY PERIOD.

During the warranty period phase of the Project, Architect shall do all of the following, as well as any incidental services thereto:

10.1 Advice. Architect shall provide advice to DISTRICT on apparent deficiencies in the Project during any applicable warranty periods for the Project.

EXHIBIT "B"

FEE AND PHASING SCHEDULES/TASK ORDER(S)

1. Fee and Phasing Schedule.

The Architect shall be compensated based upon the following Fee Schedule:

A. Compensation

Payments on account of the agreed compensation shall be made within thirty (30) days of the DISTRICT's acceptance of design phase service in accordance with the percentages set forth below. Billings will be on a percentage of completion basis based upon work completed.

1. Schematic Design – 15% of total task order sum.
2. Design Development - 25% of total task order sum
3. Construction Documents –25% of total task order sum
4. Construction Documents Approved by DSA – 5% of total task order sum
5. Bid Phase – 5% of total task order sum
6. Construction Phase – 20% of total task order sum
7. Project Close Out and DSA Project Certification –5% of total task order sum

2. Task Order(s).

SCOPE OF SERVICES

General: Pursuant to Education Code Section 17316, all materials, plans, specifications and estimates prepared pursuant to this Agreement shall be and remain the property of the DISTRICT. Such drawings and specifications supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. The Architect shall furnish to the DISTRICT one computer file (in .PPT or .PDF format, or other format as requested by the DISTRICT), one presentation copy and seven handout copies of all work products required. Any other copies of the drawings and specifications shall be supplied to the DISTRICT by the Architect at the cost of reproduction.

All not to exceed fees include the above named Direct Expenses.

- I. Task Order No. 1 – Southwestern Community College Corner Lot Project – Schematic Design through DSA Closeout and Project Certification per BCA Architects Proposal dated May 19, 2010 as modified herein. Design limited to support of campus plan depicted in BCA Architects Board Presentation dated April 20, 2010 (Exhibit E)

Deliverables {in Exhibit "A"}.

- a. One (1) set of Schematic Design Documents for District Review and approval.
- b. Three (3) copies of the Design Development documents for DISTRICT review and approval.
- c. Three (3) copies of the Construction Documents for DISTRICT review and approval.
- d. Project document approval from appropriate State and Local authorities.
- e. Contract document ready to bid.
- f. Assistance with bidding.

Task Order No. 1 fee: \$3,162,500 based on 5.75% of estimated construction costs of \$55,000,000.00 plus \$160,000 for Direct Expenses Task order to be complete by dates shown in Exhibit F.

EXHIBIT "C"

COMPENSATION RATES

STAFF	FEE
Principal Owner Architect	\$250.00
Principal Architect	\$225.00
Sr Associate Architect	\$175.00
Sr Project Manager	\$155.00
Sr Construction Administrator	\$150.00
Associate Architect	\$140.00
Construction Administrator	\$125.00
Studio Production Manager	\$125.00
Project Architect	\$125.00
Project Manager	\$125.00
Senior Designer	\$115.00
Job Captain	\$100.00
Project Designer III	\$90.00
Project Designer II	\$80.00
Project Designer I	\$70.00
Project Admin IV and V	\$80.00
Project Admin III	\$75.00
Project Admin I and II	\$70.00

Initial Each Page:

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Project Assistant	\$70.00
Intern	\$60.00
Project Consultants	Actual Fee + 10%

Fees are subject to increase by 5% every January 1 of the New Year

*The expenses below are covered within the Direct Project Expense
(except for additional services)*

EXPENSE	COST
Color Prints	
8-1/2 x 11	\$2.25 /print
11 x 17	\$2.75 /print
All other sizes	cost
Delivery (Other than mail)	cost
Facsimile	\$1.25
Large Scale Photocopy	cost
Lodging	cost
Meals	cost
Mileage	\$0.50 /mile
Photocopy	
Black and White	\$0.10 /page
Photo Development	cost
Plots	\$15.00 /plot
Postage	cost
Reproduction	cost
Telephone	cost
Travel	cost

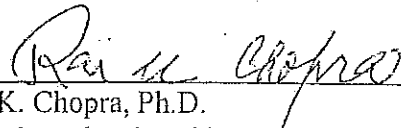
ABOVE EXPENSES ARE SUBJECT TO 10% SURCHARGE

Direct project expense other than cost expenses are subject to increase by 5% every January 1 of the New Year

