



SUGGESTED ORDER OF BUSINESS/MINUTES
REGULAR MEETING, GOVERNING BOARD
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

SOUTHWESTERN COLLEGE EDUCATION CENTER AT SAN YSIDRO
460 WEST SAN YSIDRO BLVD., ROOM 5602/5605

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
 HECTOR RIVERA, STUDENT BOARD MEMBER
 NEIL YONEJI, INTERIM SECRETARY TO GOVERNING BOARD
 AND INTERIM SUPERINTENDENT/PRESIDENT

7:30 PM

Wednesday, January 10, 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	<p>1. CALL TO ORDER (Valladolid) 6:00 p.m., College Education Center at San Ysidro, Room 5604</p> <p>Present: Absent:</p> <p>Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive.</p> <p><i>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.</i></p>
Closed Session	<p>2. ADJOURN TO CLOSED SESSION (Valladolid) 6:01 - 7:30 p.m., College Education Center at San Ysidro, Room 5604</p> <p>A. CONFERENCE WITH LABOR NEGOTIATOR Negotiator: Fusako Yokotobi Employee Organizations: CSEA & SCEA Government Code Section 54957.6</p> <p>B. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION Government Code Section 54956.9 Superior Court Case No. GIC 877086 Superior Court Case No. GIC 874235 Superior Court Case No. GIS 27222</p>

ITEM																									
Reconvene in Open Session	<p>3. RECONVENE IN OPEN SESSION (Valladolid) 7:30 p.m., Room 214</p> <p>Present: Absent:</p>																								
Pledge of Allegiance	<p>4. PLEDGE OF ALLEGIANCE (Valladolid)</p>																								
Closed Session Announcement	<p>5. ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable) (Valladolid)</p>																								
Action	<p>6. APPROVE MINUTES (ENCLOSURE) (Yoneji)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;"><i>Agosto</i></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;"><i>Dominguez</i></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;"><i>Roesch</i></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;"><i>Salcido</i></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;"><i>Valladolid</i></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;"><i>Rivera-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> <td></td> </tr> </table>		<i>Agosto</i>		<i>Dominguez</i>		<i>Roesch</i>		<i>Salcido</i>		<i>Valladolid</i>		<i>Rivera-Student Advisory Vote</i>												
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Presentation(s)	<p>Regular Meeting, December 13, 2006 Special Meeting, December 19, 2006</p> <p>7. PRESENTATION(S)</p> <p>A. <u>EMPLOYEE OF THE QUARTER JANUARY-MARCH</u> Maggie Croft, Administrative Assistant, Human Resources</p> <p>Presenters: Jackie Osborne, Director of Human Resources; Fusako Yokotobi, Vice President for Human Resources, Rebeca Montalvan-Toth, Classified Senate President; Larry Lambert, CSEA President</p> <p>B. <u>BIOTECHNOLOGY EDUCATION AND TRAINING SEQUENCE INVESTMENT (BETSI):</u></p> <p>Presenters: Dr. Nouna Bakhiet, Principal Investigator/Project Director, Director of the SWC Biotechnology Program, and Professor of Biology; Dr. Jon Atwater, Co-Principal Investigator/Outreach Director, and Assistant Professor of Biology</p> <p>C. <u>INTERNATIONAL PROGRAM UPDATE: STUDY ABROAD IN SPAIN/HIGHER EDUCATION ADMINISTRATORS SEMINAR</u></p> <p>Presenters: Greg Sandoval, Vice President for Student Affairs; Carla Kirkwood, International Program Faculty Coordinator</p> <p>D. <u>STRATEGIC PLAN IMPLEMENTATION PHASE ONE: REALIGNMENT OF INSTITUTIONAL SUPPORT SERVICES, 2006-2007</u></p> <p>Presenters: Neil Yoneji, Interim Superintendent/President</p>																								

ITEM																	
Oral Communication	<p>8. ORAL COMMUNICATION (Valladolid)</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>																
Information	<p>9. SUPERINTENDENT/PRESIDENT SEARCH (Valladolid)</p> <p>A. REVIEW DRAFT JOB ANNOUNCEMENT (ENCLOSURE)</p>																
Action	<p>B. RATIFY COMMITTEE NOMINATIONS (to be provided at the Board meeting)</p>																
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ITEM										
10. APPROVE CONSENT CALENDAR (ITEMS A THROUGH I)										
<i>Agosto</i>		<i>Dominguez</i>		<i>Roesch</i>		<i>Salcido</i>		<i>Valladolid</i>		<i>Rivera-Student Advisory Vote</i>
Adoption of the Consent Calendar will be made by one motion and second of the Board and by a unanimous vote.										
10A. <u>RATIFY/APPROVE FACILITY USE REQUEST(S)</u> (Fitzsimons)										
<u>Organization</u>	<u>Facility Requested</u>	<u>Purpose</u>	<u>Date</u>	<u>Total Charge</u>						
Chula Vista Police Department	Student Union East	Police Department Written Examination	February 13, 14, 2007	\$520.00						
San Diego Sheriff's Department	Student Union East and West	Detention Deputy Applicant Written Examination	January 6, 2007 to May 5, 2007 (only 1 day each month)	\$1,875.00						
Saint Augustine Catholic High School	DeVore Stadium	CIF Finals Game	November 24, 2006	\$1,600.00						
Pacific Safety Council	Parking Lot O	Motorcycle Safety – 'The Basic Rider Course.'	January 6, 2007 to June 30, 2007	\$550.00 Per Week						
10B. <u>APPROVE EMPLOYMENT OF CONSULTANT(S)</u>										
<u>Department</u> (Sandoval)	<u>Consultant</u>	<u>Purpose</u>	<u>Date</u>	<u>Fee</u>						
Student Affairs	American Association of University Women (AAUW)	Group mentoring/ workshops for Women's Resource Center for spring 2007	January 17, 2007- May 31, 2007	No Cost						
(Yoneji) Superintendent/ President	Ian Walton	Speaker for Shared Governance at College Leadership Retreat	1/11/07	Not to exceed \$1,000						

