# SOUTHWESTERN COLLEGE

#### SUGGESTED ORDER OF BUSINESS

# REGULAR MEETING, GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT ROOM 214 SOUTHWESTERN COLLEGE

TERRI VALLADOLID, GOVERNING BOARD PRESIDENT
DAVID J. AGOSTO, GOVERNING BOARD VICE PRESIDENT
JORGE DOMINGUEZ, PH.D., GOVERNING BOARD MEMBER
JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
YOLANDA SALCIDO, GOVERNING BOARD MEMBER
ADRIAN DEL RIO, STUDENT GOVERNING BOARD MEMBER
RAJ K. CHOPRA, PH.D., SECRETARY TO GOVERNING BOARD
AND SUPERINTENDENT/PRESIDENT

BOARD TOUR 5:30 PM CLOSED SESSION 6:00 PM OPEN SESSION 7:00 PM

Wednesday, November 14, 2007

# 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.

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
	(Vallac	dolid)
	,	5:30 p.m., Building 100, Conference Room A
		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.
Board Tour	2.	BOARD TOUR
	(Vallac	
		5:30 – 5:55 p.m. Meet in Building 100, Conference Room A.
		Tour of Student Center conducted by Student Board Member Adrian Del Rio.
		Members of the public may be present to hear the closed session announcements. Members of the public will be given an opportunity to speak on any closed session items at this time.
Closed Session	3.	ADJOURN TO CLOSED SESSION
	(Vallac	
		6:00 p.m., Building 100, Conference Room A.
		3A. CONFERENCE WITH LABOR NEGOTIATOR
		Government Code Section 54957.6
		Negotiator: Fusako Yokotobi
		Employee Organization: CSEA
		3B. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Page 2 of 21 **ITEM** Government Code Section 54956.9 San Diego Superior Court Case No. GIC 877086 3C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Government Code Section 54957(b) Reconvene in RECONVENE IN OPEN SESSION 4. (Valladolid) **Open Session** 7:00 p.m., Room 214 Present: Absent: Pledge of PLEDGE OF ALLEGIANCE Allegiance (Valladolid) ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable) Closed Session **Announcement** (Valladolid) Action **APPROVAL OF MINUTES (ENCLOSURE)** (Chopra) Del Rio-Student Agosto Dominguez Roesch Salcido Valladolid Advisory Vote Regular Meeting, October 10, 2007 Presentation(s) 8. PRESENTATION(S) Α. SOUTHWESTERN COLLEGE SUN NAMED NATIONAL COLLEGE NEWSPAPER OF THE YEAR BY THE NATIONAL NEWSPAPER ASSOCIATION Presenter: Raj K. Chopra, Ph.D., Superintendent/President

B. COMMON COMPENSATION ALLOCATION FORMULA

Presenters: Neil Bodine, The Bodine Group; Fusako Yokotobi, Vice President for Human

Resources

# Oral Communication

# ORAL COMMUNICATION

(Valladolid)

Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table) and indicate on the card if they wish to be called under Oral Communication, or when a specific agenda item is considered.

An oral presentation to the Board does not 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 briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."

#### Action

	Agosto	Dominguez	Roesch	Salcido	Valladolid	Del Rio-Student Advisory Vote

Establish annual Governing Board Organizational Meeting on Wednesday, December 12, 2007, in accordance with Education Code Sections 35143 and 72000 (2) (A).

# **Action**

# 11. APPROVE CONSENT CALENDAR (ITEMS 11A THROUGH 11M)

	Agosto	Dominguez	Roesch	Salcido	Valladolid	Del Rio-Student Advisory Vote

Adoption of the Consent Calendar will be made by one motion and second of the Board and by a unanimous vote.

# 11A. <u>RATIFY/APPROVE FACILITY USE REQUEST(S)</u> (Wilson/Chopra)

Organization Department of Homeland Security	Facility Requested Track	Purpose Department Tryouts	<u>Date</u> 10/5/07 and 10/16/07	Total Charge \$175.00
Department of Homeland Security	Track	Security Special Response Team Training	11/2/07	\$105.00
San Diego Pop Warner	DeVore Stadium	Football Game	11/4/07	\$180.00 Plus 40% of ticket sales
Girl Scouts, San Diego-Imperial County Council	DeVore Stadium West Corner Parking Lot	Recycling Drive	10/20/07	\$100.00
1-2-3 College	Room 301	College Workshop Meetings	10/24/07 – 3/31/08	\$1,000.00 (total of eight days)
Bonita Vista High School	Tennis Courts	Tennis Practice/Games	9/20/07, 9/27/07, 10/4/07, 10/11/07	Fee Waived
Sweetwater Union High School District Visual & Performing Arts	DeVore Stadium	SUHSD Band Pageant	11/20/07	\$950.00