EXHIBIT D
Architect's Consultant Exemption

The Southwestern Community College District ("DISTRICT") entered into an agreement for architectural services with DESIGNER ("Architect") on or about June 5, 2010 ("Agreement"). Pursuant to Education Code section 45122.1, the DISTRICT has determined that _____, a consultant to the Architect for purposes of that Agreement ("Consultant"), is exempt from the criminal background check certification requirements for the Agreement because:

- ☐ The Consultant's employees will have limited contact with DISTRICT students during the course of the Agreement; or
- ☐ Emergency or exceptional circumstances exist.


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

6-28-10
Date

April 20, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

FROM: *RKC*
Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Nicholas C. A. Alioto, CPA *Alioto*
Vice President for Business and Financial Affairs

INITIATED BY: Henry Amigable, CCM *Henry Amigable*
Bond Program Director, Seville Construction Services, Inc.

SUBJECT: Proposition R Architectural Services for Corner Lot Project and Central Plant Project

RECOMMENDATION

Recommend award of RFP 109 for architectural services and authorize the Superintendent/President to enter into contracts for the following:

- * 1. BCA Architects to provide architectural services for the Corner Lot Parcel Project at a fee equal to a maximum of 5.75% of the cost of construction estimated at Fifty-Five Million Dollars plus normal and customary reimbursables and services.
2. Gensler Architects to provide architectural services for the Central Plant Project at a fee equal to a maximum of 6.00% of the cost of construction estimated at Twenty-Six Million Dollars plus normal and customary reimbursables and services.

OVERVIEW

The Corner Parcel Project will consist of approximately 110,000 assignable square feet of administrative and conference spaces, a college bookstore, food court, art gallery, culinary arts program, wellness center, a college police station, and additional classroom space.

The Central Plant Project will consist of designing and building a new central plant which will provide all heating, ventilation and energy management control from a central location on campus.

The District issued an RFP to solicit professional architectural services from qualified firms. A total of 41 firms responded to the initial RFP, 19 firms were selected for first round interviews, and seven were selected to provide architectural services for Phase I of Proposition R projects.

These seven firms were then asked to participate in a design competition for the Corner Lot project. Proposition R Steering Committee acted as the design competition selection committee and consists

of the Superintendent/President, Vice Presidents, Academic Senate, Classified Senate, a student representative, members of the community and the program management staff. The firms were asked to provide a conceptual design for the project. The selection process adhered to the Land Development Committee Report approved by the Governing Board in October 2007. As part of the report, it was emphasized that the design must complement and incorporate the Mayan architectural theme.

The firms must have had recent community college design experience and demonstrate the ability to design within the established budget. The committee then short listed three of the seven firms for final negotiations.

BCA Architects had a design that conformed more closely to the requirements set forth in the Land Development Report. BCA Architects was ranked unanimously by all nine selection members present as being in the top three firms. In addition, the final selection was based on factors such as their fee structure, technical ability and the capability to meet the District's construction schedule. BCA Architects is being recommended to provide architectural services for the Corner Lot Project.

Gensler Architects ranked #2 in the recent design competition for the corner lot and they have had recent design experience with central plants. Gensler Architects is being recommended to provide architectural services for the Central Plant Project on the main campus.

HA/as



*Southwestern Community College District
Business, Operations & Facilities Planning
Recommendation of Award of RFP*

Governing Board Meeting Date: April 20, 2010

Award of RFP No.109

Title of Bid: Architectural Firms for Corner Lot Project and Central Plant Project

Bidder Name	Bid Fee (%)
BCA Architects	5.75%
Gensler Architecture	6.00%
LPA, Inc.	6.25%
MVE-Institutional	5.75%
tBP Architecture	6.00%
NTD Architects	6.25%
Mda Johnson Favaro, LLP	5.75%

- Highlighted cell indicates recommended low bidders.

Rejected Bids:

None	
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Nineteen architectural firms were selected for interview for RFP No. 109; seven firms were selected to provide architectural services. Based on their interview, community college experience and project experience, the highlighted firms were selected to be recommended for award of the Corner Lot Project and the Central Plant Project. The two firms and their projects are:

- BCA Architects – Corner Lot Project
- Gensler Architecture – Central Plant Project