

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

CHRISTINE ARANDA, ED.D., PRESIDENT YOLANDA SALCIDO, 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, January 12, 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.

<ol> <li>CALL TO ORDER (Aranda)</li> <li>6:06 p.m., College Education Center at San Ysidro, Room 5604</li> </ol>
Present: Agosto, Aranda, Salcido, Roesch, Valladolid
Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive.
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.
2. ADJOURN TO CLOSED SESSION
(Aranda) 6:07 – 7:22 p.m., College Education Center at San Ysidro, Room 5604
<ul> <li>A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION</li> <li>Significant exposure to litigation pursuant to Government Code Section 54956.9(b)</li> <li>(1 potential case)</li> </ul>
<ul> <li>B. CONFERENCE WITH LABOR NEGOTIATOR</li> <li>Negotiator: Marcie Sinclair</li> <li>Employee Organizations: CSEA, SCEA, and Confidentials (Unrepresented group)</li> <li>Government Code Section 54957.6</li> </ul>

	Page 2 of 11								
	ITEM         C.       CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION Government Code Section 54956.9 Superior Court Case No. GIC 831766 Superior Court Case No. GIS 010381								
	D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Government Code Section 54957								
	E. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: [Web Designer] Government Code Section 54957								
Reconvene in Open Session	3. RECONVENE IN OPEN SESSION (Aranda) 7:36 p.m., Room 5602/5605								
	Present: Agosto, Aranda, Salcido, Roesch, Valladolid, Newton (Student Trustee)								
Closed Session Announcement	4. ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable) (Aranda) No action								
<b>Action</b> (Carried)	5. APPROVAL OF MINUTES (ENCLOSURE) (Hernandez)								
	Agosto     Aranda     Roesch     S     Salcido     M     Valladolid     Newton-Student Advisory Vote       Aye     Aye     Aye     Aye     Aye     Aye     Aye								
	Regular Meeting, December 8, 2004 Special Meeting, December 15, 2004								
Reports	6. REPORTS – [Maximum of three (3) minutes per report] (Aranda)								
	A. Joi Lin Blake, President, Academic Senate								
	B. Michele Fenlon, President, Classified Senate (Absent)								
	C. Professor Robert Unger, President, Southwestern College Education Association (SCEA (Absent)								
	D. Tom Holst, President, Classified School Employees Association (CSEA)								
	E. Angelica Suarez, Vice President, Southwestern Community College District Administrators Association (SCCDAA)								
Presentation(s)	7. <b>PRESENTATION(S)</b> [Maximum of three (3) minutes per presentation]								
	A. Allyne Tachiki, Interim Director of Human Resources; Bob Gauvreau, Vice President for Academic Affairs; Kathy Tyner, Dean, School of Mathematics, Science and Engineering; Michele Fenlon, Classified Senate President, presentation of Outstanding Classified Employee Award, January to March, presented to Maria Teresa Luque, Instructional Assistant I, School of Mathematics, Science and Engineering.								
	<ul> <li>B. Kenneth W. Fite, Vice President for Fiscal Affairs; John M. Wilson, Senior Director of Business, Operations, &amp; Facilities Planning, presentation of Award of Excellence presented to Southwestern Community College District for the design of the Learning Resource Center.</li> </ul>								

					Pa	ge 3 of 11		
	ITEM							
Oral Communication	(Aranda)	MUNICATION						
	card (availab	ning to address the Go le at the reception tab nication, or when a sp	ole) and indicate on t	he card if they wish				
	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."							
		community member, a neters for Corner Lot a			C-Land Mana	gement –		
Action (Carried)	9. CONSENT C	ALENDAR (ITEMS A	A THROUGH F)					
		randa Roesc		S Valladolid	Newton-St Advisory Vo			
	Aye A	ye Aye	Aye	Aye	Aye			
	A. <u>FACILITY USE REQUEST(S)</u> (Fite) Recommend ratification and approval of listed facility use request(s):							
					Char	20		
	Organization Grace Alliance Church	<u>Facility Requested</u> Rooms 704A, 801 & 855	Purpose Church Services	<u>Date</u> Sun, Jan 2 – June 26, 2005	<u>Char</u> <u>Rental/Exc</u> \$2730			
	The Way Christian Church	Student Union East, Cafeteria Conf Rms 1-3, and Classrooms 700 & 701		Sun, Jan 2 – June 26, 2005	\$12285	\$8580		
	Southbay Aquatics	Lap & Deep Pools	Swim Practices	Mon-Fri, Jan 3 – May 31, 2005	\$5770	\$1920		
	City of Chula Vista, Personnel	Student Union East	Police Recruit Applicant Testing	Jan 5 - 6, 2005	\$405	\$160		
	San Diego Association for Rational Thinking	Room 391	Meeting	Jan 10, 2005	\$45	\$60		
	*County of San Diego Sheriff's Department	Student Union East & West	Sheriff Cadet/Courts Detention Deputy Applicant Written Examinations	Sat, Jan 15, Feb 5, Mar 5, April 2 and May 7, 2005	*\$4050	\$1600		
	*Co-Sponsored by So	uthwestern College Sc		& Human Services;	Rental Fee Wa	ived.		