# 11B. RATIFY/APPROVE TRAVEL ADVANCE REQUESTS:

(Sampson/Chopra)

Department

				Governing Board	Page 4 of 21				
ITEM									
Employee Carbajal, Rosa	Purpose CCCSFAAA Confer	rence 2007 San	<u>Date</u> Decembe	er 13-15, 2007	<u>Cost</u> \$414.00				
Day-Cravens, Karen	Francisco, CA COA/CCCAA 2007 Burlingame, CA	Fall Conference,	October 1	17-19, 2007	\$561.00				
Franck, Robin	California Sociology Berkeley, CA	Association,	Novembe	er 15-17, 2007	\$300.00				
Garcia-Navarrete, Sylvia	College Reading ar Association Conference		October 3 Novembe		\$993.30				
Garrett, Al	ImageNow System Shawnee, KS			15-18, 2007	\$1045.98				
Maag, Eric	CSU Northridge, Ro Invitational, Northrid		Novembe	er 2-4, 2007	\$469.85				
Miranda, Patricia	CASFAA 2007 Con San Francisco, CA		Decembe	er 15-17, 2007	\$414.00				
Smith, Elizabeth	College Reading an Association Conference		October 3 November		\$993.30				
Taft, Dawn	AmeriCorps Directo Sacramento, CA	r's Meeting,		er 5-6, 2007	\$260.98				
	OOPT COMMENDATION	OPT COMMENDATION RESOLUTIONS (ENCLOSURE)							
(Yokotobi)	dopt commendation re	solution for the follow	ing staff me	mber(s):					
Jo	sephine, Guerrero, EC	OPS Employment Tec	chnician, cor	mpleting 32 years	s of service				
Ro	bbin McCubbin, Profes	sor of English Compo	osition, com	pleting 17 years	of service				
11D. <u>R/</u>	ATIFY/APPROVE EMP	PLOYMENT OF CON	SULTANT(S	<u>3)</u>					
Department (Dyste)	<u>Consultant</u>	<u>Purpose</u>		<u>Date</u>	<u>Fee</u>				
School of Arts & Communication	San Diego Taiko	World Music Perfor	rmance	11/30/07	Not to exceed \$500				
School of Arts & Communication	Brown, Ronald K./ Evidence Dance Company	Master Class		10/12/07	Not to exceed \$250				
Higher Education Center at National City	Leslie Seminars	OSHA training o De Hygiene Program f members and adm	aculty	1/12/08	\$800				
Small Business Development & International Trade Center	Enciso, Felipe	Consultant will provinguidance to clients area of International	in the	11/15/07– 6/30/08	Not to exceed \$2,999				
Small Business Development & International Trade Center	Stone Republic	Consultant will prov guidance to clients area of Bookkeepir	in the	11/15/07– 6/30/08	Not to exceed \$2,999				

Food Services Analysis

11/15/07 -

6/30/08

\$3,000

(Wilson/Chopra)

Wilkie Enterprises

Center

Business

Operations

# 11E. <u>RATIFY FILING OF APPLICATION(S) TO MEET FILING DEADLINE(S)</u> (Gilstrap/Chopra)

National Science Foundation, "Geospatial Technology (GST) Program at Southwestern College," in the amount of \$245,486, August 2008 through August 2011.

Del Mar College, "National Geospatial Technology Center," subcontract in the amount of \$360,000, September 2008 through September 2012.

# 11F. RATIFY/APPROVE ACCEPTANCE OF FUNDS

(Gilstrap/Chopra)

City of San Diego, Small Business Enhancement Program (SBEP), "San Diego Contracting Opportunities Center (SDCOC)," in the amount of \$24,000, October 1, 2007 through September 30, 2008. The application was approved by the Governing Board on September 12, 2007.

National Science Foundation, "STEP Partnership of San Diego," in the amount of \$74,128 (year one), October 1, 2007 through September 30, 2008. The college was awarded a multi-year grant in the amount of \$296,512 for four years, from October 1, 2007 through September 30, 2011, with a fifth year to be awarded based on satisfactory performance. The application was approved by the Governing Board on November 8, 2006.

Sweetwater Union High School District, "Gaining Early Awareness & Readiness for Undergraduate Programs (GEAR UP)," subcontract in the amount of \$280,095 (year three), September 1, 2007 through August 31, 2008. The application was approved by the Governing Board on May 11, 2005.

