



SUGGESTED ORDER OF BUSINESS/MINUTES
REGULAR MEETING, GOVERNING BOARD
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Room 214
SOUTHWESTERN COLLEGE

CHRISTINE ARANDA, ED.D., GOVERNING BOARD PRESIDENT
 YOLANDA SALCIDO, GOVERNING BOARD VICE PRESIDENT
 DAVID J. AGOSTO, GOVERNING BOARD MEMBER
 JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
 TERRI VALLADOLID, GOVERNING BOARD MEMBER
 TERRY NEWTON, STUDENT BOARD MEMBER
 NORMA L. HERNANDEZ, SECRETARY TO GOVERNING BOARD
 AND SUPERINTENDENT/PRESIDENT

7:30 PM

Wednesday, February 9, 2005

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 (Aranda) 6:00 p.m., Building 100, Conference Room A</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 (Aranda) 6:01 - 7:30 p.m., Building 100, Conference Room A.</p> <p>A. CONFERENCE WITH LABOR NEGOTIATOR Negotiator: Marcie Sinclair Employee Organizations: CSEA and 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 831766 Superior Court Case No. GIS 010381</p> <p>C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President Government Code Section 54957</p>

ITEM																	
Reconvene in Open Session	<p>3. RECONVENE IN OPEN SESSION (Aranda) 7:30 p.m., Room 214</p>																
Pledge of Allegiance	<p>4. PLEDGE OF ALLEGIANCE (Aranda)</p>																
Closed Session Announcement	<p>5. ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable) (Aranda)</p>																
Action	<p>6. APPROVAL OF MINUTES (ENCLOSURE) (Hernandez)</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 12.5%;"></th> <th style="width: 12.5%;"><i>Agosto</i></th> <th style="width: 12.5%;"><i>Aranda</i></th> <th style="width: 12.5%;"><i>Roesch</i></th> <th style="width: 12.5%;"><i>Salcido</i></th> <th style="width: 12.5%;"><i>Valladolid</i></th> <th style="width: 12.5%;"></th> <th style="width: 12.5%;"><i>Newton-Student Advisory Vote</i></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<i>Agosto</i>	<i>Aranda</i>	<i>Roesch</i>	<i>Salcido</i>	<i>Valladolid</i>		<i>Newton-Student Advisory Vote</i>								
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Reports	<p>Regular Meeting, January 12, 2005 Special Meeting, January 19, 2005</p> <p>7. REPORTS Maximum of three (3) minutes per report (Aranda)</p> <ul style="list-style-type: none"> A. Joi Lin Blake, President, Academic Senate B. Michele Fenlon, President, Classified Senate C. Professor Robert Unger, President, Southwestern College Education Association (SCEA) D. Tom Holst, President, Classified School Employees Association (CSEA) E. Trish Axsom, President, Southwestern Community College District Administrators Association (SCCDAA) 																
Oral Communication	<p>8. ORAL COMMUNICATION (Aranda)</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>																