ITEM						gc + 01 11				
Organization *Coronado Sch for the Arts (CC	nool N DSA) F F	Facility Requested Mayan Hall, Green Room and Dressing Rooms	<u>Purpose</u> Dance Performances	<u>Date</u> Jan 29 & 30, 2005	<u>Char</u> <u>Rental/Exc</u> *\$1275					
*Co-Sponsored	by South	hwestern College Sch	nool of Arts & Comm	nunication; Rental F	ee Waived.					
*RJ Donovan Correctional Fa	acility	Room 751 <i>to in-kind services b</i>	Correctional Supervising Cook Applicant Written Examination	Jan 29, 2005	*\$125	*\$180				
B.										
D.		DYMENT OF CONS								
	Recom	mend ratification and	d approval of emplo	yment of the follow	ving consultan	it(s):				
<u>Department</u> (Tachiki)		Consultant	<u>Purpose</u>	Date		<u>Fee</u>				
Human Resour	rces	Ron Baza	Human Resou Consultant/ H Compliance C	iring 6/30/0		\$100/hr. expenses				
(Sandoval) Outreach/Finar	ncial Aid	Frank Jonasson	Conduct Final FAFSA Works nine SUHSD	shops at 1/27/0		\$1,600				
C.	<u>APPLIC</u>	CATION(S)								
(Hernandez)	Recom	ecommend approval of filing of the following application(s) to meet filing deadline(s):								
	San Die	ego State University in the amount of \$1								
	San Die	ego State University amount of \$5,000, \$				n," in the				
D.	ACCEF	PTANCE OF FUNDS	2							
(Hernandez)	funds; a	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 Die	ego Association of G Opportunities Cento June 30, 2005. Thi of funds on August	er" (SDCOC), in the is item was approve	amount of \$10,00	0, July 1, 2004					
	San Die	ego County Water A (SDCOC), in the an This item was appr August 11, 2004.	nount of \$42,000, J	uly 1, 2004 through	n June 30, 200	)5.				
	San Die	ego County Regiona Center" (SDCOC), 2005. This item wa on August 11, 2004	in the amount of \$1 as approved by the	5,000, July 1, 2004	through June	e 30,				

	ITEM												
	E. <u>CONFIRMATION OF PURCHASE ORDERS</u> (ENCLOSURE) (Fite)												
		General Fund Nos. 5694 Blanket Fund Nos. B947											
	F. (Fite)	PAYMENT OF BILLS, M	<u>/ONTH OF D</u>	ECEMB	<u>ER 2004</u> (ENCL	OSURE)							
<b>Action</b> (Carried)	<b>10. HUM</b> (Tachiki)	AN RESOURCES – ACAD	DEMIC (A TH	ROUGH	E)								
	Agosto	Aranda	sch S Sa	alcido	M Valladolid		-Student						
	Aye	Aranda Roe. Aye Aye			Aye	Advisor Aye	<i>vole</i>						
	A.	EMPLOYMENT (ENCLO	OSURE)										
		Recommend approval of listed employment effective as indicated:											
			Mos.	Range	e/ Monthly	Annual	Effective						
	<u>Employee</u> Perry Vasquez	PositionDept.AssistantSchoolProfessorArts &of Art (2D),Commu10-month,tiontenure trackposition	of 10		<u>Salary</u> \$4,025.30	<u>Salary</u> \$40,253.00	<u>Date</u> 1/18/05						
	*Final salary p	lacement contingent upon	verification c	of educati	on/experience.								
	B.	CHANGE IN ACADEM			-	LE AND REVI	SED JOB						
		Recommend approval o description:	of change in p	osition tit	le as listed belo	ow and revised	job						
		<u>Current Position Title</u> Vice President for Fisca	I Affairs		ew Position Titl ice President fo		ve Affairs						
	Note: Salary range remains the same: Range A - Academic Administrator Salary Schedule												
	C. (Hernandez) Recommend ratification of the following hourly interim employment, effective as indicated, and further, approval of Equivalency of Minimum Qualifications based on twenty-two (22) years of experience as the District's Director of Human Resources and Director of Personnel Services. Interim appointment to continue based upon business necessity and until a replacement is identified.												
	<u>Employee</u> Allyne Tachiki	<u>Position</u> Interim Vice President for Human Resources		hour based or	n Range A-Ste ator Salary Sch	Janu p 1	<u>tive Date</u> ary 3, 2005						
	D. (Gauvreau)	HOURLY ACADEMIC E		<u>T</u> (ENCL	OSURE)								
		Recommend approval o provisions of established members; and further, re employ additional hourly	d policy and c ecommend th	ontingen e Superi	t upon final detention of the second se	ermination of s lent be authori	staff zed to						

