



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

JEAN ROESCH, Ed.D., PRESIDENT
 CHRISTINE ARANDA, Ed.D., VICE PRESIDENT
 DAVID J. AGOSTO, GOVERNING BOARD MEMBER
 YOLANDA SALCIDO, 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, October 13, 2004

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 (Roesch) 6:00 p.m., Building 100, Conference Room A Present: Agosto, Aranda, Roesch, Salcido, Valladolid, Newton (Student Trustee) 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>
Board Tour	2. GOVERNING BOARD TOUR Child Development Center. Meet in Building 100A, 5:30 p.m. (Hernandez)
Closed Session	3. ADJOURN TO CLOSED SESSION (Roesch) 6:20- 7:24 p.m. Building 100, Conference Room A. A. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (3 potential cases) B. CONFERENCE WITH LABOR NEGOTIATOR Negotiator: Marcie Sinclair Employee Organizations: CSEA and SCEA Government Code Section 54957.6

	ITEM																																	
Reconvene in Open Session	C.	CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION Superior Court Case No. GIC 831766 Government Code Section 54956.9																																
	D.	PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Government Code Section 54957																																
	4.	RECONVENE IN OPEN SESSION (Roesch) 7:37 p.m., Room 214																																
	5.	ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable) (Roesch)																																
Closed Session Announcement <i>No Action</i> Action <i>(Carried)</i>	6.	APPROVAL OF MINUTES (ENCLOSURE) (Hernandez)																																
	<table><tr><td></td><td><i>Agosto</i></td><td><i>S</i></td><td><i>Aranda</i></td><td></td><td><i>Roesch</i></td><td><i>M</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>S</i>	<i>Aranda</i>		<i>Roesch</i>	<i>M</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>Agosto</i>	<i>S</i>	<i>Aranda</i>		<i>Roesch</i>	<i>M</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>																							
Senate/Union Reports	Regular Meeting, September 8, 2004																																	
	7.	REPORTS (Roesch) A. Joi Blake, President, Academic Senate B. Michele Fenlon, President, Classified Senate Time deferred to Tom Holst who read a statement on behalf of the Classified Senate. C. Professor Robert Unger, President, Southwestern College Education Association (SCEA) D. Christina Hicks, President, Classified School Employees Association (CSEA) Time deferred to Penelope DiBernardo, CSEA Labor Relations Representative, who addressed the Board regarding negotiations. E. Trish Axsom, President, Southwestern Community College District Administrators Association (SCCDAA)																																
Presentation(s)	8.	PRESENTATION(S) A. Allyne Tachiki, Interim Director of Human Resources; Bob Gauvreau, Vice President for Academic Affairs; Trish Axsom, Dean, School of Technology and Human Services; Michele Fenlon, Classified Senate President, presentation of Outstanding Classified Employee Award, October to December, presented to Karen Cook, Clerical Assistant II, School of Technology and Human Services. B. Greg Sandoval, Interim Vice President for Student Affairs, Fernando Poveda, Director, Outreach, presentation of outreach activities. C. Bob Gauvreau, Vice President for Academic Affairs; Viara Giraffe, Dean, School of Social Sciences & International Studies; Felix Tuyay, Professor, History/Asian American Studies, presentation of Pagkakaisa's activities in support of October Filipino-American month.																																

ITEM

B. ADVANCE TRAVEL PAYMENT AGREEMENT(S)

(Fite)

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

<u>Employee</u>	<u>Purpose</u>	<u>Date</u>	<u>Cost</u>
Arnold, Donna	2004 Thomas Lakin Institute for Mentored Leadership	10/11-17/04	\$702.76
Bejasa, Amber	CCC EOPSA	10/20-22/04	\$20.00
Castillo, Victor	CITD Quarterly Meeting	9/23-24/04	\$250.75
Guerrero, Gustavo	BIEEP Trade Mission to Brazil	10/2-10/04	\$800.00
Torra, Rebecca	BIEEP Trade Mission to Brazil	10/2-10/04	\$598.50

