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

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

7:00 PM
Wednesday, February 12, 2003

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** (Agosto) Attendance at this regular meeting (Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive).

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Williams-Student Advisory Vote*

Closed Session

2. CLOSED SESSION/REPORT OF ACTION (If Applicable)
(Agosto)

5:00 – 7:00 p.m., Southwestern College Education Center at San Ysidro, Student Center

A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to Government Code Section 54956.9(b)
(2 potential cases)

B. CONFERENCE WITH LABOR NEGOTIATOR
Negotiators: Marcie Sinclair and Warren Kinsler, Atkinson Andelson Loya Ruud & Romo, Employee Organizations: SCEA, CSEA and unrepresented employees
Government Code Section 54957.6

C. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code Section 54957

D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Superintendent/President)
Government Code Section 54957

E. PUBLIC EMPLOYEE RELEASE/NON-RENEWAL
Government Code Section 59457

	ITEM

F. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Dean of School of Arts & Communication)

G. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Name of Case: [Tadlock v. Southwestern Community College District, Charge No. 345A200502 and Charge No. 345A300149]

Action

3. APPROVAL OF MINUTES (ENCLOSURE)
(Hernandez)

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Williams-Student Advisory Vote*

Regular Meeting, January 15, 2003
Special Meeting, January 22, 2003

Presentation(s)

4. PRESENTATION(S)

A. Bob Gauvreau, Vice President for Academic Affairs; Viara Giraffe, Dean, School of Social Sciences and International Studies; Sophia Onwucheckwa, ASO Clubs Vice President, presentation of Southwestern College African-American History Month.

	ITEM
Action	**5. CONSENT CALENDAR (ITEMS A THROUGH H)**

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-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. FACILITY USE REQUEST(S)

(Fite)

Recommend ratification and approval of listed facility use request(s):

Organization	Facility Requested	Purpose	Date	Charge Rental/Excess	
Sweetwater Union High School District	Swimming Pool	Metro League Waterpolo Finals	Jan 25 & 30, 2003	No Charge	$207
Sweetwater Union High School District	Swimming Pool	Bonita Vista High School Swim Practice	Mon-Sat, Feb 22 – May 20, 2003	No Charge	$2412
Sweetwater Union High School District	Swimming Pool	Eastlake High School Swim Practice	Mon-Sat, Feb 22 – May 20, 2003	No Charge	$2412
Christian Youth Theatre (CYT)	Mayan Hall, Green Room, and Dressing Rooms	Performances of Peter Pan	Feb 28 – March 16, 2003	$5600	$3790

B. ADVANCE TRAVEL PAYMENT AGREEMENT(S)

(Fite)

Recommend ratification and approval of the following advance travel payment agreement(s):

Employee	Purpose	Date	Cost
Wolniewicz, Rebecca	Site Visit – Costa Rica	1/7-14/03	$1,000
Kamath, Rashmi	UniData Basic Programming Class	2/3-6/03	$400
Perez-Velazquez, Elisandra	UniData Basic Programming Class	2/3-6/03	$400
Ramert, Patty	UniData Basic Programming Class	2/3-6/03	$400

ITEM

C. EMPLOYMENT OF CONSULTANT(S)

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

Department	Consultant	Purpose	Date	Fee
(Gauvreau) Small Business Development & International Trade Center	Robin Meza Tovi Mosey	Manufacturing Computer Network Services	On-call, as needed for the 2002–03 college year	Not to exceed $2,999 each
(Gauvreau) School of Technology and Human Services	Gary M. Vilke, M.D.	Serve as Medical Director for the paramedic training program at Southwestern College	January 1–December 31, 2003	$1,000
	Gary M. Vilke, M.D.	Serve as Clinical Director for the EMT program at Southwestern College	January 1–December 31, 2003	$200

D. APPLICATION(S)
(Zins)

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

City of Vista/Community Development Block Grant (CDBG), "San Diego Contracting Opportunities Center (SDCOC)," in the amount of $17,892, July 1, 2003 through June 30, 2004.

Hewlett-Packard Company, "MESA/Hewlett-Packard Wireless Mobile Classroom," in the amount of $100,000, July 1, 2003 through June 30, 2005.

Unified Port of San Diego, "San Diego Contracting Opportunities Center (SDCOC)," in the amount of $38,129, July 1, 2003 through June 30, 2004.

E. ACCEPTANCE OF GIFT(S)
(Fite)

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

Cash donation in the amount of $500, from Andy Hartzell of G. Hartzell & Son, in support of the Dental Hygiene Program.