				Page 6 of 11						
	ITEM									
		<u>CERTIFICATION OF APPROVA</u>		JAL LEAVE						
	(Gauvreau)		)							
		Recommend sabbatical leaves of	of absence for 2005–2006 be	e granted to the 23						
	a	academic personnel identified by the Sabbatical Leave Review Board, in accordance								
		with provisions of the Southwestern College Education Association (SCEA) Contract,								
	S	subject to available funding.								
Action (Carried)	<b>11. HUMAN</b> (Tachiki)	RESOURCES – CLASSIFIED	(A THROUGH F)							
,	· · · · · · · · · · · · · · · · · · ·			Newton-Student						
Approved as	Agosto M	Aranda Roesch S	Salcido Valladolio	Advisory Vote						
Amended	Aye	Aye Aye	Aye Aye	Aye						
	A. <u>E</u>	EMPLOYMENT								
	F	Recommend approval of listed e	employment effective as indi	cated:						
			Mos./ Range/ Monthl							
		sition <u>Department</u> erical School of	<u>Serv.</u> <u>Step</u> <u>Salary</u> 12 13-1 \$2,543.							
		sistant III Counseling &	12 13-1 ψ2,343.	00 \$30,310.00 1-13-03						
		placement) Personal								
		Development								
	В. <u>(</u>	CHANGES IN CONTRACT SER	<u>RVICE</u>							
		Recommend approval/ratificatio	n of listed changes in contra	ct service, effective as						
		ndicated:	n or listed changes in contra	ci service, enective as						
	Employee	Position		ge/Step Effective Date						
	Patricia Hirst	Financial Aid Technician to	12 Mos. 12 M							
		Financial Aid Specialist,		ge 25*						
		temporary, project-funded position	Step 6 Step \$ 3,769.00/mo \$ 4,0	00.00/mo						
		Funded by the Board of		.000.00/an						
		Financial Assistance	. ,							
		Program - BFAP								
		(new position)								
	Adrianne Chun	Student Service Assistant,	12 Mos. 12 M	<i>l</i> os. 1-18-05						
	Aunanne Chun	Student Support Services		ge 20						
		to Financial Aid	Step 3 Step	-						
		Technician, temporary,		022.00/mo						
		project-funded position	\$30,636.00/an \$36	264.00/an						
		Funded by the Board of								
		Financial Assistance Program - BFAP								
		(replacement)								
	Barry Thele	Instructional Lab	12 Mos. 12 M	Nos. 1-13-05						
		Technician-Microcomputer,		ge 33*						
		School of Business and	Step 5 Step							
		Information Systems to		166.00/mo						
		Education Center Information Technology	\$48,000/an \$49	992.00/an						
		Support Specialist, Higher								
		Education Center at								
		National City								
		(replacement)								