ITEM

- 10C. RATIFY FILING OF APPLICATION(S) TO MEET FILING DEADLINE(S)
(Yoneji)
- Channing Bete Company, "American Heart Association Pediatric First Aid Grant," in the amount of \$2,000, November 15, 2006 through March 31, 2007.
- Channing Bete Company, "American Heart Association Family and Friends CPR Anytime/Heartsaver AED Anytime Grant," in the amount of \$2,000, November 15, 2006 through March 31, 2007.
- Department of Boating and Waterways, "Department of Boating and Waterways Grant," in the amount of \$30,000, February 1, 2007 through January 31, 2008.
- Natural Selection Inc., "Computational Methods for Structural Screening of Anti-HIV Compounds," subcontract in the amount of \$29,969, April 15, 2007 through April 14, 2008.
- Natural Selection Inc., "High-Throughput Direct Structural Screening for HIV Drug Lead Compounds," subcontract in the amount of \$45,075, June 1, 2007 through June 30, 2008.
- Ondax Inc. "Nanofabrication of Optical Structures and Infrared Spectroscopic Studies of Glass Holographic Gratings," subcontract in the amount of \$30,000, January 17, 2007 through January 16, 2008.
- 10D. APPROVE/RATIFY THE FOLLOWING AGREEMENTS FOR ACCEPTANCE OF FUNDS
(Yoneji)
- Foundation for California Community Colleges, "Early Learning School Readiness AmeriCorps Program (ELSRAP)," in the amount of \$48,043, August 31, 2006 through December 31, 2007. This item was accepted by the Governing Board for application of funds on June 14, 2006.
- 10E. ACCEPT GIFT(S) FOR ANTICIPATED USE AS INDICATED
(Fitzsimons)
- New Fresh Air by Ecoquest air purifier, US40135bGRW with remote control, serial number SFA2304903, donated by Kathy Tyner, for use in the School of Mathematics, Science and Engineering Office.
- 10F. RATIFY VOLUNTEER SERVICES (ENCLOSURE)
(Fitzsimons)
- 10G. APPROVE JANUARY 2007 CURRICULUM SUMMARY REPORT (ENCLOSURE)
(Dyste)
- OVERVIEW
- The January 2007 Curriculum Summary Report is a compilation of the new and revised curriculum proposed December 7 through December 12, 2006 by faculty members. 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 2 new courses, 15 course modifications, 4 course inactivations, 15 new programs, 9 program modifications, and 23 program inactivations.

ITEM

10H. CONFIRMATION OF PURCHASE ORDERS (ENCLOSURE)
(Fitzsimons)

General Fund Nos. 74177 - 74664
Blanket Fund Nos. B1222 - 1224

10I. PAYMENT OF BILLS – NOVEMBER 15, 2006 – DECEMBER 6, 2006 (ENCLOSURE)
(Fitzsimons)

ITEM										
11. HUMAN RESOURCES – ACADEMIC										
(Yokotobi)										
	<i>Agosto</i>		<i>Dominguez</i>		<i>Roesch</i>		<i>Salcido</i>		<i>Valladolid</i>	<i>Rivera-Student Advisory Vote</i>
11A. <u>APPROVE EMPLOYMENT AS INDICATED (ENCLOSURE)</u>										
<u>Employee</u>	<u>Position</u>	<u>Department</u>	<u>Mos./ Svc.</u>	<u>Range/ Step</u>	<u>Monthly Salary</u>	<u>Annual Salary</u>	<u>Effective Date</u>			
Clarence Amaral (New Position)	Mental Health Counselor (tenure track, categorically funded position)	Student Activities and Health Services	11	I-1*	\$4,296.64	\$47,263.00	1/11/07			
Ed Carberry (Replacement)	Assistant Professor of Exercise Science and Health/Head Football Coach (tenure track position)	School of Health, Exercise Science, and Athletics	10**	I-1*	\$4,296.64	\$47,263.00	1/17/07			
*Final salary placement contingent upon verification of education/experience.										
**One additional month for extra pay stipend for assignment as on-staff head coaching.										

ITEM

11B. APPROVE NEW ACADEMIC POSITION

<u>Position</u>	<u>Division</u>	<u>Months of Service</u>
Center for International Education Faculty Coordinator (Tenure-Track Position)	Student Affairs	12

OVERVIEW

Based on the successful fall 2005 pilot program which established a Faculty Coordinator for the International Studies Program, it is recommended to make this position permanent in order to cover the essential functions of the International Studies Program. The International Studies Program has proven itself to be viable and effective in serving the needs of students.

The Inbound Programs and Study Abroad programs are the primary means by which Southwestern College faculty internationalize curriculum. We have successfully hosted three Inbound Programs over the past year and have ample opportunity to offer a significant number more, given adequate staffing and resources. We are currently recruiting students for study abroad programs for fall 2007 and spring 2008. These programs will bring in over \$380,000.00 in FTES. Several short-term study abroad programs are in the developmental stage which will also generate FTES for the District. A third area of FTES and revenue generation for the College, International Students, has remained largely untapped given the lack of staffing. As core competencies and student learning outcomes develop at our College, global perspectives must be incorporated. The International Programs Faculty Coordinator will be needed as resource for this process.

11C. RECRUIT NEW AND REPLACE ACADEMIC POSITIONS

Authorize filling of the following nine (9) full-time faculty positions based on the recommendation of the Faculty Prioritization Committee to the Superintendent/President:

- (2) Mathematics (1 replacement/1 new)
- (3) English (replacements)
- (1) Ceramics (replacement)
- (1) Counseling and Matriculation (replacement)
- (1) Nursing (new)
- (1) Fire Science (new)

OVERVIEW

These nine (9) positions for full-time faculty are the product of a new priority process that was developed and implemented over the past 18 months in a collaborative effort by the administration and the Academic Senate. The "Faculty Priority Committee" examined 29 detailed faculty/hire proposals in which enrollments, full-time/part-time ratios historically, and other were examined in order to prioritize all 39 faculty hire proposals. The positions that are recommended represent the top nine priorities.

ITEM

11D. APPROVE REDUCTION OF FACULTY SERVICE

Pursuant to provisions set forth in Article VII, Section 7.8 of the 2004-2006 S.C.E.A. Contract, and in accordance with employee's request recommend approval of the following reduced faculty service, effective as indicated:

Steve Kowit, Processor of English, School of Languages and Humanities
From 100% to 50%, effective with the 2007-08 academic year

11E. RATIFY LISTED RESIGNATIONS WHICH HAVE BEEN ACCEPTED BY THE SUPERINTENDENT/PRESIDENT UNDER DELEGATION OF POWERS

<u>Employee</u>	<u>Position</u>	<u>Effective Date</u>
Sandra Comstock	Director of Nursing and Health Occupations	1/12/07
Richard Dittbenner	Professor of Business and Administration of Justice	1/31/07

11F. RATIFY/APPROVE 816 HOURLY ACADEMIC STAFF FOR THE SPRING SESSION, SUBJECT TO PROVISIONS OF ESTABLISHED POLICY AND CONTINGENT UPON FINAL DETERMINATION OF STAFF MEMBERS; AND FURTHER, RECOMMEND THE SUPERINTENDENT/PRESIDENT BE AUTHORIZED TO EMPLOY ADDITIONAL ACADEMIC STAFF AS MAY BE NEEDED FOR THE 2007 SPRING SESSION (ENCLOSURE)

Action	ITEM								
	12. HUMAN RESOURCES – CLASSIFIED (Yokotobi)								
	<i>Agosto</i>		<i>Dominguez</i>		<i>Roesch</i>		<i>Salcido</i>		<i>Valladolid</i>

12A. ELIMINATE POSITIONS

Approve elimination of listed positions, effective 1/11/07:

<u>Position Eliminated</u>	<u>Range/ Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>	<u>Reference to Proposed New Position</u>
Senior Systems Analyst, Computer Systems & Services (Classified Bargaining Unit)	44-1	12	\$5,837	Item 12B.4 DBA/Systems Administrators, Computer Systems & Services
Systems Programmer, Computer Systems & Services (Classified Bargaining Unit)	42-1	12	\$5,556	Item 12B.3 Network Systems Analyst, Computer Systems & Services
Transfer Center Counseling Specialist, Transfer Center (Classified Bargaining Unit)	24-1	12	\$3,561	Item 12.B.1 Prerequisite Technician, Student Affairs

ITEM

12B. APPROVE ESTABLISHMENT OF NEW POSITIONS

12B.1. Approve establishment of Prerequisite Technician (New Classification)

<u>Position</u>	<u>Division</u>	<u>Range/ Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
Prerequisite Technician	Student Affairs	18-1	12	\$3,070

OVERVIEW

This is a new classification. The position is necessary to meet the ongoing and growing demand for prerequisite review services. Beginning in fall 2004, the District expanded electronic enforcement of requisites for all courses throughout the curriculum and implemented a new computerized Prerequisite Equivalency Program. Previously, on July 1, 2004, the Assessment Center assumed responsibility for the prerequisite review process assisting more than 8,000 students with prerequisite related matters in fiscal year 2004-2005. Effective spring 2005, enforcement has been expanded to all SWC courses throughout the curriculum that have prerequisites and co-requisites. The District's Strategic Plan seeks approaches to have students be academically prepared upon enrollment in courses. Students who meet prerequisites improve their chances to succeed academically. The funding for this position is obtained from the vacant Transfer Center Counseling Specialist position. The District does not absorb new cost.

FISCAL IMPACT/FUNDING SOURCE

General Fund

12B.2. Approve establishment of Benefits Specialist (New Classification)

<u>Position</u>	<u>Division</u>	<u>Range/ Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
Benefits Specialist	Payroll and Benefits Services	26-1	12	\$3,742

OVERVIEW

This is a new classification. The position will serve as the senior benefits person who will have the responsibility of reconciliations, working closely with the Health and Welfare Benefits Committee in reviewing other healthcare providers; providing data regarding usage; researching and analyzing rates and benefits; and making recommendations in terms of healthcare options. Furthermore, there is a significant recommendation in our institutional planning process to improve college processes. It will support the Administrative Affairs division to operate more efficiently and to review health benefits and the impact it will have on current staff and future retirees. In addition to serving all District employees covered by benefits, this position will assume other critical assignments in the areas of benefit administration and data analysis to improve institutional support services to the College community.

FISCAL IMPACT/FUNDING SOURCE

General Fund

ITEM

12B.3. Approve establishment of Network Systems Analyst (New Classification)

<u>Position</u>	<u>Division</u>	<u>Range/ Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
Network Systems Analyst	Computer Systems and Services (CSS)	44-1	12	\$5,837

OVERVIEW

This is a new classification. The position will provide proper support to the campus community, provide security for our extensive network, and increase service to the students, faculty, and staff in support of the district's strategic plan. The vacant position of Systems Programmer was extensively analyzed and revised to that of Network Systems Analyst to reflect the critical needs of the college. This position is instrumental to the continued success of CSS as it prepares to take on several critical time and sensitive projects in the coming months. The second Network Systems Analyst will compliment the only other position in support of the network infrastructure and email services as well as take responsibility for the system administrations of Windows and SQL databases applications. This will also begin to reduce the reliance on outside technical assistance and facilitate the realignment of the responsibilities of the existing System and Programming staff that are currently sharing some of the duties. The funding for this position was obtained from the vacant Systems Programmer position. The District does not absorb new costs.

FISCAL IMPACT/FUNDING SOURCE

General Fund

12B.4. Approve establishment of DBA/Systems Administrator (New Classification)

<u>Position</u>	<u>Division</u>	<u>Range/ Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
DBA/Systems Administrator	Computer Systems and Services (CSS)	42-1	12	\$5,556

OVERVIEW

This is a new classification. The vacant position of Senior Systems Analyst was extensively analyzed and revised to a DBA/Systems Administrator. This revised position will provide the primary technical support responsible for managing the administrative tasks related to the support of the District's Enterprise Resource Planning (ERP) System and other related administrative applications. Currently no single position is responsible for this position, which results in fragmented database management and systems administration. This position will replace an existing unfilled Senior Systems Analyst position, salary range 42, which is the same salary level of the new position. There are several projects that start soon that will require this position to be filled and take a lead role in project implementation. Some immediate projects include the upgrade of Datatel/Colleague system to release 18 in January 2007 and the financial and human resources Datatel/Colleague action planning initiatives in support of the District's strategic plan, Goals 4, 5, and 6. The funding for this position was obtained from the vacant Senior Systems Analyst position. The District does not absorb new costs.

FISCAL IMPACT/FUNDING SOURCE

General Fund

ITEM

12B.5. Approve establishment of Accountant (Existing Classification)

<u>Position</u>	<u>Division</u>	<u>Range /Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
Accountant	Fiscal Services	35-1	12	\$4,674

OVERVIEW

This is a new position to an existing classification. Fiscal Services is understaffed and not able to provide adequate oversight for budget, accounting, and reporting for the various funds district wide. Due to the size of the District's budget, internal and external reporting is a major responsibility of Fiscal Services. This major responsibility has not been adequately met due to the large number of reports that have to be submitted on a monthly, quarterly, semesterly, and on an annual basis, and only one position in Fiscal Services is assigned and have the level of expertise to do all the reporting. Student workers have been assisting with the reporting needs. Delays in report submittal have fiscal and cash flow impact on the district. Budget request transfers often have to wait to be processed by student workers and at times have not been entered in the system accurately and in a timely manner. This delay has budgetary impact as well as impact on purchasing various departments and other expenditure processing transactions. The reliance on student workers brings about quality control issues. They lack the technical skills in the field of accounting and the student worker workforce has a high turnover rate. Furthermore, grant and contracts are in need of vital post award set up, review, analysis, follow up and adequate budget monitoring. This position will improve customer service to the campus and will also be responsible for assisting with the implementation and maintaining of a new position control system, coordinating efforts with Fiscal Services, Payroll Services, and Human Resources.

FISCAL IMPACT/FUNDING SOURCE

Account No. 2110-672000-000

ITEM

12B.6. Approve establishment of Administrative Secretary I (Existing Classification)

<u>Position</u>	<u>Division</u>	<u>Range /Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
Administrative Secretary I	Fiscal Services	16-1	12	\$2,923

OVERVIEW

This is a new position to an existing classification. This position will serve as the administrative secretary to the Controller and general receptionist to the Fiscal Services Department consisting of 9 full time employees. Currently there is one assistant serving both the Controller and Vice President of Administrative Affairs. The work of the Vice President demands a 1.0 secretary, which leaves little or no support for the Controller of Fiscal Services Department. The current workload is much larger than one assistant can manage effectively causing undue strain on the employee. At times the gap has been filled by student workers. However, the unreliability of the student workforce has created quality control issues and the department has had no coverage available to support the critical clerical support functions. Confidentiality and professionalism expected from the position cannot be filled by student workers. The Controller is the only director level position that does not have secretarial support due to the past budget constraint. The high priority of creating internal controls, better budget and accounting policies and procedures and improved customer service to the campus requires adequate support in the office. This position will assist in providing such support.