ITEM							
Action	9. CONSENT CALENDAR (ITEMS A THROUGH L)						
	Agosto	Aranda	Roesch	Salcido	Valladolid	Newton-Student Advisory Vote	
	Adoption of the Consent Calendar will be made by one motion and second of the Board and by a unanimous vote.						
	A. <u>FACILITY USE REQUEST(S)</u>						
	(Fite)						
	Recommend ratification and approval of listed facility use request(s):						
	<u>Organization</u>	<u>Facility Requested</u>	<u>Purpose</u>	<u>Date</u>	<u>Charge Rental/Excess</u>		
	Gloria World Mission	Gymnasium	Black Belt Test	Dec 18, 2004	\$260	\$160.	
	San Diego Gauchos Soccer Club	Inner Track Field	Soccer Tryouts	Jan 15, 22, Feb 5 and 12, 2005	\$200	N/A	
	The Way Christian Church	Student Union East	Sound Equipment Install/Check for Church Service	Jan 29, 2005	\$135	\$80	
	*Congressman Filner's Office	Student Union East	Education Advisory Committee Meeting	Jan 31, 2005	*\$270	*160	
	*Co-Sponsored by Southwestern College Superintendent/President's Office; Rental and Custodial Fee Waived.						
	Passion Parties	Room 214/214A	Party Planners' Staff Training/Meeting	Feb 10, 2005	\$100	N/A	
	Calvary Chapel	Student Union East	Father/Daughter Dance	Feb 11, 2005	\$180	\$360	
	*Southern California Women's Caucus for Art	Library	Opening Reception for WCA Juried Spring Art Exhibition	Feb 12, 2005	No Charge	N/A	
	*Co-Sponsored by Southwestern College Friends of the Library; No fees to Waive.						
	City of Chula Vista, Personnel	Student Union East	Police Recruit Applicant Testing	Feb 23 & 24, 2005	\$360	\$200	
	B. <u>ADVANCE TRAVEL PAYMENT AGREEMENT(S)</u>						
	(Fite)						
	Recommend approval of the following advance travel payment agreement(s):						
	<u>Employee</u>	<u>Purpose</u>	<u>Date</u>	<u>Cost</u>			
	Reyes, Jessie	ACCE Statewide Annual Conf	2/22-24/05	\$543.80			

ITEM

C. EMPLOYMENT OF CONSULTANT(S)

Recommend ratification and approval of employment of the following consultant(s):

<u>Department</u> (Gauvreau)	<u>Consultant</u>	<u>Purpose</u>	<u>Date</u>	<u>Fee</u>
School of Arts and Communication	Nelson Abalos	Web Designer for Commercial Music/Telemedia	2/10–3/31/05	Not to exceed \$1,500
	Jeanne Reith	Costumer "Performance Festival"	2/10–3/25/05	\$1,500
	Leonora Afuyog	Stage Manager "Performance Festival"	2/10–3/12/05	\$500
	Anthony Gordon Hamm	Actor "Performance Festival"	2/10–3/12/05	\$350
(Sandoval) Women's Resource Center	Carol LeBeau	Guest Speaker for Women's History Month	3/11/05	\$750

D. APPLICATION(S)
(Hernandez)

Recommend approval of filing of the following application(s) to meet filing deadline(s):

Port of San Diego, "San Diego Contracting Opportunities Center (SDCOC)," in the amount of \$37,500, July 1, 2005 through June 30, 2006.

E. ACCEPTANCE OF FUNDS
(Hernandez)

Recommend ratification and approval of the following agreements for acceptance of funds; and further, recommend the Superintendent/President be authorized to sign such agreements with funding agencies:

San Diego State University Foundation, "Teacher Recruitment and Preparation Project," in the amount of \$16,200, October 1, 2004 through September 30, 2005. This item was approved by the Governing Board for application of funds on January 12, 2005.

San Diego State University Foundation, "Bridges to the Baccalaureate Program," in the amount of \$5,000, September 30, 2004 through August 31, 2005. This item was approved by the Governing Board for application of funds on January 12, 2005.

F. ACCEPTANCE OF GIFT(S)
(Fite)

Recommend acceptance of the following gift for anticipated use as indicated:

2000 year model Johnson 200 hp outboard motor, donated by Mike Gauger, to be used by the Automotive Technology Outboard Marine Engine Program in the School of Technology and Human Services.

