SWC Mission Statement
Southwestern Community College District promotes student learning and success by committing to continuous improvement that includes planning, implementation and evaluation. We serve a diverse community of students by providing a wide range of dynamic and high quality academic programs and comprehensive student services

Funding Priorities
Preserve Jobs (Employment Integrity); Preserve Classes (Instructional Integrity);
Preserve Support to Students (Student Services Integrity); Preserve Safety (Environmental/Security Integrity)

Members

4 Academic Senate Representatives:	4 CSEA Representatives:	7 Planning Representatives
Victoria Lopez	*Bruce MacNintch*	*AOC: Mink Stavenga*
Janelle Williams	*Michele Fenlon*	*FSC: John Brown*
Eric Maag	*Heather MacNintch*	*IPRC: Linda Hensley*
Chris Hayashi	*Deborah Peckenpaugh*	*ITC: Paul Norris*
4 SCCDAA Representatives:		*OIE: Diana Kelly*
Aaron Starck	**4 Associated Student Representatives:**	*EP/EMC: Mia McClellan*
Patti Larkin	*Claudia Duran*	*ISLO: Rebecca Wolniewicz*
Debbie Trujillo	*Alix Lopez*	**Non-Voting Resource Staff**
Silvia Cornejo-Darcy	*Candy Arias*	*C.M. Brahmbhatt, Acting VPBFA*
1 Confidential Representative	*Angel Castro*	*Linda Gilstrap, Dean, OIE/FED*
Patti Blevins		*Joseph Quarles, VPHR*
	1 SCEA Representative	*Ben Seaberry, IT Director*
Valerie Goodwin-Colbert (Facilitator)	*Andy MacNeill*	*Angélica Suárez, VPSA*
Rosalva Garcia (Recorder)		*Kathy Tyner, Acting VPAA*
Guest(s):		*Randy Beach, AS President-Elect*
		Susan Brenner, VPAS

10 + 1 Mutual Agreement Items:
9.   District and college governance structures, as related to faculty roles.
10. Processes for institutional planning and budget development including self-study and annual reports.
11. + 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.

A G E N D A

AGENDA ITEM	PRESENTER/S	SUG. MIN.	DECISION
1. Call to Order / Approval of Agenda	Stuart	3 min	
2. Approval of the Minutes: January 18	Stuart	2 min	
I. Strategic Planning			
3. Budget Committee Report	Brahmbhatt/MacNeill	10 min	
4. EP/PTF Recommendations	McClellan/Beach	5 min	
5. Prioritization Process Part II	Tyner/Gilstrap/Hensley	45 min	
6. Approval of 2012-2015 Goals & Objectives	Nish/Stuart	10 min	
II. Policy/Procedures Development			
7. New Policy: Campaign Contribution Policy (Time Sensitive Item for Governing Board)	Nish/Stuart	5 min	
III. Issue Management			
8. Director, Admissions & Records Update	Suarez	10 min	
9. Safety Committee: • Emergency Plan	McClellan/Sanchez	15 min	
IV. Campus Communication (30 min)			

Approved by Co-Chairs and SCC: 01/30/12
MN:aes:rg

10. Sharepoint & Website updates	Seaberry Nish/Stuart	10 min	
11. Taskforce Updates – Provide Electronically		5 min	
V. Meeting Summary (5 min)			
VI. Standing Committee Reports - to be sent via email - Nish			
VII. IBB Process Check – (5 min)			
• Meeting Feedback	Co-Chairs: Nish/Stuart	5 min	
Future Agenda Items • Shared Planning & Decision-Making Handbook: Update • Suggested Revision to the Use of Facilities Policy & Procedures • Update on Policy & Procedures 7120 Task Force • Fraud Policy	Gilstrap/Stuart Stuart/Jerome Unger/Stuart Yanda/Brahmbhatt		