C. 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>
(Gauvreau) Small Business Development & International Trade Center	Christen Powell-Essinger Dee Sanford Adam Siner	Gis Consulting Marketing Finances	On-call, as needed for the 2004-05 college year	Not to exceed \$2,999
(Gauvreau) School of Arts and Communication	Lady Jean, Inc. Stage Manager	Costume Design "Damn Yankees" "Damn Yankees"	10/14/04-11/30/04 10/14/04-11/07/04	\$2,000 \$500
(Gauvreau) School of Mathematics, Science & Engineering	Laura Nolan Marina Watanabe Bohyun Kim Jeremy Nguyen	Eastlake High School Teacher Participants in the BETSI Project Leadership Institute	10/14/04-10/31/04	\$340 each
(Fite) Fiscal Affairs	School Services of California, Inc.	Provide counsel regarding state and local mandates	5/1/04 - 4/30/05	\$1,560 plus expenses

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:

City of San Diego/Small Business Enhancement Program (SBEP), "San Diego Contracting Opportunities Center," in the amount of \$21,250, October 1, 2004 through September 30, 2005. This item was approved by the Governing Board for submission of application on September 8, 2004.

Otay Water District, "San Diego Contracting Opportunities Center (SDCOC)," in the amount of \$4,500, September 30, 2004 through April 30, 2005. This item was approved by the Governing Board for submission of application on August 11, 2004.

ITEM

E. ACCEPTANCE OF GIFT(S)
(Fite)

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

Tube Bender for exhaust systems, donated by Ed Hanson's Muffler Service, to be used by the Automotive Technology Program in the School of Technology and Human Services.

CalComp Drawing Board II Digitizer, Model 811, Manual lift, donated by Kimley-Horn and Associates Engineering Firm, to be used by the Engineering Department in the School of Mathematics, Science and Engineering.

Medley Point of Care Unit, pump and DFU, valued at \$2,062, donated by Alaris Medical Systems, to be used by the Nursing Program in the School of Technology and Human Services.

High Performance Liquid Chromatograph (HPLC), valued at approximately \$20,000, donated by Ligand Pharmaceuticals Incorporated, to be used by students in the Chemistry laboratories in the School of Mathematics, Science and Engineering.

F. AWARD OF DEGREES
(Sandoval)

Recommend award of degrees to candidates meeting graduation requirements at the close of Summer Semester 2004:

Summer 2004	Associate in Arts	155
	Associate in Science	35
	Certificate of Achievement	<u>67</u>
	Grand Total	257

G. FACULTY EMERITI
(Hernandez)

Recommend the following staff be granted Emeritus status under District policy, as recommended by the Academic Senate:

<u>Faculty Member</u>	<u>School</u>	<u>Discipline</u>	<u>Hire Date</u>	<u>Retirement Date</u>
Gladys Barrett	Technology and Human Services	Child Development	9/4/75	12/19/03
Barbara Canaday	Social Sciences & International Studies	Psychology	9/4/74	12/19/03
Oscar Cañedo	Languages & Humanities	ESL/Spanish	9/4/75	12/19/03
Willard Hanson	Mathematics, Science & Engineering	Mathematics	8/31/89	12/19/03
Joseph Liermann	Business & Information Systems	Business	8/30/90	12/19/03
Frederick Lotze	Business & Information Systems	Business	9/7/65	12/19/03
Susan Luzzaro	Languages & Humanities	English	8/29/91	12/19/03
Vera Powell Mooring	Languages & Humanities	English/Reading	8/15/77	12/19/03
Alva Sands	Business & Information Systems	Business	1/16/84	12/19/03