The Institute for Mexicans Abroad and the Binational Education Initiative at the California Policy Research Center, University of California, "IME Fellowship Program," in the amount of \$14,000, October 3, 2007 through August 31, 2008. The application was approved by the Governing Board on September 12, 2007.

# 11G. FACULTY EMERITI

(Dyste)

Recommend the following staff be granted emeritus status under District Policy No. 5313, as recommended by the Academic Senate:

Faculty Member	<u>School</u>	<u>Discipline</u>	Hire Date	Retirement Date
Delores Christiansen	Mathematics, Science and Engineering	Mathematics	9/4/1975	8/28/2006
Larry Christiansen	Business and Information Systems	Business	9/8/1970	5/31/07
William Foley	Mathematics, Science and Engineering	Mathematics	8/21/1987	6/30/2007
Richard Mason	Health, Exercise Science and Athletics	Exercise Science	9/6/1967	5/27/2007
Joal Mayer	Languages and Humanities	Reading	9/1/1988	6/30/2006
Marilynne Hudgens	Business and Information Systems	Business	8/15/1984	5/31/07
Regina Hunter	Business and Information Systems	Business	8/29/1980	5/31/07
Valerie Suter	Business and Information Systems	Accounting	8/15/1984	5/25/07

# 11H. <u>RATIFY VOLUNTEER SERVICES</u> (ENCLOSURE) (Sampson/Chopra)

Ratification of volunteer services effective August 20 through December 19, 2007.

# 11I. <u>ADOPT ACADEMIC CALENDAR YEAR</u> (ENCLOSURE)

(Dyste)

Note: This item was tabled at the October 10, 2007 Board meeting.

Adopt revised academic calendar for 2007–2008. Adopt proposed academic calendars for 2008–2009 and 2009–2010.

#### **OVERVIEW**

The District Calendar Committee unanimously recommends, for Board adoption, the revised calendar for the academic year 2007–2008. The revision is to the summer 2008 session. It was necessary to shorten the summer session to accommodate subsequent academic years. The summer session will now consist of a nine-week and a seven-week summer session. The Committee also recommends, for Board adoption, the "traditional" calendar for the academic years of 2008–2009 and 2009–2010. This is the first time the college is developing a two-year calendar. This enhances everyone's ability for advance planning. The Committee is chaired by the Vice President for Academic Affairs and is composed of representatives of all major constituent groups at the college, including the Academic senate, SCEA, CSEA, Classified Senate, Confidential Employees Group, Associated Student Organization, Counseling, and the Instructional Administrators.

# 11J. <u>APPROVE NOVEMBER 2007 CURRICULUM SUMMARY REPORT</u> (ENCLOSURE)

(Dyste)

Accept November 2007 Curriculum Summary Report.

#### **OVERVIEW**

The November 2007 Curriculum Summary Report is a compilation of the new and revised curriculum proposed by faculty and submitted to the Curriculum Committee members at the September 20 and October 4, 2007 Curriculum Committee meetings. Faculty submit proposals for new and/or revised curriculum to the Curriculum Committee. The Curriculum Committee 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 Curriculum Summary Report 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 Curriculum Committee has reviewed and approved 7 new courses, 16 course modifications, 5 course inactivations, 7 new programs, 6 program modifications, and 6 program inactivations.

#### 11K. SUBSTANTIVE CHANGE PROPOSAL (ENCLOSURE)

(Dyste)

Recommend approval of the Substantive Change Proposal for the Higher Education Center at Otay Mesa being submitted to the American Association of Community and Junior Colleges/Western Association of Schools and Colleges (AACJC/WASC).

#### **OVERVIEW**

A substantive change proposal is required whenever a college opens an off-campus site that offers fifty percent or more of the courses required to complete an associate degree or certificate. The proposal must be approved by the local Governing Board prior to being sent to the ACCJC/WASC

11L. <u>CONFIRMATION OF PURCHASE ORDERS</u> (ENCLOSURE)

(Wilson/Chopra)

General Fund Nos. 81244 – 82068 Blanket Fund Nos. B1312 – B1318

11M. PAYMENT OF BILLS – SEPTEMBER 1 - 30, 2007 (ENCLOSURE)

(Sampson/Chopra)

Action 12.

