



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.

	ITEM
Call to Order	1. CALL TO ORDER (Aranda) 6:06 p.m., College Education Center at San Ysidro, Room 5604 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. <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>
Closed Session	2. ADJOURN TO CLOSED SESSION (Aranda) 6:07 – 7:22 p.m., College Education Center at San Ysidro, Room 5604 A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (1 potential case) B. CONFERENCE WITH LABOR NEGOTIATOR Negotiator: Marcie Sinclair Employee Organizations: CSEA, SCEA, and Confidentials (Unrepresented group) Government Code Section 54957.6

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	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																								
Action (Carried)	5. APPROVAL OF MINUTES (ENCLOSURE) (Hernandez) <table><tr><td></td><td>Agosto</td><td></td><td>Aranda</td><td></td><td>Roesch</td><td>S</td><td>Salcido</td><td>M</td><td>Valladolid</td><td></td><td>Newton-Student Advisory Vote</td></tr><tr><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td><td></td><td>Aye</td></tr></table>		Agosto		Aranda		Roesch	S	Salcido	M	Valladolid		Newton-Student Advisory Vote		Aye		Aye		Aye		Aye		Aye		Aye
	Agosto		Aranda		Roesch	S	Salcido	M	Valladolid		Newton-Student Advisory Vote														
	Aye		Aye		Aye		Aye		Aye		Aye														
Reports	Regular Meeting, December 8, 2004 Special Meeting, December 15, 2004 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. PRESENTATION(S) [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. B. Kenneth W. Fite, Vice President for Fiscal Affairs; John M. Wilson, Senior Director of Business, Operations, & Facilities Planning, presentation of Award of Excellence presented to Southwestern Community College District for the design of the Learning Resource Center.																								

Oral Communication

ITEM	
8.	ORAL COMMUNICATION

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."

Tom Davis, community member, addressed the Board regarding Item 12C-Land Management – Parameters for Corner Lot at H Street and Otay Lakes Road.

Action
(Carried)

9. CONSENT CALENDAR (ITEMS A THROUGH F)

<i>Agosto</i>	<i>Aranda</i>	<i>Roesch</i>	<i>M</i>	<i>Salcido</i>	<i>S</i>	<i>Valladolid</i>	<i>Newton-Student Advisory Vote</i>
<i>Aye</i>	<i>Aye</i>	<i>Aye</i>		<i>Aye</i>		<i>Aye</i>	<i>Aye</i>

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):

<u>Organization</u>	<u>Facility Requested</u>	<u>Purpose</u>	<u>Date</u>	<u>Charge</u> <u>Rental/Excess</u>	
Grace Alliance Church	Rooms 704A, 801 & 855	Church Services	Sun, Jan 2 – June 26, 2005	\$2730	\$1560
The Way Christian Church	Student Union East, Cafeteria Conf Rms 1-3, and Classrooms 700 & 701	Church Services	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 Southwestern College School of Technology & Human Services; Rental Fee Waived.**

ITEM

<u>Organization</u>	<u>Facility Requested</u>	<u>Purpose</u>	<u>Date</u>	<u>Charge</u> <u>Rental/Excess</u>
*Coronado School for the Arts (COSA)	Mayan Hall, Green Room and Dressing Rooms	Dance Performances	Jan 29 & 30, 2005	*\$1275 \$1020

****Co-Sponsored by Southwestern College School of Arts & Communication; Rental Fee Waived.***

*RJ Donovan Correctional Facility	Room 751	Correctional Supervising Cook Applicant Written Examination	Jan 29, 2005	*\$125 *\$180
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****All fees are waived due to in-kind services between RJ Donovan & Southwestern College.***

B. EMPLOYMENT OF CONSULTANT(S)

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

<u>Department</u>	<u>Consultant</u>	<u>Purpose</u>	<u>Date</u>	<u>Fee</u>
(Tachiki) Human Resources	Ron Baza	Human Resources Consultant/ Hiring Compliance Officer	2/1/05 - 6/30/05	\$100/hr. +expenses
(Sandoval) Outreach/Financial Aid	Frank Jonasson	Conduct Financial Aid FAFSA Workshops at nine SUHSD Schools	1/13/05 - 1/27/05	\$1,600

**C. APPLICATION(S)
(Hernandez)**

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

San Diego State University Foundation, "Teacher Recruitment and Preparation Project," in the amount of \$16,200, October 1, 2004 through September 30, 2005.