							ragerorri
ITEM Employee Dawn Taft	Ame Lea serv (tem posi Ame from	ition eriCorps/Servic rning Coordina rice to 62.5% s porary, projec tion) funded by eriCorps/ALER o the Foundatio fornia Commu ege	ator, 38% ervice t-funded y the T Grant on for	Range/Step 12 Mos. Range 24 Step 4 \$ 1,426.14/mo \$17,113.68/an	<u>To</u>	Range/Step 12 Mos. Range 24 Step 4 \$ 2,345.63/mo \$28,147.56/an	Effective Date 11-15-04
Thelma Llorens- Acosta	Adm Sch Con (rep		for Educati	12 Mos. Range 13** Step 6 \$ 3,094.00/mo \$37,128.00/an onal Incentive Protional Incentive Protional Incentive Protectional Incentive Prote			1-13-05 for Longevity.
C.	<u>RECLA</u> Recom	SSIFICATION	I (ENCLOS on and app		indica	ated below in acco	ordance with
	and coi 1.	New job titles	s, job descri	ociates retroactive ptions, and salary cation Program Te	/ leve	ls:	
		c. Libra	ry Multimed	ation Specialist, F lia Services Tech v job description, 1	nician	, Range 18	
<u>Employee</u> Jessie Reyes	2.	Changes in s <u>Position</u> Clerical Assis Continuing E Program Tec	stant II to ducation	Mos./Serv. Range/Step Salary 12 Mos. Range 10 Step 6 \$ 2,872.00/mo \$34,464.00/an	<u>To</u>	<u>Mos./Serv.</u> <u>Range/Class</u> <u>Salary</u> 12 Mos. Range 17 Step 6 \$ 3,415.00/mo \$49,980.00/an	<u>Effective</u> <u>Date</u> 7-1-04
Mary Watters		Vocational Ed Technician, ( to Vocational Education Sp Evening, Temporary, p funded positie funded by VT 42% and Tec 30% and RO	<sup>1</sup> Evening) pecialist, project- on, 'EA II, ch Prep,	12 Mos. Range 23* Step 6 \$ 3,961.00/mo \$47,532.00/an		12 Mos. Range 27* Step 6 \$ 4,372.00/mo \$52,464.00/an	7-1-04
<sup>1</sup> One range for e	evening			mber 31, 2004.			

								Page 8 of 11
	ITEM							
	<u>Employee</u> <del>Patricia</del> <u>Pamela</u> Caldwell-Thomas	Position Learning Resource Center Operations Technician to Libr Multimedia Service Technician (change job description/title only, no change in salary)	s rary ces ge in le,	Range/Step         R           Salary         To         S           12 Mos.         12           Range 22**         R           Step 6         S           \$ 3,864.00/mo         \$			<u>/Serv.</u> ge/Class ry los. ge 22** 6 364.00/mo 368.00/an	
	**Includes thre	ranges for Educatic e ranges for Educa	itional I	ncentive Program			•	ngevity.
	D. <u>REPL</u>	ACEMENT OF CLA	SSIFIE	D POSITIONS FO	<u>DR 20</u>	04-05	_	
	Position 1. Admissions & Recor Evening	ds Technician-		artment hissions & Record	S		<u>Range</u> 16	Months Service 12 mos.
Item D-2 Pulled	2. Library Assistant, 90% service		Aca Libr	demic Information ary	Servi	ces,	12	12 mos.
Item D-3 Pulled	3. Inventory Control Te	echnician	Ope	iness erations/Purchasin rehouse	g -		17	12 mos.
	4. Warehouse Worker		Ope	iness erations/Purchasin ehouse	g-		13	12 mos.
	Senior Project Clerk, te funded position, funded Technical Education ar Success/Women's Res (CTECS/WRC) (replac	d by the Center for nd Career source Center	and	ter for Technical E Career Success/\ ource Center			13	12 mos.
	E. <u>APPR</u>	OVAL OF NEW CL	ASSIFI	ED POSITION				
	Recon	nmend approval of t	the follo	owing new project	-funde	ed pos	sition:	
	<u>Position</u> Senior Project Clerk Temporary, project-fun funded by the Small Bu Development Center L	ded position		<u>ment</u> Business Developi Lead Center	ment		<u>Range</u> 13	Months Service 12 mos.
	F. <u>SHOR</u>	T-TERM AND SUB	STITU	TE CLASSIFIED E	EMPL	OYME	<u>ENT</u> (ENC	LOSURE)
	ye	nmend ratification a ear, pursuant to Edu etermination of staff	ucation	Code Section 880				