ITEM

- G. CONFIRMATION OF PURCHASE ORDERS (ENCLOSURE)
(Fite)
General Fund Nos. 57453 – 58275
Blanket Fund Nos. B950 – B968
- H. PAYMENT OF BILLS, MONTH OF JANUARY 2005 (ENCLOSURE)
(Fite)
- I. AWARD OF DEGREES
(Sandoval)
Recommend award of degrees to candidates meeting graduation requirements at the close of Fall Semester 2004:
- | | | |
|-----------|----------------------------|------------|
| Fall 2004 | Associate in Arts | 208 |
| | Associate in Science | 70 |
| | Certificate of Achievement | <u>162</u> |
| | Grand Total | 440 |
- J. 2005-06 NONRESIDENT PER UNIT TUITION FEE (ENCLOSURE)
(Sandoval)
Recommend establishment of Nonresident Per Unit Tuition Fee for 2005-06 at \$151.00 per unit, the statewide rate, effective with the 2005 summer session, in accordance with Education Code Section 76140.
- K. DISTRICT SURPLUS SALE AND/OR DISPOSAL (ENCLOSURE)
(Fite)
Recommend miscellaneous equipment and furniture be declared surplus; and further, recommend the Vice President for Fiscal Affairs be authorized to conduct a surplus property sale and to dispose of surplus as scrap.
- L. CURRICULUM SUMMARY REPORT FEBRUARY 2005 (ENCLOSURE)
(Gauvreau)
Recommend approval of Curriculum Summary Report, February 2005.

ITEM																															
Action	10. HUMAN RESOURCES – ACADEMIC (Tachiki)																														
	Agosto	Aranda	Roesch	Salcido	Valladolid	Newton-Student Advisory Vote																									
	<p>A. <u>EMPLOYMENT (ENCLOSURE)</u></p> <p>Recommend approval of listed employment, effective as indicated:</p> <table border="1"> <thead> <tr> <th>Employee</th> <th>Position</th> <th>Dept.</th> <th>Mos. Serv.</th> <th>Range/Step</th> <th>Monthly Salary</th> <th>Annual Salary</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td>Russell</td> <td>Assistant</td> <td>School of</td> <td>10</td> <td>I-1*</td> <td>\$4,025.30</td> <td>\$40,253.00</td> <td>1/18/05</td> </tr> <tr> <td>Bonine</td> <td>Professor of Electronics, 10-month, tenure track position</td> <td>Business & Information Systems</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>*Final salary placement contingent upon verification of education/experience.</p>							Employee	Position	Dept.	Mos. Serv.	Range/Step	Monthly Salary	Annual Salary	Effective Date	Russell	Assistant	School of	10	I-1*	\$4,025.30	\$40,253.00	1/18/05	Bonine	Professor of Electronics, 10-month, tenure track position	Business & Information Systems					
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	<p>B. <u>CHANGE IN JOB TITLE AND APPROVAL OF NEW JOB DESCRIPTION FOR ACADEMIC ADMINISTRATOR (ENCLOSURE)</u></p> <p>Recommend approval of the following change in title for Academic Administrator and approval of new job description:</p> <table border="1"> <thead> <tr> <th>Employee</th> <th>Position</th> <th>Mos. Serv./ Range/Step</th> <th>Salary</th> <th>Effective Date</th> </tr> </thead> <tbody> <tr> <td>Steve Tadlock</td> <td>Director of Special Projects to Director of Continuing Education & Special Projects, Economic Development & Customized Training</td> <td>12 Mos. Range F/Step 7</td> <td>\$8,533.00./mo. \$102,396.00/ann. (No Change in Salary)</td> <td>2/10/05</td> </tr> </tbody> </table>							Employee	Position	Mos. Serv./ Range/Step	Salary	Effective Date	Steve Tadlock	Director of Special Projects to Director of Continuing Education & Special Projects, Economic Development & Customized Training	12 Mos. Range F/Step 7	\$8,533.00./mo. \$102,396.00/ann. (No Change in Salary)	2/10/05														
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	<p>C. <u>REDUCTION IN CONTRACT SERVICE</u></p> <p>(Correction to Item #15.B of the December 8, 2004 Governing Board Agenda)</p> <p>Pursuant to provisions set forth in <u>Article V, Section 5.16 of the 2001-2003 S.C.E.A. Contract</u>, and in accordance with the employee's request, recommend approval of the following reduction in service, effective as indicated:</p> <p>Deana Alonso, Professor of Spanish, School of Languages & Humanities, from 100% to 66.6 %, effective Spring 2005</p>																														