Cash donation in the amount of $200, from William B. Davis, M.D., towards the upgrade of the computer graphics program.

F. AWARD OF DEGREES
(Sandoval)

Recommend award of degrees to candidates meeting graduation requirements at the close of Fall Semester 2002:

Fall 2002	Associate in Arts	277
	Associate in Science	65
	Certificate of Achievement	182
	Grand Total	524

	ITEM
	G. <u>CONFIRMATION OF PURCHASE ORDERS</u> (ENCLOSURE) (Fite) General Fund Nos. 41779 - 42397 Blanket Fund Nos. 678 - 688 H. <u>PAYMENT OF BILLS, MONTH OF JANUARY 2003</u> (ENCLOSURE) (Fite)
Oral Communication	**6. ORAL COMMUNICATION** (Agosto) 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."

	ITEM
Action	**7. HUMAN RESOURCES – ACADEMIC** (Sinclair)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

A. CHANGE(S) IN CONTRACT SERVICE

Recommend approval of the following temporary interim appointments, effective as indicated. Interim appointments to continue based upon business necessity, not to exceed one year from effective date and subject to amendments and termination at the discretion of the Governing Board:

Employee	Program	Range/Step	To	Range/Step	Effective Date
Norma Hernandez	Vice President for Student Affairs to Interim Superintendent/ President	A-7* $123,288 Annual Salary		$135,000 Annual Salary	1/23/03
Greg Sandoval	Dean, School of Counseling & Personal Development to Interim Vice President for Student Affairs	C-7* $114,828 Annual Salary		A-7* $123,288 Annual Salary	1/23/03
Beatrice Zamora-Aguilar	Counselor, School of Counseling & Personal Development to Interim Dean, School of Counseling & Personal Development	IV-11** $72,720 Annual Salary		C-1* $96,180 Annual Salary	1/29/03

*Academic Administrator Salary Schedule
**Academic Salary Schedule

C. RESIGNATIONS/RETIREMENTS

The following academic employees have resigned and their resignations have been accepted by the Interim Superintendent/President under delegation of powers:

Employee	Position	Effective Date
Janey Brown	Professor, School of Technology & Human Services, Retirement (completing 30 years of service)	7/18/03
Sara Megling	Professor, School of Arts & Communication, Retirement (completing 17 years of service)	6/15/03

Note: Retirement is in accordance with provisions of Section 8.5 of the 2001-2003 S.C.E.A. Contract, which provides for continuation of medical and dental coverage.

ITEM

D. LEAVE OF ABSENCE

Pursuant to provisions set forth in Section 5.13.3 of the 2001-2003 S.C.E.A. Contract, and in accordance with the employee's request, recommend approval of the following long-term personal leave of absence without pay, effective as indicated:

Michael Schnorr, Professor of Art, School of Arts & Communication,
From February 13, 2003 to May 30, 2003
Return to Duty August 22, 2003

	ITEM
Action	**8. HUMAN RESOURCES - CLASSIFIED** (Sinclair)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

A. CHANGE(S) IN CONTRACT SERVICE

Recommend approval of listed change(s) in contract service, effective as indicated:

Employee	Position	Mos./Serv. Range/Class Salary	To	Mos./Serv. Range/Class Salary	Effective Date
Gloria Pangelinan	Human Resources Assistant, Human Resources Office to Project Clerk, Hispanic Serving Institution-Title V Program, temporary, project-funded position (new position)	12 Mos. Range 17* Step 6 $ 3,415.00/mo. $40,980.00/ann.		12 Mos. Range 12* Step 6 $ 3,018.00/mo. $32,216.00/ann.	2/13/03

*Includes two ranges for Educational Incentive Program

B. PROJECT EMPLOYMENT

Recommend ratification and approval of re-employment of the following project-funded employees, effective as indicated and contingent upon authorization of grant funds. Continuation of employment beyond December 31, 2003, is contingent upon refunding of project(s):

1. AmeriCorps/Service Learning Programs:

Employee	Position	Department	Mos./ Serv.	Range /Step	Monthly Salary	Annual Salary	Effective Date
Dawn Taft	AmeriCorps/ Service Learning Coordinator (80% service)	AmeriCorps/ Service Learning Programs	12	24/3	$2,886.40	$34,636.80	2/16/03 to 12/31/03