ITEM					
	<u>Faculty Member</u>	<u>School</u>	<u>Discipline</u>	<u>Hire Date</u>	<u>Retirement Date</u>
	Victor Saucedo	Arts & Communication	Music	9/8/71	12/19/03
	Geraldine Turley	Arts & Communication	Art	9/4/74	12/19/03
	Roberta Tatreau	Languages & Humanities	English	2/10/69	5/29/04
	Joseph Perretta	Technology & Human Services	Automotive Technology	2/3/71	5/28/04
	Penelope Banks	Social Sciences and International Studies	Philosophy & Humanities	8/30/90	8/04 (deceased)
	H.	<u>DISTRICT SURPLUS DISPOSAL (ENCLOSURE)</u>			
(Fite)		Recommend miscellaneous equipment be declared surplus; and further, recommend the Vice President for Fiscal Affairs be authorized to dispose of all listed surplus property as scrap.			
	I.	<u>CONFIRMATION OF PURCHASE ORDERS (ENCLOSURE)</u>			
(Fite)		General Fund Nos. 54600 – 55424 Blanket Fund Nos. B925 – B932			
	J.	<u>PAYMENT OF BILLS, MONTH OF SEPTEMBER 2004 (ENCLOSURE)</u>			
(Fite)					

<u>Employee</u>	<u>Position</u>	<u>Effective Date</u>
Kenneth W. Fite	Vice President for Fiscal Affairs (Retirement, completing 15 years of service)	June 30, 2005

ITEM

B. CHANGES IN CONTRACT SERVICE

Recommend approval of listed changes in contract service, effective as indicated:

<u>Employee</u>	<u>Program</u>	<u>Range/Step</u>	<u>To</u>	<u>Range/Step</u>	<u>Effective Date</u>
Aida Mora	Admissions and Records Technician to Admissions Center Evening Lead (new position)	12 Mos. Range 17* Step 6 \$ 3,415.00/mo \$40,980.00/an		12 Mos. Range 30* Step 1 \$ 3,870.00 mo \$46,440.00/an	10-14-04
Omar Orihuela	Financial Aid Technician (temporary, project-funded position, Board of Governor's Waiver Program) to Financial Aid Specialist (temporary, project-funded position funded by Board of Financial Assistance Program funds) (new position)	12 Mos. Range 22** Step 6 \$ 3,864.00/mo \$46,368.00/an		12 Mos. Range 26** Step 5 \$ 4,100.00/mo \$49,200.00/an	10-14-04
Valerie Hom	Administrative Secretary II, Academic Senate Office, from 80% service to 100% service	11 Mos. Range 22** Step 6 \$ 3,091.20/mo \$34,003.20/an		11 Mos. Range 22** Step 6 \$ 3,864.00/mo \$42,504.00/an	10-14-04

*Includes one range for Educational Incentive Program.

**Includes two ranges for Educational Incentive Program.

C. REPLACEMENT OF CLASSIFIED POSITIONS FOR 2004-05

<u>Position</u>	<u>Department</u>	<u>Range</u>	<u>Months Service</u>
Clerical Assistant II, (replacement)	School of Social Sciences & International Studies	10	12 mos.
Admissions & Records Technician (replacement)	Admissions & Records	16	12 mos.
Admissions & Records Assistant (replacement)	Admissions & Records	13	12 mos.
Financial Aid Technician, temporary, project-funded position, funded by the Board of Financial Assistance Program funds (replacement)	Financial Aid Office	20	12 mos.

ITEM

D. APPROVAL OF NEW CLASSIFIED POSITIONS (ENCLOSURE)

<u>Position</u>	<u>Department</u>	<u>Range</u>	<u>Months Service</u>
Financial Aid Specialist Temporary, project-funded position funded by the Board of Financial Assistance Program funds (new position)	Financial Aid	24	12 mos.

Education Center Information Technology Support Specialist (new position)	Higher Education Center at National City	32	12 mos.
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NOTE: Position was previously Instructional Lab Technician-Microcomputer, Range 24. This new title and salary range will replace existing vacant position at the Higher Education Center. Board approved replacement of vacant position on September 8, 2004.

Publications Associate	Community & Media Relations	29	12 mos.
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NOTE: Position was previously Public Information Associate, Range 29. This new title will replace existing vacant position. Board approved replacement of vacant position on September 8, 2004.

E. ELIMINATION OF POSITION

Recommend elimination of listed position:

<u>Position</u>	<u>Department</u>	<u>Range</u>	<u>Months Service</u>
Public Information Associate (Position replaced with Publications Associate)	Community & Media Relations	29	12 mos.