	ITEM				Tage 9 01 11							
Action (Carried)	12. FACILITIES (A THROUGH C) (Fite)											
Approved as Amended	Agosto	Aranda M Ro	esch S Salcido	Valladolid	Newton-Student Advisory Vote							
	Aye	Aye Ay	re Aye	Aye	Aye							
	Α.											
	1. Recommend award and assignment of contract for the following:											
		a. Bid No. 100		New Learning Assist results will be provide								
		b. Bid No. 101	Construction of the be provided at the		area. Bid results will							
	B.	B. <u>PUBLIC WORKS/SERVICES</u> (ENCLOSURE)										
	Department 1. Business & Operations	Organization Western Constructio Services	Purpose on Labor compliance services for Learr Assistance Cente	ning								
	2. Business & Operations	California Departme of Corrections	ent Landscape maintenance serv	1/13/05-6/30/ vices	07 \$5,950 (monthly basis)							
Item 12-C pulled	C.	LAND MANAGEMENT	<u> – PARAMETERS FO</u> (ENCLOSURE)	R CORNER LOT AT I	H STREET AND							
		H Street and Otay Lak		development of the Di	strict's corner lot at							
Action (Carried)	13. AGREE	EMENTS (ENCLOSUR	E)		Newton-Student							
	Agosto	Aranda Ro	besch S Salcido	M Valladolid	Advisory Vote							
	Aye	Aye Ay	re Aye	Aye	Aye							
	recomm amendr A. <u>Department</u>	nend the Superintende ments which may occu <u>ACADEMIC AFFAIRS</u> <u>Organization</u>	<u>Purpose</u>	zed to sign the agreer <u>Effective Peri</u>	nent and any future od <u>Cost to District</u>							
	1. Technology & Human Services	Community College Foundation	Conduct Referee and Lane Technician Tra Program		\$1,000 per month to the benefit of the District							
	2. Technology & Human Services	Grossmont- Cuyamaca Community College District	Establishes affiliates with the San Diego Regional Environme Business Resources Assistance Center (SD/REBRAC)	ntal	05 No cost to the District							
	3. Technology & Human Services	Kaiser Foundation Hospitals	Clinical experience for Nursing Program students	or 1/1/05– 12/31/05	No cost to the District							

	ITEM							Fage 10 01 11				
Action (Carried)		SOLUTION	S (ENCLO	SURE)								
	S Agoste		nda M		Salcido	Vallado	olid	Newton-Student Advisory Vote				
	Aye	Aye	)	Aye	Aye	Aye		Aye				
	Recommend adoption of listed resolution(s):											
	A.	SOUTI	HWESTER		G THE SALE C NITY COLLEGE BLIGATION BO	E DISTRICT'S		ND THE FION OF 2000,				
Information	15. NC	N-ACTION	ITEMS									
	A.	INFOR	RMATION II	TEMS								
	(He	ernandez)										
		1.	Grant Fur	nds Receive	ed By Southwes	stern College	Founda	tion				
			Ne		ct Project," in th			: Center (SDBC) ), August 1, 2004				
	(Sa	andoval) 2.	Revision of	of Student E	Equity Plan – Fi	rst Reading	(ENCLC	OSURE)				
	(Sa	andoval) 3.	2003-200	4 Disability	Support Servic	es Report (El	NCLOSI	JRE)				
	(Sa	andoval) 4.	2003-200	4 Health Se	ervices Report (	ENCLOSURI	Ξ)					
	(Sa	andoval) 5.	2004 Sum	nmer Readi	ness Program I	Report (Sand	oval) (El	NCLOSURE)				
Administrative Reports	<b>16. AD</b> (Aranda)	MINISTRA	TIVE REPO	RTS – [Ma	ximum of three	(3) minutes p	per repo	rt]				
	A.		EMIC AFFA			Absent) Mary	v Wylie r	ead 'feel good' report				
	<ul> <li>B. FISCAL AFFAIRS – MR. FITE</li> <li>1. General Fund Financial Report for Period Ending November 30, 2004. (ENCLOSURE)</li> </ul>											
		2. 3.	<ol> <li>Audited Financial Statements – General Operational Funds – for Ye June 30, 2004.</li> <li>Audited Financial Statements – Prop AA Bond Fund – for Year Ende June 30, 2004.</li> </ol>									
	C.	HUMA 1.			AL AFFAIRS – eport (ENCLOS							
	D.	STUD	ENT AFFAI	RS – MR. S	SANDOVAL							
	E.	SUPE	RINTENDE	NT/PRESIE	DENT – MS. HE	RNANDEZ						

Governing Board Reports	<b>ITEM</b> 17. (Arand		ERNING BOARD REPORTS
		Α.	STUDENT TRUSTEE TERRY NEWTON
		В.	TRUSTEE JEAN ROESCH, ED.D.
		C.	TRUSTEE DAVID J. AGOSTO
		D.	TRUSTEE TERRI VALLADOLID
		E.	VICE PRESIDENT YOLANDA SALCIDO
		F.	PRESIDENT CHRISTINE ARANDA, ED.D.
Closed Session	<b>18.</b> (Arand		ED SESSION / REPORT OF ACTION (If Applicable)
Adjournment	<b>19.</b> (Arand		<b>URNMENT –</b> 9:52 p.m.
Information	20.	NEXT	REGULAR MEETING
		Wedn	esday, February 9, 2005
			RNANDEZ
	-		BOARD SECRETARY
			CHRISTINE ARANDA, ED.D.
			GOVERNING BOARD PRESIDENT