# 12. HUMAN RESOURCES – ACADEMIC (ITEMS 12A THROUGH 12 C)

(Yokotobi)

(,,	Tokolobij										
											Del Rio-Student
	Agosto		Dominguez		Roesch		Salcido		Valladolid		Advisory Vote

# 12A. CHANGE IN CONTRACT SERVICE

Recommend approval of listed change in contract service effective 11/15/07:

PositionPositionMonths/ServiceMonths/ServiceRange/StepRange/StepMonthly SalaryToMonthly Salary

EmployeeMonthly SalaryToMCarlaProfessor of Theatre/TelemediaC

Carla Professor of Theatre/Telemedia Center for International
Kirkwood School of Arts and Studies Program Faculty Coordinator

Communication Student Affairs 12-month, tenured assignment\*

Class VI, Step A Class VI, Step A \$9,656.50/Month

# 12B. VOLUNTARY EARLY RETIREMENT CONTINUATION OF SERVICE

Pursuant to provisions set forth in Article VII, Section 7.9 of the 2007-2009 S.C.E.A. Contract and in accordance with employee's request, recommend approval of the following voluntary early retirement and continuation of service as permissible by the above referenced section for the 2007-08 academic year:

Robin McCubbin, Professor of English Composition School of Languages and Humanities

# 12C. RESIGNATION/RETIREMENT

The following faculty member has retired and his retirement has been accepted by the Superintendent/President under delegation of powers:

EmployeePositionEffective DateRobin McCubbinProfessor of English Composition12/31/07

(retirement)

<sup>\*</sup>For retirement reporting purposes, change to 12-month position will be effective 7/1/08.

Action 13.

# 13. HUMAN RESOURCES – CLASSIFIED (ITEMS 13A THROUGH 13E)

(Yokotobi)

ι.,	onotobly											
	Agosto		Dominguez		Roesch		Salcido		Valladolid		Del Rio-Student Advisory Vote	

# 13A. <u>APPROVE THE FOLLOWING EMPLOYMENT APPOINTMENTS</u>

Employee Maria Isabel Carrasco (Replacement)	Position Teacher	Department Child Development Center/ Lab School	Mos./ Svc. 12	Range/ Step 16-1	Monthly Salary \$3,270	Annual Salary \$39,240	Effective Date 11/15/07
Kimberly Monahan (Replacement)	Bookstore Buyer	Bookstore	12	15-1	\$3,189	\$38,268	11/15/07

# 13B. CHANGE IN CONTRACT SERVICE

**Position** Position Months/Service Months/Service Range/Step Range/Step Effective Monthly Salary **Employee** Monthly Salary <u>To</u> **Date** Dawn Taft AmeriCorps/Service AmeriCorps/Service 11/15/07 Learning Coordinator Learning Coordinator 12 months (62.5%) 12 months (70%) Range 24/Step 5 Range 24/Step 5 \$2,912.50/Month \$3,262/Month

# 13C. <u>EMPLOYMENT OF SHORT-TERM, NON-ACADEMIC, HOURLY EMPLOYEES, FOR THE 2007-2008 ACADEMIC YEAR</u> (ENCLOSURE)

Recommend approval and ratification for employment of 64 short-term, non-academic hourly employees for the 2007-2008 academic year, pursuant to Education Code Section 88003.

# 13D. <u>RESIGNATION/RETIREMENT</u>

Under delegation of powers, the Superintendent/President has accepted the resignation/retirement of the following classified employee(s):

<u>Employee</u>	<u>Position</u>	Effective Date
Kathy Fagan	EOPS Technician (resignation)	10/19/07

Josephine Guerrero EOPS Employment Technician (retirement) 12/28/07

Christina Hicks Office Support Services Technician (resignation) 10/08/07

# 13E. RELEASE FROM SERVICE

The following classified employee is being released by the District from classified employment during probationary period:

<u>Employee</u>	<u>Position</u>	Effective Date
Monique Thomas	Administrative Secretary I	11/15/07

\$68,194.00

\$1,273.00

	ITEM													
Action		14. FACILITIES (ITEMS 14A THROUGH 14B) (Wilson/Chopra)												
	Agosto	Dominguez	Roesch	Salcido	Valladolid	Del Rio-Student Advisory Vote								

# 14A. CHANGE ORDERS

- 14A1. Approve Change Order No. one (1) for the Remodel of the 800/850 Building at Southwestern College to Gilbane Construction Management Company, resulting in and increase of \$68,194.00 and a new contract amount of \$4,965,194.00.
- 1. Removal and containment of existing asbestos at the beams, walls, and floor tiles of the 800 Building discovered during the demolition process. (a)
  - (a) Unforeseen Conditions
  - (b) District Requested Change
  - (c) The Division of State Architect (DSA) Modifications
  - (d) Design Omission

in driveway. (a)

< > Indicates Credit Amount

Total cost of change orders for this project is \$68,194.