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

Recommend ratification and approval of 67 classified staff for the 2004-05 academic year, pursuant to Education Code Section 88003 and contingent upon final determination of staff members.

G. RESIGNATION/RETIREMENT

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

<u>Employee</u>	<u>Position</u>	<u>Effective Date</u>
Maria Elizabeth Morrell	Clerical Assistant II, School of Social Sciences & International Studies	9-30-04

ITEM		
22.	Provide additional framing for wall support. (b)	\$1,430.
23.	Patch and repair relocated outlets. (b)	\$256.
24.	Revise soffit framing in Room 204. (b)	\$1,716.
25.	Additional sprinkler heads in Room 204. (b)	\$689.
26.	Use of dumpsters during the duration of the project. ((b)	(\$4,442.)
27.	Use of temporary power and water utilities. (b)	(\$5,000.)
28.	Onsite dumping excess soil. (b)	(\$7,950.)
29.	Cost of sod for restoration of contractor staging area. ((b)	(\$3,425.)
Total		\$42,914.

Funded through Prop AA and is within contingency budget of project.

- (a) Unforeseen Conditions
- (b) District Requested Change
- (c) The Division of State Architect (DSA) Modification
- (d) Design Omission

2. CHANGE ORDER FOR THE CONSTRUCTION OF THE HIGHER EDUCATION CENTER "EDUCATION VILLAGE" IN NATIONAL CITY PROJECT

Recommend approval of Change Order Number four (4) for the Higher Education Center "Education Village" in National City with Douglas E. Barnhart resulting in an increase of \$56,095.00 and a new contract amount of \$13,129,144.

Change Order No. 6

- | | | |
|----|---|-----------|
| 1. | Provide additional concrete sidewalks and charcoal grey coloring. (a) | \$23,462. |
| 2. | Provide aluminum letters for SWC. (b) | \$1,055. |
| 3. | Delete Paves and provide colored concrete At the entry plaza. (b) | \$24,482. |
| 4. | Provide aesthetic columns to the bridge. | \$3,027. |
| 5. | Provide a code required exhaust fan at the dental closet. (c) | \$2,181. |
| 6. | Install concrete pad for parking control gate. (b) | \$1,888. |

Total \$56,095.

Funded through Prop AA and is within contingency budget of project.

- (a) Unforeseen Conditions
- (b) District Requested Change
- (c) The Division of State Architect (DSA) Modification
- (d) Design Omission

ITEM	
	B. <u>NOTICE OF COMPLETION</u> (Fite) Recommend approval and acceptance of the following completed projects, effective as indicated: Bid No. 74 - Grading and site development for the Higher Education Center "Education Village" project in National City with Western Rim Construction, as satisfactorily completed as of October 14, 2004. Bid No. 76 - Landscape and irrigation for the Higher Education Center "Education Village project in National City with T.B. Pennick & Sons, as satisfactorily completed as of October 14, 2004. Bid No. 77 - Concrete reinforcing steel & site furnishings for the Higher Education Center "Education Village project in National City with T.B. Pennick & Sons, as satisfactorily completed as of October 14, 2004. Bid No. 78 - Parking structure concrete, reinforcing steel, and reinforced unit masonry for the Higher Education Center "Education Village project in National City with Morley Construction, as satisfactorily completed as of October 14, 2004. Bid No. 79 - Structural steel, metal decking and misc. steel for the Higher Education Center "Education Village project in National City with McMahon Steel Company, as satisfactorily completed as of October 14, 2004. Bid No. 80 - Finish carpentry and casework for the Higher Education Center "Education Village project in National City with Spooners Woodworks, as satisfactorily completed as of October 14, 2004. Bid No. 81 - Roofing for the Higher Education Center "Education Village project in National City with Roof Construction, as satisfactorily completed as of October 14, 2004. Bid No. 82 - Doors, frames, & hardware for the Higher Education Center "Education Village project in National City with Brady Company San Diego, as satisfactorily completed as of October 14, 2004. Bid No. 83 - Higher Education Center "Education Village project in National City with Perfection Glass, as satisfactorily completed as of October 14, 2004. Bid No. 84 - Drywall, metal studs, lath plaster, & insulation for the Higher Education Center "Education Village project in National City with Brady Company San Diego, as satisfactorily completed as of October 14, 2004. Bid No. 85 - Acoustical, ceilings, & wall coverings for the Higher Education Center "Education Village project in National City with Brady Company San Diego, as satisfactorily completed as of October 14, 2004. Bid No. 86 - Painting for the Higher Education Center "Education Village project in National City with Simmons & Wood, as satisfactorily completed as of October 14, 2004. Bid No. 87 - Floorcovering & moisture vapor control for the Higher Education Center "Education Village project in National City with Spectra Flooring, as satisfactorily completed as of October 14, 2004. Bid No. 88 - Ceramic tile for the Higher Education Center "Education Village project in National City with Brady Company San Diego, as satisfactorily completed as of October 14, 2004.