FISCAL IMPACT/FUNDING SOURCE

Account No. 2110-672000-000

12B.7. Approve establishment of Research Analyst (Existing Classification)

<u>Position</u>	<u>Division</u>	<u>Range /Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
Research Analyst	Academic Affairs	32-1	12	\$4,340

OVERVIEW

This is a new position to an existing classification. The primary need for this position is in response to the 2006-2009 Strategic Plan. The Plan's stated *Over-riding priority* is to, "Increase the availability, access, analysis, and use of data in decision-making and to assess student success." Specifically, the Strategic Plan requires the completion of at least 35 moderate to large-scale projects that the Institutional Research & Planning (IR&P) Office is expected to lead, or play an integral role in carrying out. Moreover, the strong research component delineated in the Strategic Plan is considered to be essential, permanent, and integral to the sustained institutional effectiveness of Southwestern Community College District (SWCCD). In light of this, the additional research-oriented responsibilities will be ongoing, and permanent. Additionally, approximately 26 grants are obtained and administered annually through SWCCD. To date, these grants have primarily relied upon external consultants to conduct program evaluation services typically required for each grant. Establishing a process whereby the IRP Office assumes such responsibilities would increase the efficiency and effectiveness of SWCCD grant management and operations.

FISCAL IMPACT/FUNDING SOURCE

General Fund

ITEM

12B.8. Approve establishment of Instructional Lab Technician, Science - Physics/Astronomy (Existing Classification)

<u>Position</u>	<u>Division</u>	<u>Range /Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
Instructional Lab Technician, Science – (Physics/Astronomy)	School of Mathematics, Science and Engineering	24-1	12	\$3,561

OVERVIEW

This is a new position to an existing classification. This new position replaces the services of an hourly technician. Safety requirements and new technology in the physics and astronomy departments require the support of a permanent position. Additionally, the planetarium and existing equipment are in need of technical repair and oversight. If this position is not filled, the cancellation of physics laboratory classes in the spring will become necessary. The funding for this position will be obtained from hourly budget. No new costs will be absorbed.

FISCAL IMPACT/FUNDING SOURCE

General Fund

12B.9. Approve establishment of Instructional Lab Technician, Science – Biology (Existing Classification)

<u>Position</u>	<u>Division</u>	<u>Range /Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
Instructional Lab Technician, Science (Biology)	School of Mathematics, Science and Engineering	24-1	12	\$3,561

OVERVIEW

This is a new position to an existing classification. In order to provide support for the additional biology classes offered year round at the Chula Vista and HEC campuses an additional full-time position is requested. This position will also assist in the lab set up at Otay Mesa prior to its opening in Fall 2007. We request the increase in order to provide adequate technical support and safety to pre-allied health classes.

FISCAL IMPACT/FUNDING SOURCE

General Fund

ITEM

12B.10. Approve establishment of Clerical Assistant III (Existing Classification)

<u>Position</u>	<u>Division</u>	<u>Range /Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
Clerical Assistant III	School of Counseling and Personal Development	13-1	12	\$2,714

OVERVIEW

This is a new position to an existing classification. This position will provide additional support to the office of the Dean overseeing matriculation support programs. The position will also support the Mental Health Counselor position. This position is categorically funded, and the District will not absorb new costs.

FISCAL IMPACT/FUNDING SOURCE

Categorical Fund

12B.11. Approve establishment of District Buyer (Existing Classification)

<u>Position</u>	<u>Division</u>	<u>Range /Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
District Buyer	Business Operations	24-1	12	\$3,561

OVERVIEW

This is a new position to an existing classification. This position would serve as the third District Buyer to balance the heavy procurement workload and facilitate more timely follow-up on open orders and more bidding supplies and equipment.

12B.12. Approve establishment of Bookstore Buyer (Existing Classification)

<u>Position</u>	<u>Division</u>	<u>Range /Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
Bookstore Buyer	Bookstore	15-1	12	\$2,851

OVERVIEW

This is a new position to an existing classification. Due to the increase in recent years in class offerings and dramatic changes in the publishing industry (ex: used books, customized texts, bundled offerings and rentals) it has become an overwhelming task for one staff person to be responsible for the entire textbook buying cycle, which includes faculty requests, ordering, pricing, returns and inventory management. An additional Textbook Buyer position will benefit the District since it will reduce our dependence on hourly and student workers. It will provide better customer service for staff and students and will contribute to increased sales. This is the first new Bookstore position in over 25 years and will be funded entirely from Bookstore funds.

FISCAL IMPACT/FUNDING SOURCE

Bookstore Fund

ITEM

12C. APPROVE EMPLOYMENT APPOINTMENTS

<u>Employee</u>	<u>Position</u>	<u>Department</u>	<u>Mos./ Svc.</u>	<u>Range/ Step</u>	<u>Mon. Salary</u>	<u>Annual Salary</u>	<u>Eff. Date</u>
Rachel Francois (Replacement)	Clerical Assistant III	Evaluations and Veterans Services	12	13-1	\$2,714	\$32,568	1/11/07
Benjamin Brandon Gess (Replacement)	Campus Police Officer	Campus Police Department	12	21-1	\$3,306	\$39,672	1/11/07
Asan Yusuf (Replacement)	LRC Operations Assistant- Evening	Academic Information Services- Multimedia Services	12/ 47.5%	*14-1	\$1,321.45	\$15,857.40	1/11/07
Robert Graham (New)	Accountant	Fiscal Services	12	35-1	\$4,674	\$56,088	2/05/07
Jenny Freeman (New)	Administrative Secretary I	Fiscal Services	12	16-1	\$2,923	\$35,076	1/18/07

* Includes one range for evening increment.

ITEM

12D. CHANGE(S) IN PERSONNEL STATUS

12D.1. Approve listed change in contract service due to promotion, effective 1/11/07.

<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>
Gail Brown	Clerical Assistant III, Student Affairs 12 Range 13/Step 4 \$3,053		Grants Technician, Institutional Advancement 12 Range 22/Step 1 \$3,389

12D.2. Reclassify the following position title, effective 1/11/07.

<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>
Allan Garrett	Network Support Specialist, Computer Systems and Services 12 Months *Range 46/Step 6 \$7,461.33/Month		Network Systems Analyst, Computer Systems and Services 12 Months *Range 46/Step 6 \$7,461.33/Month

*Includes two ranges for Educational Incentive Program.

OVERVIEW

The position description change properly reflects the support services to the campus community in providing security for our extensive network, and increasing service to the students, faculty, and staff in support of the district's implementation of the strategic plan. This second Network Systems Analyst will compliment the only other vacant position in support of the network infrastructure and email services as well as take responsibility for the system administrations of Windows and SQL databases applications. This will also begin to reduce the reliance on outside technical assistance and facilitate the realignment of the responsibilities of the existing System and Programming staff that are currently sharing some of the duties.