<u>Next SCC Meeting</u>: Wednesday, February 15, 2012

Approved by Co-Chairs and SCC: 01/30/12
MN:aes:rg

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x	Janelle Williams	x	Michele Fenlon	x	FSC: John Brown
x	Eric Maag	x	Heather MacNintch	x	IPRC: Linda Hensley
x	Chris Hayashi	x	Deborah Peckenpaugh	x	ITC: Paul Norris
	4 SCCDAA Representatives:			x	OIE: Diana Kelly
x	Aaron Starck		**4 Associated Student Representatives:**	x	EP/EMC: Mia McClellan
x	Patti Larkin	x	Claudia Duran	x	ISLO: Rebecca Wolniewicz
x	Debbie Trujillo	x	Alix Lopez		**Non-Voting Resource Staff**
x	Silvia Cornejo-Darcy	x	Miriam Hernandez for Candy Arias	ex	C.M. Brahmbhatt, Acting VPBFA
	1 Confidential Representative	x	Bruno Rodriguez for Angel Castro	x	Linda Gilstrap, Dean, OIE/FED
x	Patti Blevins			x	Joseph Quarles, Interim VPHR
			1 SCEA Representative	x	Ben Seaberry, IT Director
	Valerie Goodwin-Colbert (Facilitator)	x	Andy MacNeill	x	Angélica Suárez, VPSA
	Rosalva Garcia (Recorder)			x	Kathy Tyner, Acting VPAA
	Guest(s): Diana Avila, Malia Flood, Priyya Jerome, Laura Ryan, Robert Sanchez, Bob Temple, Wayne Yanda,			x	Randy Beach, AS President-Elect
				x	Susan Brenner, VPAS

10 + 1 Mutual Agreement Items:
9. District and college governance structures, as related to faculty roles.
10. Processes for institutional planning and budget development including self-study and annual reports.
11. + 1 Other academic and professional matters as mutually agreed between the Gov. Board & the Academic Senate.

MINUTES

AGENDA ITEM	DECISION
1. Call to Order / Approval of Agenda	Welcome to Dr. Nish & Introductions. Agenda approved by consensus.
2. Approval of the Minutes:	The Minutes Dec. 7, 2011 were approved by consensus
3. Final Student Success Task Force Report from the Chancellor's Office	Handout and Information
I. Strategic Planning	
4. Strategic Planning Update: • 2012 Spring Prioritization Process Overview	*Strategic Planning Update:* Linda Hensley provided an overview via PowerPoint Presentation on the SCC Prioritization Process which included the following: ✓ History of SWC's Prioritizations include Spring 2011 and the upcoming prioritization Spring 2012; ✓ Integrated Planning which is required for Accreditation and it relies on Program Review; ✓ Planning, Implementation, Evaluation (PIE) continues improving; ✓ Future goals include evidence based-decisions, transparency, and shared-governance decision-making.
• 2012-2015 Goals Constituency Input*	*2012-2015 Goals:* Gilstrap will work with Angie Stuart to obtain the 2012-2015 Goals and Objectives from the SCC standing committees which correspond to the overarching goals. They will be report back to the SCC on February 1.
5. Prioritization: Update	A handout was provided regarding On-Going Funding. MacNeill provided an update and clarification regarding prioritization.