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Action	11. HUMAN RESOURCES – CLASSIFIED																																						
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ITEM

C. REPLACEMENT OF CLASSIFIED POSITIONS FOR 2004-05

<u>Position</u>	<u>Department</u>	<u>Range</u>	<u>Months Service</u>
Student Services Assistant	Disability Support Services	10	12 mos.
Payroll Services Supervisor	Payroll Services	17 (Classified Management/Supervisory Salary Schedule)	12 mos.
Inventory Control Technician	Business & Operations/Purchasing - Warehouse	17	12 mos.
Financial Aid Technician	Financial Aid Office	20	12 mos.

D. SHORT-TERM AND SUBSTITUTE CLASSIFIED EMPLOYMENT (ENCLOSURE)

Recommend ratification and approval of 56 Classified staff for the 2004-05 academic year, pursuant to Education Code Section 88003 and contingent upon final determination of staff members.

E. RETIREMENT

The following classified employee has retired and her resignation has been accepted by the Superintendent/President under delegation of powers:

<u>Employee</u>	<u>Position</u>	<u>Effective Date</u>
Janet Taylor	Payroll Services Supervisor	12/30/04

ITEM																									
Action	<p>12. SIDE LETTER AGREEMENT BETWEEN CSEA AND DISTRICT REGARDING HEALTH & WELFARE BENEFITS FOR CLASSIFIED EMPLOYEES (ENCLOSURE) (Hernandez)</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>Aranda</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>Newton-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> <p>Effective January 1, 2005, the District will contribute \$800,000 to the employee Health & Welfare benefits plan. Classified employees who opted into one of the District-provided health, dental and life insurance plans shall receive a proportionate share of said funds specifically provided for health and welfare benefits coverage for January through December 2005.</p>		<i>Agosto</i>		<i>Aranda</i>		<i>Roesch</i>		<i>Salcido</i>		<i>Valladolid</i>		<i>Newton-Student Advisory Vote</i>												
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Action	<p>13. 2005 SALARY INCREASE FOR CLASSIFIED CONFIDENTIAL EMPLOYEES (Hernandez)</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>Aranda</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>Newton-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> <p>Recommend approval of salary increase for Classified Confidential Employees as follows:</p> <ul style="list-style-type: none"> • Increase Confidential Employees salary schedule by 1%; • Increase salary of each Confidential Employee by an additional 1% for calendar year 2005 only (not reflected on salary schedule); • Said increase to be retroactive to January 1, 2005. 		<i>Agosto</i>		<i>Aranda</i>		<i>Roesch</i>		<i>Salcido</i>		<i>Valladolid</i>		<i>Newton-Student Advisory Vote</i>												
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Action	<p>15. AGREEMENTS (ENCLOSURE)</p> <table border="1"> <thead> <tr> <th><i>Agosto</i></th> <th><i>Aranda</i></th> <th><i>Roesch</i></th> <th><i>Salcido</i></th> <th><i>Valladolid</i></th> <th><i>Newton-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>Recommend approval of listed agreements effective as indicated; and further, recommend the Superintendent/President be authorized to sign the agreement and any future amendments which may occur.