ITEM

12D.3. Reclassify contract assignment for incumbent listed below:

Change in contract months of service from 11-12 months, effective 1/11/07.

<u>Employee</u>		<u>Employee</u>
<u>Position Title/Dept.</u>		<u>Position Title/Dept.</u>
<u>Months/Service</u>		<u>Months/Service</u>
<u>Range/Step</u>	<u>To</u>	<u>Range/Step</u>
<u>Monthly Salary</u>		<u>Monthly Salary</u>
<u>Annual Salary</u>		<u>Annual Salary</u>
Jane Tassi		Jane Tassi
Instructional Assistant II, Language and Humanities		Instructional Assistant II, Language and Humanities
11 Months		12 Months
*Range 22/Step 6		*Range 22/Step 6
\$4,125/Month		\$4,125/Month
\$45,370/ Annual		\$49,500/Annual

*Includes two (2) ranges for Educational Incentive Program and Longevity.

OVERVIEW

The School of Languages and Humanities requests that this position be changed from their current 11-month status to a 12-month contract in order to provide service during the summer session. The employee affected by this change, already works 12 months a year in that they submit for hourly pay or comp-time for the one month they are not under the contract. This change would lessen paperwork involved at the end of the year while offering these two valuable employees job security on a 12-month contract. Both Reading and Writing facilities offer multiple labs requiring coverage during the summer session. In that the Department Chairs for English and Reading are not in attendance during summer sessions, additional duties and responsibilities fall upon these two employees. In addition, both employees have paperwork, lab set-up and minor computer maintenance to attend to; the extra weeks in the summer will allow them to organize the labs when classes are no in session.

ITEM

12D.4. Reclassify contract assignment for incumbent listed below:

Change in contract months of service from 11-12 months, effective 1/11/07

<u>Employee</u>		<u>Employee</u>
<u>Position Title/Dept.</u>		<u>Position Title/Dept.</u>
<u>Months/Service</u>		<u>Months/Service</u>
<u>Range/Step</u>	<u>To</u>	<u>Range/Step</u>
<u>Monthly Salary</u>		<u>Monthly Salary</u>
<u>Annual Salary</u>		<u>Annual Salary</u>
Sylvia Garcia-Navarrete		Sylvia Garcia-Navarrete
Reading Lab Technician-Evening, Language and Humanities		Reading Lab Technician-Evening, Language and Humanities
11 Months		12 Months
*Range 30/Step 6		*Range 30/Step 6
\$5,024/Month		\$5,024/Month
\$55,264/Annual		\$60,288/Annual

*Includes 3 ranges for Educational Incentive Program, 1 range for Longevity, 1 range for Evening and 1 range for Shift Differential.

OVERVIEW

The School of Languages and Humanities requests that this position be changed from the current 11-month status to a 12-month contract in order to provide service during the summer session. The employee affected by this change, already works 12 months a year in that they submit for hourly pay or comp-time for the one month they are not under the contract. This change would lessen paperwork involved at the end of the year while offering these two valuable employees job security on a 12-month contract. Both Reading and Writing facilities offer multiple labs requiring coverage during the summer session. In that the Department Chairs for English and Reading are not in attendance during summer sessions, additional duties and responsibilities fall upon these two employees. In addition, both employees have paperwork, lab set-up and minor computer maintenance to attend to; the extra weeks in the summer will allow them to organize the labs when classes are no in session.

ITEM

12D.5. Reclassify contract assignment for incumbent listed below:

Change in contract service from 62.5% to 100%, effective 1/11/07.

<u>Employee</u> <u>Position Title</u> <u>Months/Service</u> <u>Range/Step</u> <u>Monthly Salary</u> <u>Annual Salary</u> Karen Cook Clerical Assistant II 11 Months (62.5%) *Range 11/5 \$1,889.18/Month \$20,781/Annual	To	<u>Employee</u> <u>Position Title</u> <u>Months/Service</u> <u>Range/Step</u> <u>Monthly Salary</u> <u>Annual Salary</u> Karen Cook Clerical Assistant II 12 Months (100%) *Range 11/5 \$3,023/Month \$36,276/Annual
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*Includes 1 range for Educational Incentive Program.

OVERVIEW

The request for revising the 62.5%, 11-month clerical position to a 100%, 12-month position is supported by the following: a) the addition of a new agreement with six local fire agencies to provide credit in-service education for over 150 fire safety personnel; b) the new FTES earnings to the District in this cost sharing agreement while adding significant revenue to the District, creates workload that easily matches the operational office support required for the program; c) the last paramedic program accreditation strongly recommended a full-time clerk/secretary be available to support the EMT/ Paramedic Program. The District is due for a re-accreditation site visit in the next school year. Expanding this clerical/ secretarial position to full time status will satisfy this recommendation.

ITEM

12E. RECLASSIFY POSITION ASSIGNMENT (NO INCUMBENT)

12E.1. Reclassify position assignment as listed:

Change in contract months of service from 11-12 months, effective 1/11/07.

<u>Position</u>		<u>Position</u>
<u>Months/Service</u>		<u>Months/Service</u>
<u>Range/Step</u>		<u>Range/Step</u>
<u>Monthly Salary</u>	<u>To</u>	<u>Monthly Salary</u>
<u>Annual Salary</u>		<u>Annual Salary</u>
Instructional Lab Technician		Instructional Lab Technician
(Microcomputer) Academic		(Microcomputer) Academic
Information Services		Information Services
11 Months		12 Months
Range 24/Step 1		Range 24/Step 1
\$3,561/Month		\$3,561/Month
\$39,171/Annual		\$42,732/Annual

OVERVIEW

This position assignment change reflects the year-round service necessary to provide support for student computers in the Library as well as in over 100 smart classrooms throughout campus. The Library is open and classes are held year-round. Additionally, new computers are delivered every summer and must be installed before the fall semester starts. The need for technical support is so great that the District had been employing an hourly technician every summer to compensate for that 12th month.

12E.2. Reclassify position assignment as listed:

Change in contract months of service from 10-12 months

<u>Position</u>		<u>Position</u>	
<u>Months/Service</u>		<u>Months/Service</u>	
<u>Range/Step</u>		<u>Range/Step</u>	
<u>Monthly Salary</u>	<u>To</u>	<u>Monthly Salary</u>	<u>Effective</u>
<u>Annual Salary</u>		<u>Annual Salary</u>	<u>Date</u>
Aquatic Equipment Technician		Aquatic Equipment Technician	1/11/07
Aquatic Center		Aquatic Center	
10 Months		12 Months	
Range 24/Step 1		Range 24/Step 1	
\$ 3,561/Month		\$3,561/Month	
\$35,610/Annual		\$42,732/Annual	

OVERVIEW

The Aquatic Technician position assignment is expanded to 12 months to support a facility which the District shares with the State Agency California Department of Boating & Waterways. The Aquatic Technician position is a vital link to the safety and maintenance of the Crown Cove Aquatic Center. The technical services encompasses a variety of responsibilities that must be sustained year round including repair and evaluation of aquatic equipment and boats vital to maintaining safety protocols.