	Faculty Prioritization List: Five faculty positions were filled for Spring 2012 and three more are being recruited for Fall 2012. Bottom Line – Of the $500, 000 allocated for the SCC Contingency Budget, $343,554.06 still available to fund priorities. *Bottom Line* – Of the $500, 000 allocated for the SCC Contingency Budget, $343,554.06 still available to fund priorities. (For further information please see Prioritization Update - Attachment A)
6. Budget Update:	Bob Temple and Wayne Yanda provided a budget update and a handout on unrestricted expenses. (For further information See Budget Update Attachment B)
II. Policy/Procedures Development	
7. Policy & Procedures: Constituency Signatures	Co-Chair Stuart will take care of personally obtaining the constituency signatures.
8. *Policy & Procedure 7120:*	M/S/C to add Policy & Procedure 7120 to the agenda. The SCC agreed by consensus to take action to review and revise Policy & Procedures 7120 as follows on page 12 of Policy 7120, item # 2, adding "At the discretion of the Superintendent/President, a more comprehensive second level interview committee may be appointed pursuant to protocols set forth in Attachment "A." This provision shall remain intact until such time as these procedures have been revised and approved by the SCC, no later than May 2012." For clarification and transparency, Attachment A is attached to this SCC summary; it is a letter from Interim Superintendent/President Whittaker dated December 11, 2011." The SCC noted that the SCCDAA Representative was inadvertently omitted in the letter and agreed to include SCCDAA in the representation for 2nd level interviews.
III. Issue Management	
9. Governing Board items: • Naming of Facilities • Technology • PLA • Campaign contributions • Construction • Policy & Procedures 1200	Co-Chair Nish will provide a written report on the Governing Board items.
10. Hiring Updates: • PIO • VP status: AA/BFA/HR	Co-Chair Shared that in order to
11. Use of Student Union East	The Facilities Committee and the Academic Senate President will review the Policy on Use of Facilities, with the Student Union East (SUE) as soon as possible, to assure that the use of facilities supports student learning and academic and professional matters. Angelina Stuart and Priya Jerome will take the lead and draft a revision to the procedures and will then provide these to the SCC. The draft will be on the next SCC agenda, February 1.
IV. Campus Communication	
12. SCC Task Force Updates: ➤ Think Tank: Futurist Council ➤ Sustainability Task Force: • SCC review of immediate	*SCC Input Requested: RE Sustainability Task Team suggestions:* Angie will send the SCC membership minutes from the Sustainability Task Team for the SCC to forward to their constituencies for input on cost-saving ideas included in the document. Constituency Input is requested at the February 1 meeting.

proactive actions that can save money *	
V. Standing Committee Reports: SCC Standing Committee reports will be sent via email	
VI. Meeting Summary: Nish stated that it's important to summarize meeting actions and approvals before the final set of minutes are distributed so that all participants know what discussion took place, and who the responsible parties are for action. At the same time, SCC members are expected to share actions and approvals with their constituent groups.	
VII. IBB Process Check: The SCC agreed (All palms up) on conducting a productive SCC Meeting.	
Future Agenda Items • Mass Communication System • Update • Shared Planning & Decision-Making Handbook: Update • Fraud Policy	

Prioritization List Funding Update – 1/17/12

On Going –

Column 1 - Faculty Hiring Prioritization List

(Funds were allocated for 2010-2011 – savings from not filling positions in 2010-2011/2011-2012 used to balance budget)

The following positions have been hired for Spring 2012:

Fire Science

Visual Arts/Photo

BSI Math (BSI non-tenure converted to tenure-track)

Reading

English

The following are being recruited for Fall 2012 start:

Administration of Justice

Exercise Science

Culinary Arts

Column 2 - Funded other - Non-funded at present

Column 3 – Previously Funded (Funded through sweeping funds from vacant positions in budget – may cause issues in future when those positions are needed)

The following positions have been hired:

Network Analyst

National City Center Supervisor (internal)*

San Ysidro Center Supervisor (internal)*

IT Systems Programmer

Grant Writer (1.0 FTES)

Office of Institutional Effectiveness Admin Sec II

*Possible savings on Internal hires dependent upon whether backfilled or not (yet to be determined)

One-Time –
Column 1 – Funded Through Prop R
No items funded to date

Column 2 - IT ($250K allocated, additional $100K from Obsolescence Budget, $30K from Sup/Pres Contingency)
The Following have been funded:

    Chart of Accounts (Prioritization #2)

    Student ID System (16)

    CENIC (23)

    SARS Hardware/Software (31 – more than $1000 estimate)

    Datatel/Colleague SQL (not on prioritization list, funds transferred from Sup/Pres contingency to SCC Prioritization Budget)

The following items have not been funded or are not complete:

    Software Maintenance, Replacement, Training (6 – not complete, some funded)

    Financial Aid Link (9)

    Position Control (35)

    HEC/OM Printers (41)

    Telemedia Server Network (45)

    Replace computers (47)*

    *Other Sources for funding priorities being discussed/researched by ATC – prioritizing replacement computers with remaining funds

Column 3 – Non-Technology

Four items on this list have been funded, Building 570 Digital Photo Lab (1), MSE Freezer (14) and DSS Chairs for High Tech Center (34). Funds for the Digital Photo Lab came from The VPBFA's contingency funds ($210K). The DSS Chairs item was funded before process for VP approval was finalized and was not above the fund line. Three other approvals for funding from below line (priority #s 36, 40, and 43) have been denied/reversed out of encumbered status.