All of the above changes are within the 5% contingency budget allocated for this project and are funded through Proposition AA Funds. Work was monitored and costs reviewed by an outside estimator.

14A2. Approve Change Order No. one (1) for the Southwestern College Fire Life Safety and Perimeter Road Project to Gilbane Building Company, resulting in an increase of \$20,980.00 and a new contract amount of \$7,249,601.00.

1.	Credit for light poles not used. (b)	<\$2,451.00>
2.	Soil has excessive moisture – concrete required reinforcement. (a)	\$8,004.00
3.	Large tree and root in Parking Lot A, near Gotham Street, needed to be removed prior to placing a new gutter and curb. (a)	\$2,282.00
4.	Electrical duct bank conduit are the property of SDG&E, work must be preformed by SDG&E. (b)	<\$31,148.00>
5.	Existing conduit located under Parking Lot A was discovered crushed and needed to be replaced. (a)	\$2,268.00
6.	Natural water flow is directed to the corner of "H" Street and Otay Lakes Road which causes excessive moisture in Parking Lot O. The area needed to be waterproofed. (a)	\$1,268.00
7.	Excessive moisture was discovered in the area closest to Elmhurst Street. Concrete required reinforcement in driveway. (a)	\$1,319.00
8.	Excessive moisture was discovered under the perimeter road in front of Parking Lot A. Concrete required reinforcement	\$13,668.00

9. Existing light pole had rust at the base. Pole had to be replaced. (a)

10. Textured decorative block will be installed in lieu of regular smooth faced block, along the perimeter road on the West side of the campus, this will prevent graffiti. (b)

\$24,497.00

- (a) Unforeseen Conditions
- (b) District Requested Change
- (c) The Division of State Architect (DSA) Modifications
- (d) Design Omission
- < > Indicates Credit Amount

Total cost of change orders for this project is \$20,980.00

All of the above changes are within the 5% contingency budget allocated for this project and are funded through Proposition AA Funds.

# 14B. NOTICE OF COMPLETION(S)

Recommend approval and acceptance of the following completed projects, effective as indicated:

Cricket Cell Site - Installation of a cell tower with Cricket Company, as satisfactorily completed as of October 31, 2007.

	ITE	М							-
Action 15. APPROVAL OF AGREEMENTS – COST TO DISTRICT ITEMS 15A THROUGH						H 15B)			
		Agosto		Dominguez		Roesch	Salcido	Valladolid	Del Rio-Studen Advisory Vote

# 15A. <u>ACADEMIC AFFAIRS</u>

(Dyste)

# 15A1. AGREEMENT WITH NETWORK INTERPRETING SERVICES (ENCLOSURE)

# RECOMMENDATION

Ratify Agreement No. A2233.07 with Network Interpreting Services, to provide interpreting services for deaf students enrolled in Regional Occupational Programs (ROP) courses, for the period October 27 to December 15, 2007, inclusive, for an amount not to exceed \$8,540.

# RATIONALE FOR RATIFICATION

An additional student requested interpreting services after the beginning of the semester. The original contract with the service provider did not contain sufficient funds to cover this increased cost.

# **OVERVIEW**

The ROP contract with San Diego County Office of Education provides funds to support students needing additional services.

# FISCAL IMPACT/FUNDING SOURCE

Account No. 1-45120-094830-730 (ROP)

Action ITEM

# 16. APPROVAL OF AGREEMENTS – INCOME / NO COST TO DISTRICT (ITEMS 16A THROUGH 16C)

(ITEMO TOA ITIKOOOTI TOO									
									Del Rio-Student
		Agosto		Dominguez		Roesch	Salcido	Valladolid	Advisory Vote

# 16A. ACADEMIC AFFAIRS

(Dyste)

# 16A1. AGREEMENT WITH AMERICAN RED CROSS (ENCLOSURE)

#### RECOMMENDATION

Approve Agreement No. A2235.07 with American Red Cross, to serve as an authorized provider, for the period July 1, 2007 to June 30, 2008, inclusive, at no cost to the District.

# RATIONALE FOR RATIFICATION

Issuing agency did not provide new contract until September 2007.

# **OVERVIEW**

This agreement designates Southwestern College as an authorized training provider. As an authorized training provider, the College offers instruction in Basic Life Support and First Aid by currently certified American Red Cross instructors.

#### FISCAL IMPACT/FUNDING SOURCE

No cost to the District.