ITEM

12E.3. Change in contract months of service from 9-12 months

<u>Position</u> <u>Months/Service</u> <u>Range/Step</u> <u>Monthly Salary</u> <u>Annual Salary</u>	<u>To</u>	<u>Position</u> <u>Months/Service</u> <u>Range/Step</u> <u>Monthly Salary</u> <u>Annual Salary</u>	<u>Effective</u> <u>Date</u>
Chef/Lead Food Production 9 Months Range 13/Step 1 \$ 2,714/Month \$ 24,426/Annual		Chef/Lead Food Production 12 Months Range 13/Step 1 \$2,714/Month \$32, 568/Annual	1/11/07

OVERVIEW

This position is currently a 9-month contract position. Over the last several years with an increase in business, operating hours as well as days of operations, it has become necessary to utilize that position for twelve months. We have continually utilized this position on an hourly basis; the need is constant. The budget, along with the increased work, responsibilities and assistance to the director, has demonstrated the need which supports this request. The funding for the increase to 12 months will be obtained from the hourly budget. No new costs will be absorbed.

12E.4. Change in contract service from 47.5% to 100%

<u>Position</u> <u>Months/Service</u> <u>Range/Step</u> <u>Monthly Salary</u> <u>Annual Salary</u>	<u>To</u>	<u>Position</u> <u>Months/Service</u> <u>Range/Step</u> <u>Monthly Salary</u> <u>Annual Salary</u>	<u>Effective</u> <u>Date</u>
Account Clerk Fiscal Services-Cashiering 12 Months/47.5% Range 15/Step 1 \$1,354.22/Month \$16,250.64/Annual		Account Clerk Fiscal Services-Cashiering 12 Months/100% Range 15/Step 1 \$2,851/Month \$34,212/Annual	1/11/07

OVERVIEW

This full-time Cashiering position is necessary to provide the overlap and continuity coverage between the morning and evening shifts assisted by the many student workers hired to work during peak enrollment. Currently there is one part-time employee performing cashiering functions in the evening and this could potentially be an internal risk. This position will serve as the back-up for the Senior Account Clerk and Cashier Supervisor. A full-time position will attract and retain better and qualified candidates that may result in having a low turnover rate that will translate to stability and enhanced customer service. This increase in FTE will be obtained from the hourly budget. No new costs will be absorbed.

ITEM

12F. APPROVE ESTABLISHMENT OF NEW CLASSIFIED MANAGEMENT/SUPERVISORY POSITION AND SALARY PLACEMENT

<u>Position</u>	<u>Department</u>	<u>Range/Step</u>	<u>Months of Service</u>	<u>Monthly Salary</u>
Instructional Support Services Supervisor (Classified Management/Supervisory)	Instructional Support Services	25-1	12	\$5,155

OVERVIEW

This is a new classification. The Supervisor of Instructional Support Services is a new position that is a vital part of the new structure in the Office of the Vice President for Academic Affairs. The position will supervise four existing classified support staff that together provides service to the District in the production of the class schedules, the District catalog, and support to the curriculum development process, including implementation of the CurricUNET system. This position responds to the priority of improving organizational effectiveness in the Strategic Plan by increasing efficiency in the specified responsibilities while simultaneously lowering operational costs. This position replaces many, but not all of the function of an existing director position, which will be eliminated.

FISCAL IMPACT/FUNDING SOURCE

General Fund

12G. RATIFY/APPROVE EMPLOYMENT 21 SHORT-TERM, NON-ACADEMIC, HOURLY EMPLOYEES, FOR THE 2006-07 ACADEMIC YEAR, PURSUANT TO EDUCATION CODE SECTION 88003, AND CONTINGENT UPON DETERMINATION OF STAFF MEMBERS (ENCLOSURE)

12H. RATIFY THE LISTED RESIGNATION WHICH HAS BEEN ACCEPTED BY THE SUPERINTENDENT/PRESIDENT UNDER DELEGATION OF POWERS

<u>Employee</u>	<u>Position</u>	<u>Effective Date</u>
Denise Kitts	Senior Account Clerk (resignation)	11/29/06

	ITEM									
Action	13. RATIFY ELIMINATION OF COURSE MATERIAL FEES FOR SPRING, SUMMER, AND FALL 2007 IN SUPPORT OF THE PUBLIC ACCESS AND STUDENT SAVINGS (PASS) PROGRAM, EFFECTIVE JANUARY 1, 2007 THROUGH DECEMBER 31, 2007 (Fitzsimons)									
	Agosto	Dominguez	Roesch	Salcido	Valladolid	Rivera-Student Advisory Vote				
<p>OVERVIEW</p> <p>On August 9, 2006, the Governing Board approved a material fee structure for FY 2006-2007. Sections 59400-59408 of the California Code of Regulations allow community colleges “to provide instructional and other materials required for a credit and noncredit course provided that such materials are of continuing value to a student outside of the classroom setting, and provided that such materials are not solely or exclusively available from the district.” The District currently charges a fee associated with each of the courses that ranges from \$1.00 to \$27.00. The fee is based on the District’s estimated actual cost of the materials.</p> <p>On September 13, 2006 the Governing Board approved the Public Access and Student Savings Program (PASS). It is anticipated that this program will increase enrollment and access to the college. Tuition and parking fees will be reduced and material fees will be eliminated. Material fees elimination would be effective January 01, 2007 through December 31, 2007.</p> <p>Fees imposed on participating students for additional expenses for courses that are required to use non-district facilities will not be waived.</p> <p>FISCAL IMPACT/FUNDING SOURCE</p> <p>One time reduction of \$130,000 material fees income for the time period of January 01, 2007 through December 31, 2007, will be supplemented by the PASS program funding in General Fund Unrestricted Budgets for FY 2006-2007 and FY 2007-2008.</p>										