San Diego State University Foundation, "Bridges to the Baccalaureate Program," in the amount of \$5,000, September 30, 2004 through August 31, 2005.

**D. 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 Association of Governments (SANDAG), "San Diego Contracting Opportunities Center" (SDCOC), in the amount of \$10,000, July 1, 2004 through June 30, 2005. This item was approved by the Governing Board for application of funds on August 11, 2004.

San Diego County Water Authority, "San Diego Contracting Opportunities Center" (SDCOC), in the amount of \$42,000, July 1, 2004 through June 30, 2005. This item was approved by the Governing Board for application of funds on August 11, 2004.

San Diego County Regional Airport Authority, "San Diego Contracting Opportunities Center" (SDCOC), in the amount of \$15,000, July 1, 2004 through June 30, 2005. This item was approved by the Governing Board for application of funds on August 11, 2004.

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	ITEM																								
Action (Carried) Approved as Amended	E. <u>CERTIFICATION OF APPROVAL OF 2005–2006 SABBATICAL LEAVE APPLICATIONS (ENCLOSURE)</u> (Gauvreau) Recommend sabbatical leaves of absence for 2005–2006 be granted to the 23 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.																								
	11. HUMAN RESOURCES – CLASSIFIED (A THROUGH F) (Tachiki)																								
	<table><tr><td></td><td><i>Agosto</i></td><td><i>M</i></td><td><i>Aranda</i></td><td></td><td><i>Roesch</i></td><td><i>S</i></td><td><i>Salcido</i></td><td></td><td><i>Valladolid</i></td><td></td><td><i>Newton-Student Advisory Vote</i></td></tr><tr><td></td><td><i>Aye</i></td><td></td><td><i>Aye</i></td><td></td><td><i>Aye</i></td><td></td><td><i>Aye</i></td><td></td><td><i>Aye</i></td><td></td><td><i>Aye</i></td></tr></table>		<i>Agosto</i>	<i>M</i>	<i>Aranda</i>		<i>Roesch</i>	<i>S</i>	<i>Salcido</i>		<i>Valladolid</i>		<i>Newton-Student Advisory Vote</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>
		<i>Agosto</i>	<i>M</i>	<i>Aranda</i>		<i>Roesch</i>	<i>S</i>	<i>Salcido</i>		<i>Valladolid</i>		<i>Newton-Student Advisory Vote</i>													
		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>													
	A. <u>EMPLOYMENT</u> Recommend approval of listed employment effective as indicated:																								
	<table><tr><td><u>Employee</u></td><td><u>Position</u></td><td><u>Department</u></td><td><u>Mos./ Serv.</u></td><td><u>Range/ Step</u></td><td><u>Monthly Salary</u></td><td><u>Annual Salary</u></td><td><u>Effective Date</u></td></tr><tr><td>Michele Kazalonis</td><td>Clerical Assistant III (replacement)</td><td>School of Counseling & Personal Development</td><td>12</td><td>13-1</td><td>\$2,543.00</td><td>\$30,516.00</td><td>1-13-05</td></tr></table>	<u>Employee</u>	<u>Position</u>	<u>Department</u>	<u>Mos./ Serv.</u>	<u>Range/ Step</u>	<u>Monthly Salary</u>	<u>Annual Salary</u>	<u>Effective Date</u>	Michele Kazalonis	Clerical Assistant III (replacement)	School of Counseling & Personal Development	12	13-1	\$2,543.00	\$30,516.00	1-13-05								
	<u>Employee</u>	<u>Position</u>	<u>Department</u>	<u>Mos./ Serv.</u>	<u>Range/ Step</u>	<u>Monthly Salary</u>	<u>Annual Salary</u>	<u>Effective Date</u>																	
	Michele Kazalonis	Clerical Assistant III (replacement)	School of Counseling & Personal Development	12	13-1	\$2,543.00	\$30,516.00	1-13-05																	