2. Contracting Opportunities Center (C.O.C.):

Employee	Position	Department	Mos./ Serv.	Range /Step	Monthly Salary	Annual Salary	Effective Date
Luz Velasco	Senior Project Clerk	C.O.C.	12	13/4	$2,860.00	$34,320.00	1/1/03 to 12/31/03
Gunnar Schalin	Project Manager	C.O.C.	12	22/5	$5,349.00	$64,188.00	1/1/03 to 12/31/03

ITEM

C. RESIGNATION:

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

Employee	Position	Effective Date
Meagan Bataran	Foundation Coordinator	2/14/03

	ITEM
Action	**9. CERTIFICATION OF APPROVAL OF 2003–2004 SABBATICAL LEAVE APPLICATIONS BY SABBATICAL LEAVE REVIEW BOARD AND SUMMARY OF PROPOSALS (ENCLOSURE)**

(Gauvreau)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

Recommend sabbatical leaves of absence for 2003–2004 be granted to the 12 academic personnel identified by the Sabbatical Leave Review Board, in accordance with provisions of the Southwestern College Education Association (SCEA) Contract, subject to available funding.

Action **10. 2003-04 NONRESIDENT PER UNIT TUITION FEE (ENCLOSURE)**

(Fite)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

Recommend establishment of Nonresident Per Unit Tuition Fee for 2003-04 at $149.00 per unit, the statewide rate, effective with the 2003 summer session, in accordance with Education Code Section 76140.

Action **11. CHANGE ORDER ON THE LEARNING RESOURCE CENTER AT SOUTHWESTERN COLLEGE**

(Fite)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

Recommend approval of Change Order Number Five (5) with Soltek Pacific resulting in an increase of $135,327 and a new contract amount of $13,205,289. Change order costs paid out of State construction contingency budget.

Change Order No. 5	Pricing for Audio/Visual changes: This directive includes the sum of additional and deleted A/V equipment, associated digital cabling, and programming. Labor is included for installation of additional cabling and equipment, such as additional synchronizing equipment for digital audio, additional audio processing equipment, the overall deletion and addition of patch panels, revised CADD drawings, and engineering time to incorporate changes, etc. Unforeseen equipment requirements, due to the coordination of Group II owner furnished equipment compatibility requirements, are also reflected in this construction change directive. (a) (b)	$100,000
	Tie in 6” storm line to area drain; pricing includes cost for deletion of labor and materials. (a)	($825)
	Delete rotunda vertical reveals in exterior plaster. (b)	($544)
	Build A/V swing rack enclosure. (b)	$0
	Labor credit to delete assembly of 20 sections of storage shelving in 1st floor storage room. (b)	($660)

ITEM

Provide additional cores for floor outlets in Distance Learning room #246, also plug 2 existing cores. (a)	$1,332
Revisions to landscaping due to field conditions and coordination with SWC landscaper. (b)	$0
Install cabling for room #237 projection screen and projector. Also secure lights per DSA review. (a)	$4,135
Install solid bottom of cable tray, to provide fire rated enclosure for A/V cabling on 1st floor. A credit for wire basket cable tray is also included. (a)	$16,022
Install reinforced concrete in service drive to prevent cracking. (a)	$14,020
Changes to plumbing inverts, changes in piping lengths, and catch basin depths. (a)	$6,845
Skim coat exterior plaster on S.E. side, due to unsatisfactory surface after sandblasting. (a)	$12,533
Labor and materials to install power to roll up door on 1st floor, not shown on drawings. (a)	$658
Install 2 circuits to security panels and utility circuits for AHU 1, 2, & 3 and EF-3, not shown on drawings. (a)	$3,373
Steel fabrication inspection backcharges, due to lack of welders required by contract. (b)	($14,560)
Relocate data cables for BKM furniture coordination. (a)	$922
Install additional asphalt curb in fire lane. (a)	$1,500
Credit for temporary power and water usage during construction. (b)	($10,000)
Added larger splice cans and relocate manhole location for fiber optic, due to field conditions. (a)	$3,045
Credit for reduction of storage fence height, in 1st floor. (b)	($597)
Credit for improper framing in breezeway and 2nd floor North reception area columns. (b)	($2,750)
Credit for unacceptable appearance of 58 sunscreen panels due to painting. (b)	($2,900)
Provide, install, and adjust 4 new manholes. (a)	$2,200
Additional labor and material due to rotation of carpet on 3rd floor. (b)	$1,578
Changes in the total amount of:	$135,327

(a) Unforeseen Conditions
(b) Owner Requested Change

	ITEM
Action	**12. REJECTION OF MASS TRANSIT THROUGH SOUTHWESTERN COLLEGE** (Fite)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

Recommend rejection of proposed routing of mass transit through the interior of Southwestern College; and further, recommend that all new forms of public mass transit terminate at the perimeter of the campus, and that no portion of the District's property be dedicated or subjected to easements for such public mass transit purposes.