# 16A2. MEMORANDUM OF UNDERSTANDING WITH BEACON FAMILY RESOURCE CENTER (ENCLOSURE)

# RECOMMENDATION

Approve Memorandum of Understanding No. M4017.07 with Beacon Family Resource Center, to establish an affiliate partnership, for the period January 1, 2008 to December 31, 2013, inclusive, at no cost to the District.

# **OVERVIEW**

The Memorandum of Understanding with Beacon Family Resource Center continues an established partnership establishing Southwestern Community College District as an affiliate in order to provide a practicum for Paraprofessional Home Visitor Program students.

# FISCAL IMPACT/FUNDING SOURCE

# 16A. ACADEMIC AFFAIRS (Continued)

# 16A3. MEMORANDUM OF UNDERSTANDING WITH BEGINNINGS (ENCLOSURE)

#### RECOMMENDATION

Approve Memorandum of Understanding No. M4018.07 with Beginnings, to establish an affiliate partnership, for the period January 1, 2008 to December 31, 2013, inclusive, at no cost to the District.

#### **OVERVIEW**

The Memorandum of Understanding with Beginnings continues an established agreement to provide a practicum site for Child Development Program students. Child development students are required to complete a supervised field experience class at agencies that provide services related to their area of specialty in the major. Beginnings is a service agency that provides child care and family support where our students are able to apply theory and knowledge acquired in the classroom.

# FISCAL IMPACT/FUNDING SOURCE

No cost to the District.

# 16A4. MEMORANDUM OF UNDERSTANDING WITH EPISCOPAL COMMUNITY SERVICES HEAD START (ENCLOSURE)

#### RECOMMENDATION

Approve Memorandum of Understanding No. M4019.07 with Episcopal Community Services Head Start, to establish an affiliate partnership, for the period January 1, 2008 to December 31, 2013, inclusive, at no cost to the District.

# **OVERVIEW**

The Memorandum of Understanding with Episcopal Community Services Head Start continues an established agreement to provide a practicum site for Child Development Program students. Child development students are required to complete a supervised field experience class at agencies that provide services related to their area of specialty in the major. Episcopal Community Services Head Start is a service agency that provides child care and family support where our students are able to apply theory and knowledge acquired in the classroom.

#### FISCAL IMPACT/FUNDING SOURCE

# 16A. ACADEMIC AFFAIRS (Continued)

# 16A5. MEMORANDUM OF UNDERSTANDING WITH THE NEW DIRECTIONS FAMILY RESOURCE CENTER (ENCLOSURE)

#### RECOMMENDATION

Approve Memorandum of Understanding No. M4020.07 with New Directions Family Resource Center, to establish an affiliate partnership, for the period January 1, 2008 to December 31, 2013, inclusive, at no cost to the District.

# **OVERVIEW**

The Memorandum of Understanding with New Directions Family Resource Center continues an established agreement to provide a practicum site for Child Development Program students. Child development students are required to complete a supervised field experience class at agencies that provide services related to their area of specialty in the major. The Chicano Federation is a service agency that provides child care and family support where our students are able to apply theory and knowledge acquired in the classroom.

#### FISCAL IMPACT/FUNDING SOURCE

No cost to the District.

# 16A6. MEMORANDUM OF UNDERSTANDING WITH THE CHICANO FEDERATION (ENCLOSURE)

# RECOMMENDATION

Approve Memorandum of Understanding No. M4021.07 with the Chicano Federation, to establish an affiliate partnership, for the period January 1, 2008 to December 31, 2013, inclusive, at no cost to the District.

# **OVERVIEW**

The Memorandum of Understanding with the Chicano Federation continues an established agreement to provide a practicum site for Child Development Program students. Child development students are required to complete a supervised field experience class at agencies that provide services related to their area of specialty in the major. The Chicano Federation is a service agency that provides child care and family support where our students are able to apply theory and knowledge acquired in the classroom.

# FISCAL IMPACT/FUNDING SOURCE

# 16A. ACADEMIC AFFAIRS (Continued)

# 16A7. MEMORANDUM OF UNDERSTANDING WITH CHULA VISTA ELEMENTARY SCHOOL DISTRICT (ENCLOSURE)

#### RECOMMENDATION

Approve Memorandum of Understanding No. M4022.07 with Chula Vista Elementary School District, to establish an affiliate partnership, for the period January 1, 2008 to December 31, 2013, inclusive, at no cost to the District.

# **OVERVIEW**

The Memorandum of Understanding with Chula Vista Elementary School District continues an established agreement to provide a practicum site for Child Development Program students. Child development students are required to complete a supervised field experience class at agencies that provide services related to their area of specialty in the major. The Chula Vista Elementary School District is a service agency that provides child care and family support where our students are able to apply theory and knowledge acquired in the classroom.