	B. <u>CHANGES IN CONTRACT SERVICE</u> Recommend approval/ratification of listed changes in contract service, effective as indicated:																								
<table><tr><td><u>Employee</u></td><td><u>Position</u></td><td><u>Range/Step</u></td><td><u>To</u></td><td><u>Range/Step</u></td><td><u>Effective Date</u></td></tr><tr><td>Patricia Hirst</td><td>Financial Aid Technician to Financial Aid Specialist, temporary, project-funded position Funded by the Board of Financial Assistance Program - BFAP (new position)</td><td>12 Mos. Range 21* Step 6 \$ 3,769.00/mo \$45,228.00/an</td><td></td><td>12 Mos. Range 25* Step 5 \$ 4,000.00/mo \$48,000.00/an</td><td>1-13-05</td></tr><tr><td>Adrianne Chun</td><td>Student Service Assistant, Student Support Services to Financial Aid Technician, temporary, project-funded position Funded by the Board of Financial Assistance Program - BFAP (replacement)</td><td>12 Mos. Range 10 Step 3 \$ 2,553.00/mo \$30,636.00/an</td><td></td><td>12 Mos. Range 20 Step 1 \$ 3,022.00/mo \$36,264.00/an</td><td>1-18-05</td></tr><tr><td>Barry Thele</td><td>Instructional Lab Technician-Microcomputer, School of Business and Information Systems to Education Center Information Technology Support Specialist, Higher Education Center at National City (replacement)</td><td>12 Mos. Range 25* Step 5 \$ 4,000.00/mo \$48,000/an</td><td></td><td>12 Mos. Range 33* Step 1 \$ 4,166.00/mo \$49,992.00/an</td><td>1-13-05</td></tr></table>	<u>Employee</u>	<u>Position</u>	<u>Range/Step</u>	<u>To</u>	<u>Range/Step</u>	<u>Effective Date</u>	Patricia Hirst	Financial Aid Technician to Financial Aid Specialist, temporary, project-funded position Funded by the Board of Financial Assistance Program - BFAP (new position)	12 Mos. Range 21* Step 6 \$ 3,769.00/mo \$45,228.00/an		12 Mos. Range 25* Step 5 \$ 4,000.00/mo \$48,000.00/an	1-13-05	Adrianne Chun	Student Service Assistant, Student Support Services to Financial Aid Technician, temporary, project-funded position Funded by the Board of Financial Assistance Program - BFAP (replacement)	12 Mos. Range 10 Step 3 \$ 2,553.00/mo \$30,636.00/an		12 Mos. Range 20 Step 1 \$ 3,022.00/mo \$36,264.00/an	1-18-05	Barry Thele	Instructional Lab Technician-Microcomputer, School of Business and Information Systems to Education Center Information Technology Support Specialist, Higher Education Center at National City (replacement)	12 Mos. Range 25* Step 5 \$ 4,000.00/mo \$48,000/an		12 Mos. Range 33* Step 1 \$ 4,166.00/mo \$49,992.00/an	1-13-05	
<u>Employee</u>	<u>Position</u>	<u>Range/Step</u>	<u>To</u>	<u>Range/Step</u>	<u>Effective Date</u>																				
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ITEM

<u>Employee</u>	<u>Position</u>	<u>Range/Step</u>	<u>To</u>	<u>Range/Step</u>	<u>Effective Date</u>
Dawn Taft	AmeriCorps/Service Learning Coordinator, 38% service to 62.5% service (temporary, project-funded position) funded by the AmeriCorps/ALERT Grant from the Foundation for California Community College	12 Mos. Range 24 Step 4 \$ 1,426.14/mo \$17,113.68/an		12 Mos. Range 24 Step 4 \$ 2,345.63/mo \$28,147.56/an	11-15-04
Thelma Llorens-Acosta	Clerical Assistant II to Administrative Secretary II, School of Arts and Communication (replacement)	12 Mos. Range 13** Step 6 \$ 3,094.00/mo \$37,128.00/an		12 Mos. Range 23** Step 1 \$ 3,255.00/mo \$39,060.00/an	1-13-05

*Includes one range for Educational Incentive Program.