</p> <p>A. <u>ACADEMIC AFFAIRS</u></p> <table border="1"> <thead> <tr> <th><u>Department</u></th> <th><u>Organization</u></th> <th><u>Purpose</u></th> <th><u>Effective Period</u></th> <th><u>Cost</u></th> </tr> </thead> <tbody> <tr> <td>1. Health, Exercise Science & Athletics and Division of Economic Develop. & Customized Training</td> <td>Jaguar Aquatics</td> <td>Approval of Jaguar Aquatics community program</td> <td>2/10/05</td> <td>No Cost</td> </tr> <tr> <td>2. Division of Economic Develop. Customized Training</td> <td>TTI America</td> <td>Creation of a referral process for the One-Stop Career Center and Southwestern College</td> <td>2/10–6/30/05</td> <td>No Cost</td> </tr> </tbody> </table> <p>B. <u>INSTITUTIONAL ADVANCEMENT</u></p> <table border="1"> <thead> <tr> <th><u>Department</u></th> <th><u>Organization</u></th> <th><u>Purpose</u></th> <th><u>Effective Period</u></th> <th><u>Cost</u></th> </tr> </thead> <tbody> <tr> <td>1. Research</td> <td>California Partnership for Achieving Student Success</td> <td>Participation in data sharing activities among secondary and postsecondary institutions</td> <td>3/1/05 – 7/31/10</td> <td>No Cost</td> </tr> </tbody> </table>	<i>Agosto</i>	<i>Aranda</i>	<i>Roesch</i>	<i>Salcido</i>	<i>Valladolid</i>	<i>Newton-Student Advisory Vote</i>							<u>Department</u>	<u>Organization</u>	<u>Purpose</u>	<u>Effective Period</u>	<u>Cost</u>	1. Health, Exercise Science & Athletics and Division of Economic Develop. & Customized Training	Jaguar Aquatics	Approval of Jaguar Aquatics community program	2/10/05	No Cost	2. Division of Economic Develop. Customized Training	TTI America	Creation of a referral process for the One-Stop Career Center and Southwestern College	2/10–6/30/05	No Cost	<u>Department</u>	<u>Organization</u>	<u>Purpose</u>	<u>Effective Period</u>	<u>Cost</u>	1. Research	California Partnership for Achieving Student Success	Participation in data sharing activities among secondary and postsecondary institutions	3/1/05 – 7/31/10	No Cost
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	ITEM
Information	<p>18. INFORMATION ITEMS (ENCLOSURE)</p> <p>For information and discussion only. (Sandoval)</p> <ul style="list-style-type: none"> A. SPRING 2005 OPENING DAY ENROLLMENT REPORT B. 2003-2004 STUDENT ACTIVITIES REPORT C. 2003-2004 GRIEVANCE AND ORDER REPORT
Administrative Reports	<p>19. ADMINISTRATIVE REPORTS (Aranda)</p> <ul style="list-style-type: none"> A. ACADEMIC AFFAIRS – MR. GAUVREAU B. FISCAL AFFAIRS – MR. FITE <ul style="list-style-type: none"> 1. General Fund Financial Report for Period Ending December 31, 2004 (ENCLOSURE) 2. Quarterly Report CCFS 311Q for Period Ending December 31, 2004 (ENCLOSURE) C. HUMAN RESOURCES/LEGAL AFFAIRS <ul style="list-style-type: none"> 1. Human Resources Report (ENCLOSURE) D. STUDENT AFFAIRS – MR. SANDOVAL E. SUPERINTENDENT/PRESIDENT – MS. HERNANDEZ
Governing Board Reports	<p>20. GOVERNING BOARD REPORTS (Aranda)</p> <ul style="list-style-type: none"> A. STUDENT TRUSTEE TERRY NEWTON B. TRUSTEE TERRI VALLADOLID C. TRUSTEE DAVID J. AGOSTO D. TRUSTEE JEAN ROESCH, Ed.D. E. VICE PRESIDENT YOLANDA SALCIDO F. PRESIDENT CHRISTINE ARANDA, Ed.D.
Closed Session	<p>21. CLOSED SESSION/REPORT OF ACTION(S) (If Applicable) (Aranda)</p>
Adjournment	<p>22. ADJOURNMENT (Aranda)</p>
Information	<p>23. NEXT REGULAR MEETING</p> <p>Wednesday, March 9, 2005</p>

NORMA L. HERNANDEZ
SUPERINTENDENT/PRESIDENT