# FISCAL IMPACT/FUNDING SOURCE

No cost to the District.

# 16A8. MEMORANDUM OF UNDERSTANDING WITH VICTORIA SUMMIT (ENCLOSURE)

# RECOMMENDATION

Approve Memorandum of Understanding No. M4023.07 with Victoria Summit, to establish an affiliate partnership, for the period January 1, 2008 to December 31, 2013, inclusive, at no cost to the District.

# **OVERVIEW**

The Memorandum of Understanding with Victoria Summit continues an established agreement to provide a practicum site for Child Development Program students. Child development students are required to complete a supervised field experience class at agencies that provide services related to their area of specialty in the major. Victoria Summit is a service agency that provides child care and family support where our students are able to apply theory and knowledge acquired in the classroom.

# FISCAL IMPACT/FUNDING SOURCE

# 16A. ACADEMIC AFFAIRS (Continued)

16A9. MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF SAN DIEGO HEALTH AND HUMAN SERVICES AGENCY CHILD WELFARE SERVICES (ENCLOSURE)

#### RECOMMENDATION

Approve Memorandum of Understanding No. M4021.07 with the County of San Diego Health and Human Services Agency Child Welfare Services, to establish an affiliate partnership, for the period January 1, 2008 to December 31, 2013, inclusive, at no cost to the District.

#### **OVERVIEW**

The Memorandum of Understanding with the County of San Diego Health and Human Services Agency Child Welfare Services continues an established agreement to provide a practicum site for Child Development Program students. Child development students are required to complete a supervised field experience class at agencies that provide services related to their area of specialty in the major. The County of San Diego Health and Human Services Agency Child Welfare Services is a service agency that provides child care and family support where our students are able to apply theory and knowledge acquired in the classroom.

#### FISCAL IMPACT/FUNDING SOURCE

No cost to the District.

# 16B. ADMINISTRATIVE AFFAIRS

# 16B1. AGREEMENT FOR ANALYSIS OF POSTAGE COSTS (ENCLOSURE)

# (Wilson/Chopra)

# RECOMMENDATION

Approve Agreement No. A2239.07 with W. C. Watts Postage Consulting Services, for the review and analysis of the postage costs for the District, for the period November 15, 2007 to November 14, 2009, inclusive, at no cost to the District.

#### **OVERVIEW**

This firm reviews postage costs and rates for governmental agencies and makes recommendations to reduce mailing costs. If during their analysis they identify over billing by the U.S. Postal Service, 50% of the refund would be paid to the consultant when received by the District. The firm will also share, for a two-year period, any new negotiated rate reductions due to their analysis of our postage costs, or new rate structures approved by the U.S. Postal Service, 60% District and 40% consultant.

# FISCAL IMPACT/FUNDING SOURCE

Revenue received will be posted to the General Fund.

# 16C. SUPERINTENDENT/PRESIDENT

# 16C1. AGREEMENT WITH SWEETWATER UNION HIGH SCHOOL DISTRICT (ENCLOSURE)

# (Gilstrap/Chopra)

#### RECOMMENDATION

Ratify Agreement No. AR2237.07 with Sweetwater Union High School District for the Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant for the period September 1, 2007 to August 31, 2008, inclusive, for a cost not to exceed \$280,095, to benefit the District. This item has been submitted to the Governing Board for acceptance of funds on November 14, 2007.

#### RATIONALE FOR RATIFICATION

The release of grant contracts/agreements and/or corresponding changes in grant performance periods are frequently subject to significant delay at the discretion of the funding source. In this instance, Southwestern College received the final agreement from the Sweetwater Union High School District on October 29, 2007.

# **OVERVIEW**

The Sweetwater Union High School District awarded subcontract funding to the District to provide program administration, peer advisors and tutoring at one junior high school and six high schools including Granger Junior High, Castle Park, Chula Vista, Mar Vista, Montgomery, Southwest and Sweetwater high schools.

#### FISCAL IMPACT/FUNDING SOURCE

Account No. 1-38199-671101-400 (Grant Funded)

Action 17.

17. ADOPT RESOLUTION(S) (ENCLOSURE)

	,	 J J _ J J (J)	, \				
							Del Rio-Student
	Agosto	Dominguez		Roesch	Salcido	Valladolid	Advisory Vote

# A. ADOPT RESOLUTION

# (Gilstrap/Chopra)

RESOLUTION ACCEPTING THE FUNDING FROM THE CITY OF SAN DIEGO SMALL BUSINESS ENHANCEMENT PROGRAM FOR FISCAL YEAR 2008 (ENCLOSURE)

#### RECOMMENDATION

Recommend adoption of a resolution accepting the funding from the City of San Diego Small Business Enhancement Program for fiscal year 2008, in the amount of \$24,000, to the benefit of the District.