ITEM											
14. APPROVAL OF AGREEMENTS											
	Agosto		Dominguez		Roesch		Salcido		Valladolid		Rivera-Student Advisory Vote
<p>14A. <u>ACADEMIC AFFAIRS</u></p> <p>14A1. <u>Authorize amendment four Agreement No. A2008.07 with Kaiser Foundation Hospitals, to continue an affiliate partnership, for the period from January 15, 2007 until Agreement is cancelled by either party, at no cost to the District.</u></p> <p>OVERVIEW</p> <p>This renewal of the amendment to the original agreement re-establishes the above referenced agency as a site wherein the health occupation program students obtain the clinical experience mandated by state regulations.</p> <p>FISCAL IMPACT/FUNDING SOURCE</p> <p>No cost to the District.</p> <p>14A2. <u>Authorize Agreement No. A2000.07 with La Mesa Fire Department to provide opportunities for emergency medical technology and paramedic students to obtain training experience, for the period from January 15 to December 31, 2007, inclusive, at no cost to the District.</u></p> <p>OVERVIEW</p> <p>This agreement establishes the above referenced agency as a site wherein the emergency medical technology and paramedic students can obtain training experience mandated by state regulations.</p> <p>FISCAL IMPACT/FUNDING SOURCE</p> <p>No cost to the District.</p> <p>14A3. <u>Authorize Agreement No. A2001.07 with the United States Department of Agriculture/Forest Service, to establish an affiliate partnership, for the period from January 1, 2007 to December 31, 2012, inclusive, at no cost to the District.</u></p> <p>OVERVIEW</p> <p>The Memorandum of Understanding with the United States Department of Agriculture Forest Service establishes an agreement whereby the District will provide Wildland Firefighter Training for credit to Southwestern College students in preparation for employment for seasonal work with the fire service. Upon completion of the Wildland Firefighter Training, Southwestern College students are eligible to accept entry-level employment with the forest service and will gain training, work experience, and career opportunities for advancement with the forest service.</p> <p>FISCAL IMPACT/FUNDING SOURCE</p> <p>No cost to the District.</p>											

ITEM

14B. ADMINISTRATIVE AFFAIRS

14B.1. Authorize Agreement No. A2002.07 with Executive Protection Agency K-9 Investigation Services, Inc., for security guard services at the Chula Vista campus and the Education Center at San Ysidro, for the period January 11 through June 30, 2007, inclusive, for a cost not to exceed \$42,000.

OVERVIEW

The District requires the services of security guards from 10:30 p.m. to 6:00 a.m., Monday through Saturday and 24-hour security services on Sundays. In addition, the Education Center at San Ysidro requires security services in the afternoons and evenings until 10:00 p.m., Monday through Saturday. The security guards patrol the campuses and report suspicious activity to the local authorities and to the District's Chief of Police. All of the security guards are licensed by the Business and Professionals Code.

FISCAL IMPACT/FUNDING SOURCE

District Parking Fund Account No. 5110-695000-334.

14B.2. Authorize Agreement No. A2003.07 with BRG Consulting, Inc., for the preparation of an Environmental Impact Report/Negative Declaration for the Southwestern College Education Center at San Ysidro project, for the period January 11 through June 30, 2007, inclusive, at a cost not to exceed \$44,357.

OVERVIEW

The District is proposing to build an approximately 15,000 square-foot, 2-story building with associated parking on the existing San Ysidro Education Center site. We are required to perform a study to review traffic, noise, and air quality resulting from the proposed project. Any mitigation measures resulting from the study would then be identified and resolved. Upon completion of the study, a notice of determination will be filed in accordance with the California Environmental Quality Act (CEQA.)

FISCAL IMPACT/FUNDING SOURCE

Proposition AA funds will be used for this project.

ITEM												
Action	15. APPROVE RESOLUTION(S) (ENCLOSURE)											
	<table border="1"> <thead> <tr> <th><i>Agosto</i></th> <th><i>Dominguez</i></th> <th><i>Roesch</i></th> <th><i>Salcido</i></th> <th><i>Valladolid</i></th> <th><i>Rivera-Student Advisory Vote</i></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><u>ADOPT RESOLUTION AUTHORIZING PURCHASE OF FLOOR COVERINGS, UTILIZING THE CHULA VISTA ELEMENTARY SCHOOL DISTRICT BID NO. 05/06-12 PIGGY BACK BID, WITH COLLINS & AIKMAN FLOOR COVERINGS INC./TANDUS SPECIALIZED MARKETS</u> (Fitzsimons)</p> <p>OVERVIEW</p> <p>District utilizes other agencies bids to expedite the procurement process. This procedure is called "Piggy Back". The Chula Vista Elementary School District awarded a contract for floor coverings and has included the Southwestern Community College District as an authorized agency to purchase under the terms and conditions of the contract. The District purchasing staff has analyzed the bid results and has determined that it provides the lowest cost and will save the District administrative costs associated with the bidding process while conforming to the legal requirements of the Public Contracts Code, Sections 20118 and 20652.</p> <p>FISCAL IMPACT/FUNDING SOURCE</p> <p>No impact to General Fund.</p>	<i>Agosto</i>	<i>Dominguez</i>	<i>Roesch</i>	<i>Salcido</i>	<i>Valladolid</i>	<i>Rivera-Student Advisory Vote</i>					
<i>Agosto</i>	<i>Dominguez</i>	<i>Roesch</i>	<i>Salcido</i>	<i>Valladolid</i>	<i>Rivera-Student Advisory Vote</i>							
Action	16. FACILITIES – AWARD OF BIDS (Fitzsimons)											
	<table border="1"> <thead> <tr> <th><i>Agosto</i></th> <th><i>Dominguez</i></th> <th><i>Roesch</i></th> <th><i>Salcido</i></th> <th><i>Valladolid</i></th> <th><i>Rivera-Student Advisory Vote</i></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>16A. Bid No. 135 – Electronic Control System for Heating, Air Conditioning, and Lighting for the Otay Mesa Higher Education Center in the amount of \$186,750.00 to Honeywell International Inc. This bid was advertised in the Chula Vista Star News on November 3 & November 10, 2007. The system is an interface to the existing Honeywell System Installed at the District. This project is funded by Proposition AA.</p> <p>16B. Bid No. 05/06-12 – Chula Vista Elementary School District/Piggy Back Bid for the Purchase of Floor Coverings for the Otay Mesa Higher Education Center in the amount of \$161,910.82 to Collins and Aikman Floor Coverings, Inc./Tandus Specialized Markets. This project is funded by Proposition AA.</p>	<i>Agosto</i>	<i>Dominguez</i>	<i>Roesch</i>	<i>Salcido</i>	<i>Valladolid</i>	<i>Rivera-Student Advisory Vote</i>					
<i>Agosto</i>	<i>Dominguez</i>	<i>Roesch</i>	<i>Salcido</i>	<i>Valladolid</i>	<i>Rivera-Student Advisory Vote</i>							