**Includes two ranges for Educational Incentive Program and one range for Longevity.

C. RECLASSIFICATION (ENCLOSURE)

Recommend ratification and approval of changes indicated below in accordance with District Policy and C.S.E.A. contract, as proposed by the Reclassification Committee and consultants Johnson & Associates retroactive to July 1, 2004.

1. New job titles, job descriptions, and salary levels:

- Continuing Education Program Technician, Range 17
- Vocational Education Specialist, Range 24 (Amendment)
- Library Multimedia Services Technician, Range 18
(approval of new job description, no change in salary range)

2. Changes in service:

<u>Employee</u>	<u>Position</u>	<u>Mos./Serv. Range/Step Salary</u>	<u>To</u>	<u>Mos./Serv. Range/Class Salary</u>	<u>Effective Date</u>
Jessie Reyes	Clerical Assistant II to Continuing Education Program Technician	12 Mos. Range 10 Step 6 \$ 2,872.00/mo \$34,464.00/an		12 Mos. Range 17 Step 6 \$ 3,415.00/mo \$49,980.00/an	7-1-04
Mary Watters	Vocational Education Technician, (¹ Evening) to Vocational Education Specialist, Evening, Temporary, project-funded position, funded by VTEA II, 42% and Tech Prep, 30% and ROP 28.%	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

¹One range for evening increment ends on December 31, 2004.

ITEM

<u>Employee</u>	<u>Position</u>	<u>Mos./Serv.</u> <u>Range/Step</u> <u>Salary</u>	<u>To</u>	<u>Mos./Serv.</u> <u>Range/Class</u> <u>Salary</u>	<u>Effective</u> <u>Date</u>
Patricia Pamela Caldwell-Thomas	Learning Resource Center Operations Technician to Library Multimedia Services Technician (change in job description/title, only, no change in salary)	12 Mos. Range 22** Step 6 \$ 3,864.00/mo \$46,368.00/an		12 Mos. Range 22** Step 6 \$ 3,864.00/mo \$46,368.00/an	7-1-04

*Includes two ranges for Educational Incentive Program.

**Includes three ranges for Educational Incentive Program and one range for Longevity.

D. REPLACEMENT OF CLASSIFIED POSITIONS FOR 2004-05

<u>Position</u>	<u>Department</u>	<u>Range</u>	<u>Months Service</u>
1. Admissions & Records Technician- Evening	Admissions & Records	16	12 mos.
2. Library Assistant, 90% service	Academic Information Services, Library	12	12 mos.
3. Inventory Control Technician	Business Operations/Purchasing - Warehouse	17	12 mos.
4. Warehouse Worker	Business Operations/Purchasing- Warehouse	13	12 mos.
Senior Project Clerk, temporary, project- funded position, funded by the Center for Technical Education and Career Success/Women's Resource Center (CTECS/WRC) (replacement)	Center for Technical Education and Career Success/Women's Resource Center	13	12 mos.

E. APPROVAL OF NEW CLASSIFIED POSITION

Recommend approval of the following new project-funded position:

<u>Position</u>	<u>Department</u>	<u>Range</u>	<u>Months Service</u>
Senior Project Clerk Temporary, project-funded position funded by the Small Business Development Center Lead Center	Small Business Development Center Lead Center	13	12 mos.

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

Recommend ratification and approval of 43 Classified staff for the 2004-05 Academic year, pursuant to Education Code Section 88003 and contingent upon final determination of staff members.

Item D-2 Pulled

Item D-3 Pulled

CHRISTINE ARANDA, Ed.D.
GOVERNING BOARD PRESIDENT