Action **13. ACADEMIC ADMINISTRATOR HANDBOOK (ENCLOSURE)** (Sinclair)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

Recommend approval of the revised Southwestern Community College District Academic Administrator Handbook. (First Reading, November 13, 2002.)

Action **14. PARTNERSHIP FOR EXCELLENCE SURVEY OF LOCAL INVESTMENTS OF PARTNERSHIP FUNDS (ENCLOSURE)** (Zins)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

Recommend acceptance of the Partnership for Excellence Survey of Local Investments of Partnership Funds (Part 1) and further recommend the Vice President for Institutional Advancement, on behalf of the Interim Superintendent/President, be authorized to certify the survey to the Chancellor's Office.

Action **15. ACCEPTANCE OF FUNDS** (Zins)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

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:

California Technology, Trade and Commerce Agency, "Small Business Development Center" (SBDC), in the amount of $485,102, January 1 through December 31, 2003. This item was approved by the Governing Board for submission of application on December 11, 2002.

San Diego/Imperial Counties Regional Consortium for Community Colleges, "Center for Technical Education and Career Success," in the amount of $2,204, January 6 through May 30, 2003. This item was approved by the Governing Board for submission of application on January 15, 2003.

	ITEM
Action	**16. CENTER FOR TECHNICAL EDUCATION AND CAREER SUCCESS WORKSHOP PRESENTATION MARCH 28, 2003 (ENCLOSURE)**

(Sandoval)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

Recommend approval of agreement with Donna Milgram, for consultant services, for the period February 13 through March 28, 2003, in the amount of $3,500 (grant funded); and further, recommend the Interim Superintendent/President be authorized to sign the agreement and any future amendments which may occur.

Action **17. MIDYEAR BUDGET REDUCTIONS FOR 2002-03**

(Hernandez)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

Recommend approval of proposed midyear budget reductions for 2002-03.

Action **18. RESOLUTION IN SUPPORT OF EQUITABLE STATE FUNDING (ENCLOSURE)**

(Hernandez)

	Agosto		Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote

Recommend approval of resolution in support of equitable state funding for all community college students.

Senate Reports **19. SENATE REPORTS**

(Agosto)

A. Professor Alexis Davidson, President, Academic Senate

B. Andre Harris, President, Classified Senate

	ITEM
Administrative Reports	**20. ADMINISTRATIVE REPORTS** (Agosto) A. ACADEMIC AFFAIRS – MR. GAUVREAU B. FISCAL AFFAIRS – MR. FITE 1. General Fund Financial Report for Period Ending December 31, 2002 (ENCLOSURE) 2. Quarterly Report CCFS 311Q for Period Ending December 31, 2002 (ENCLOSURE) C. HUMAN RESOURCES/LEGAL AFFAIRS – MS. SINCLAIR 1. Human Resources Report (ENCLOSURE) D. INSTITUTIONAL ADVANCEMENT – MS. ZINS E. STUDENT AFFAIRS – MR. SANDOVAL F. HIGHER EDUCATION CENTER AT NATIONAL CITY – MR. KINNEY G. SOUTHWESTERN COLLEGE EDUCATION CENTER AT SAN YSIDRO – DR. ARELLANO 1. Southwestern College Education Center Report H. COMPUTER SYSTEMS & SERVICES – MR. WAGSTAFF I. INTERIM SUPERINTENDENT/PRESIDENT – MS. HERNANDEZ
Governing Board Reports	**21. GOVERNING BOARD REPORTS** (Agosto) A. STUDENT TRUSTEE ROBERT WILLIAMS B. TRUSTEE TERRI VALLADOLID C. TRUSTEE YOLANDA SALCIDO D. TRUSTEE CHRISTINE ARANDA, ED.D. E. VICE PRESIDENT JEAN ROESCH, ED.D. F. PRESIDENT DAVID J. AGOSTO
Closed Session	**22. CLOSED SESSION/REPORT OF ACTION (If Applicable)** (Agosto)

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Williams-Student Advisory Vote*

	ITEM
Adjournment	**23. ADJOURNMENT** (Agosto)
Information	**24. NEXT REGULAR MEETING** Wednesday, March 12, 2003

NORMA L. HERNANDEZ
INTERIM SUPERINTENDENT/PRESIDENT