ITEM

- Bid No. 89 - Specialties, equipment, furnishings & window coverings for the Higher Education Center "Education Village project in National City with Inland Acoustics, as satisfactorily completed as of October 14, 2004.
- Bid No. 90 - Conveying systems for the Higher Education Center "Education Village project in National City with Brady Company San Diego, as satisfactorily completed as of October 14, 2004.
- Bid No. 91 - Fire sprinklers for the Higher Education Center "Education Village project in National City with A1 Fire Protection, as satisfactorily completed as of October 14, 2004.
- Bid No. 92 - Plumbing for the Higher Education Center "Education Village project in National City with A.O. Reed, as satisfactorily completed as of October 14, 2004.
- Bid No. 93 - HVAC & HVAC controls for the Higher Education Center "Education Village project in National City with Control Air Conditioning, as satisfactorily completed as of October 14, 2004.
- Bid No. 94 - Electrical, fire alarm, data, & communication for the Higher Education Center "Education Village project in National City with Steiny & Company, as satisfactorily completed as of October 14, 2004.
- Bid No. 95 - Sheet metal for the Higher Education Center "Education Village project in National City with Challenger Sheet Metal, as satisfactorily completed as of October 14, 2004.

Action
(Carried)

14. INCREASING STUDENT HEALTH SERVICES FEES (ENCLOSURE)

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

(Sandoval)

Recommend approval of increasing Health Services/Accident Insurance/Liability Fee, effective spring 2005 pursuant to Education Code Section 77355.

Action
(Carried)

15. AGREEMENTS (A THROUGH B) (ENCLOSURE)

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

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.

A. ACADEMIC AFFAIRS

<u>Department</u>	<u>Organization</u>	<u>Purpose</u>	<u>Effective Period</u>	<u>Cost to District</u>
1. Education Center at San Ysidro	Social Science Research Laboratory	Conducting a survey of the Otay Mesa and San Ysidro residents	10/14/04–03/31/05	\$12,000

B. FISCAL AFFAIRS

<u>Department</u>	<u>Organization</u>	<u>Purpose</u>	<u>Effective Period</u>	<u>Cost to District</u>
1. Business & Operations	Grillias Pirc Rosier Alves (GPRA)	Architectural services for three (3) relocatable classroom buildings and one (1) relocatable restroom building	10/14-12/31/04	\$30,000

	ITEM
Governing Board Reports	19. GOVERNING BOARD REPORTS (Roesch) A. STUDENT TRUSTEE TERRY NEWTON B. TRUSTEE TERRI VALLADOLID C. TRUSTEE DAVID J. AGOSTO D. TRUSTEE YOLANDA SALCIDO E. VICE PRESIDENT CHRISTINE ARANDA, Ed.D. F. PRESIDENT JEAN ROESCH, Ed.D.
Closed Session	20. CLOSED SESSION/REPORT OF ACTION (If Applicable) (Roesch)
Adjournment	21. ADJOURNMENT – 9:20 p.m. (Roesch)
Information	22. NEXT REGULAR MEETING Wednesday, November 10, 2004
	NORMA L. HERNANDEZ GOVERNING BOARD SECRETARY
	JEAN ROESCH, Ed.D. GOVERNING BOARD PRESIDENT