ITEM																								
Action	17. ADOPT DISTRICT POLICIES – SECOND READING (ENCLOSURE) (Yokotobi)																							
	<table border="1"> <tr> <td></td> <td><i>Agosto</i></td> <td></td> <td><i>Dominguez</i></td> <td></td> <td><i>Roesch</i></td> <td></td> <td><i>Salcido</i></td> <td></td> <td><i>Valladolid</i></td> <td></td> <td><i>Rivera-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> <td></td> </tr> </table>		<i>Agosto</i>		<i>Dominguez</i>		<i>Roesch</i>		<i>Salcido</i>		<i>Valladolid</i>		<i>Rivera-Student Advisory Vote</i>											
	<i>Agosto</i>		<i>Dominguez</i>		<i>Roesch</i>		<i>Salcido</i>		<i>Valladolid</i>		<i>Rivera-Student Advisory Vote</i>													
	<p>17A. <u>ADOPT DISTRICT POLICY NO. 7120 – RECRUITMENT & HIRING (FIRST READING DECEMBER 13, 2006)</u></p> <p>OVERVIEW</p> <p>New District Policy No. 7120, “Recruitment & Hiring,” will replace portions of District Policy No. 5109, “Staff Diversity Plan.” The remaining portions of Policy No. 5109 will be covered by new District Procedure No. 7120, “Recruitment & Hiring,” or new Policy No. 3420 and Procedure No. 3420, Equal Employment Opportunity,” as well as the District’s new Equal Opportunity Plan. Revision and adoption of these new policies and procedures regarding the District’s hiring processes are necessary to be in compliance with California law and the California Community College’s Chancellor’s Office.</p> <p>17B. <u>ADOPT DISTRICT POLICY NO. 2510 – PARTICIPATION IN LOCAL DECISION-MAKING (FIRST READING DECEMBER 13, 2006)</u></p> <p>OVERVIEW</p> <p>New District Policy No. 2510, “Participation in Local Decision-Making,” will replace District Policy No. 0009, “Shared Governance Philosophy – District,” and is being submitted for first reading in conjunction with new District Policy No. 7120, “Recruitment & Hiring.” The Recruitment & Hiring Policy references the Governing Board’s policy regarding participation in local decision-making by shared governance groups. Revision and adoption of these new policies and procedures regarding the District’s hiring processes are necessary to be in compliance with California law and the California Education Code and the California Community College’s Chancellor’s Office.</p>																							

ITEM

17C. ADOPT CHAPTER 5 – STUDENT SERVICES POLICIES (FIRST READING
DECEMBER 13, 2006)

OVERVIEW

As part of the ongoing revision and update of the Southwestern Community College District Policy Manual, the policies under the purview of the Vice President for Student Affairs have undergone revision, in consultation with the Community College League of California and all appropriate shared governance groups with the District. These policies are now in compliance with the California *Education Code, Code of Regulations, title 5*, and all other applicable statutes and regulations. The policies being submitted for adoption are as follows:

- 5010 Admissions and Concurrent Enrollment
- 5015 Residence Determination
- 5020 Nonresident Tuition
- 5030 Fees
- 5035 Withholding of Student Records
- 5040 Student Records and Directory Information
- 5050 Matriculation
- 5052 Open Enrollment
- 5055 Enrollment Priorities
- 5110 Counseling
- 5120 Transfer Center
- 5130 Financial Aid
- 5140 Academic Accommodations for Students with Disabilities
- 5143 Service Animals at Southwestern College Facilities
- 5145 Accessibility of Electronic and Information Technology
- 5150 Extended Opportunity Programs and Services
- 5200 Student Health Services
- 5300 Student Equity
- 5400 Associated Student Organization
- 5410 Associated Student Organization Elections
- 5420 Associated Student Organization Finance
- 5500 Standards of Student Conduct
- 5550 Freedom of Expression
- 5560 Solicitation, Advertising, and Sales

	ITEM
Information	<p>18. NON-ACTION ITEMS</p> <p>18A. <u>INFORMATION ITEMS (ENCLOSURE)</u></p> <p>18A.1. <u>SOUTHWESTERN COMMUNITY COLLEGE DISTRICT EQUAL EMPLOYMENT OPPORTUNITY PLAN – FIRST READING (ENCLOSURE)</u></p> <p>For information and discussion only.</p> <p>OVERVIEW</p> <p>Adoption of an Equal Employment Opportunity Plan (EEO Plan) for Southwestern Community College District is necessary to bring the District into compliance with the California Code of Regulations, Education Code and the Community College’s Chancellor’s Office. The EEO Plan, in conjunction with Policy No. 3420 and Procedure No. 3420, “Equal Employment Opportunity,” (both currently being drafted), will replace those portions of old District Policy No. 5109, “Staff Diversity Plan,” which refer to equal employment opportunity and affirmative action. A District EEO Plan must be approved and submitted to the Chancellor’s Office no later than February 28, 2007. All California community colleges are required to submit a comprehensive EEO Plan containing, among other things, detailed analysis of workforce and adverse impact studies, no later than December 31, 2007. This EEO Plan has been reviewed by the Chancellor’s Office and been confirmed as meeting the requirements set forth by law.</p> <p>18A.2. General Fund Financial Report for Period Ending December 7, 2006 (ENCLOSURE) (Fitzsimons)</p> <p>18A.3. General Fund Cash Analysis for Period Ending November 30, 2006 (ENCLOSURE) (Fitzsimons)</p> <p>18A.4. Grants Received by Southwestern College Foundation (Yoneji) Defense Logistics Agency, “Procurement and Technical Assistance Center Services (San Diego Contracting Opportunities Center),” in the amount of \$292,500, January 1, 2007 through December 31, 2007.</p>
Administrative Reports	<p>19. ADMINISTRATIVE REPORTS (Valladolid)</p> <p>19A. RON DYTE, VICE PRESIDENT FOR ACADEMIC AFFAIRS</p> <p>19B. DEBRA FITZSIMONS, Ed.D., VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS 1. Technology Update (ENCLOSURE)</p> <p>19C. FUSAKO YOKOTOB, VICE PRESIDENT FOR HUMAN RESOURCES</p> <p>19D. GREG SANDOVAL, VICE PRESIDENT FOR STUDENT AFFAIRS</p> <p>19E. NEIL YONEJI, INTERIM SUPERINTENDENT/PRESIDENT</p>

	ITEM
Senate/Union /Association Reports	20. SENATE/UNION/ASSOCIATION REPORTS (Valladolid) 20A. PROFESSOR ALMA AGUILAR, PRESIDENT, ACADEMIC SENATE 20B. REBECA MONTALVAN TOTH, PRESIDENT, CLASSIFIED SENATE 20C. PROFESSOR JANET MAZZARELLA, PRESIDENT, SOUTHWESTERN COLLEGE EDUCATION ASSOCIATION (SCEA) 20D. LARRY LAMBERT, PRESIDENT, CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) 20E. BOB EDELBROCK, ED.D., PRESIDENT, SOUTHWESTERN COMMUNITY COLLEGE DISTRICT ADMINISTRATORS ASSOCIATION (SCCDAA)
Governing Board Reports	21. GOVERNING BOARD REPORTS (Valladolid) 21A. STUDENT TRUSTEE HECTOR RIVERA 21B. TRUSTEE YOLANDA SALCIDO 21C. TRUSTEE JORGE DOMINGUEZ, Ph.D. 21D. TRUSTEE JEAN ROESCH, Ed.D. 21E. VICE PRESIDENT DAVID J. AGOSTO 21F. PRESIDENT TERRI VALLADOLID
Closed Session	22. CLOSED SESSION/REPORT OF ACTION(S) (If Applicable) (Valladolid)
Adjournment	23. ADJOURNMENT (Valladolid)
Information	24. NEXT REGULAR MEETING Wednesday, February 14, 2007

Neil Yoneji
Interim Superintendent/President