# **OVERVIEW**

The San Diego Contracting Opportunities Center was awarded grant funding for its proposal submitted to the City of San Diego Citywide Small Business Enhancement Program (SBEP). As a condition of funding, the Southwestern Community College District must provide a formal resolution of the Governing Board which approves entering into the SBEP Agreement with the City of San Diego and which states that the Board understands and will comply with the terms and conditions of the agreement and will perform the scope of services within the amount of the budget.

The resolution must be signed by the Board President or designated officer and is to include funding amount, assurance that the resolution is made available to all Board members and assurance that the required insurance coverage will be obtained for the term of the agreement.

# FISCAL IMPACT/FUNDING SOURCE

Account No. 1-38896-709960-928 (Grant Funded)

# Information

# 18. NON-ACTION ITEMS

# 18A. <u>INFORMATION ITEMS</u>

(Sampson/Chopra)

18A1. General Fund Financial Report for Period Ending September 30, 2007 (ENCLOSURE)

(Sampson/Chopra)

18A2. General Fund Cash Analysis for Period Ending September 30, 2007. (ENCLOSURE)

(Sampson/Chopra)

18A3. Quarterly Report CCFS 311Q for Period Ending September 30, 2007 (ENCLOSURE)

	ITEM				Page 20 01 2 1				
Administrative Reports	19. (Vallac		NISTRATIVE REPORTS						
		19A.	RON DYSTE, VICE PRESIDEN	IT FOR ACADEMIC AFFAIRS					
		19B.	ADMINISTRATIVE AFFAIRS						
		19C.	FUSAKO YOKOTOBI, VICE PRESIDENT FOR HUMAN RESOURCES  1. Report of Human Resources Transactions (ENCLOSURE)						
		19D.	GREG R. SANDOVAL, VICE PRESIDENT FOR STUDENT AFFAIRS						
		19E.	RAJ K. CHOPRA, Ph.D., SUPE	RINTENDENT/PRESIDENT					
Senate/Union	20.		TE/UNION/ASSOCIATION REPO	ORTS					
/Association Reports	(Vallac	lolid) 20A.	PROFESSOR VALERIE GOOD	OWIN-COLBERT, PRESIDENT,	ACADEMIC SENATE				
		20B.	WANDA MAXWELL, PRESIDE	NT, CLASSIFIED SENATE					
		20C.	PROFESSOR JANET MAZZAR EDUCATION ASSOCIATION (S		ESTERN COLLEGE				
		20D.	LARRY LAMBERT, PRESIDEN (CSEA)	T, CALIFORNIA SCHOOL EMP	PLOYEES ASSOCIATION				
		20E.	DEBBIE TRUJILLO, PRESIDEN ADMINISTRATORS ASSOCIAT		JNITY COLLEGE DISTRICT				
Board Requests for Information	21. (Vallac		RNING BOARD REQUESTS FOR INFORMATION						
		<u>Inform</u>	ation Requested	Board Member	<u>Due Date</u>				
Governing Board Reports	22. (Vallac		RNING BOARD REPORTS						
		22A.	STUDENT BOARD MEMBER A	ADRIAN DEL RIO					
		22B.	BOARD MEMBER YOLANDA S	SALCIDO					
		22C.	BOARD MEMBER JORGE DOI	MINGUEZ, Ph.D.					
		22D.	BOARD MEMBER JEAN ROES	SCH, Ed.D.					
		22E.	BOARD VICE PRESIDENT DA	VID J. AGOSTO					
		22F.	BOARD PRESIDENT TERRI V	ALLADOLID					

		Page 21 of 21
	ITEM	
Closed Session	23. CLOSED SESSION/REPORT OF ACTION(S) (If Applicable)	
	(Valladolid)	
Adjournment	24. ADJOURNMENT	
,	(Valladolid)	
	(	
Information	25. NEXT REGULAR MEETING AND ORGANIZATIONAL MEETING	
momadon	20. NEXT RESOLAR MEETING AND GROANLEATIONAL MEETING	
	Wednesday, December 12, 2007 (TENTATIVE)	
	Southwestern College	
	900 Otay Lakes Road	
	Room 214	
	Chula Vista, CA 91910	
	Chula Vista, CA 91910	
	Raj K. Chopra, Ph.D.	
	SUPERINTENDENT/PRESIDENT	