Bottom Line – Of the $500, 000 allocated for the SCC Contingency Budget, $343,554.06 is still available to fund priorities.

BUDGET UPDATE (by Robert Temple and Wayne Yanda) ATTACHMENT B
JANUARY 18 SCC MEETING

Unrestricted Expense Category	Annual Budget	YTD Actual 12/31/11	Percentage Budget YTD	Percentage of Total YTD Actual
Instruction	$ 36,195,619	$ 17,682,801	48.9%	44.4%
Non-Instruction	19,173,943	8,952,525	46.7%	22.5%
Benefits	13,593,998	6,826,943	50.2%	17.1%
Supplies	1,946,923	914,632	47.0%	2.3%
Contracts	9,151,569	5,332,021	58.3%	13.4%
Capitalized assets	101,718	106,213	104.4%	0.3%
Other – Transfers	1,410,683	36,790	2.6%	0.1%
Total unrestricted expenses	$ 81,574,453	$ 39,851,925	48.9%	100.0%

Note: All figures are unrestricted general fund only

All unrestricted expenses for the six months ended December 31, 2011 are 48.9% of budget

Six months of the annual budget equate to 50% of the total budget

The annualized "savings" based upon spending 48.9% of budget is approximately $935,000

The $1 million from the OPEB trust may not be needed if these trends continue

Unrestricted revenue is $40.0 million or 52.2% of budget (due to timing of apportionment/tax revenues)

All unrestricted payroll (benefits not included) expenses for same period are $26.6 million or 48.1% of budget

All unrestricted benefits are $6.8 million or 50.2% of budget

All non-payroll unrestricted expenses are $6.4 million or 50.8% of budget

The largest variances in non-payroll are primarily due to up-front payments of annual contractual amounts

CAMPAIGN CONTRIBUTIONS

Reference: Government Code Sections 81000, et seq.; 82015; 84200, et seq.; 85201

No person shall make a contribution in excess of $1,000.00 to a candidate seeking election to the Governing Board of Southwestern Community College District for a single election. No candidate shall solicit or accept a contribution in excess of $1,000.00 from a person for a single election. All contributions made by a person whose contribution activity is financed, maintained or controlled by another person shall be deemed to be made by that other person. A candidate may contribute in excess of $1,000.00 to his or her own campaign. This contribution limit shall be reviewed by the Governing Board biannually.

No organization shall make a contribution to any candidate seeking election to the Governing Board of Southwestern Community College District or candidate-controlled campaign committee. All contributions made by a person whose contribution activity is financed, maintained or controlled by an organization shall be deemed to be made by that organization. If the contribution is deemed made by an organization, it is prohibited.

This prohibition shall not apply to contributions made to a committee that is organized solely for the purpose of supporting or opposing any ballot measure.

Definitions

A.   "Candidate" means any individual seeking election to the Governing Board of Southwestern Community College, the candidate's campaign committee, committee(s) controlled by the candidate, and agents of the candidate.

B.   "Contribution" is defined in a manner identical with the definition found in Government Code Section 82015, contained within the Political Reform Act, and any related provisions in the California Code of Regulations.

C.   "Organization" means a proprietorship, labor union, firm, partnership, joint venture, syndicate, business, trust, company, corporation, association, or committee, including a political action committee. "Organization" does not include political party committees, as that term is defined in California Government Code Section 85205.

D.   "Person" means a natural individual.

From:	Denise Whittaker
Sent:	Wednesday, November 30, 2011 3:29 PM
To:	Angelina Stuart
Cc:	Angelica Suarez; Robert Temple; Kathy Tyner; Joseph Quarles; Rosalva Garcia; Mary Ganio; Mia McClellan
Subject:	FW: Justification for filling Director of A/R Position
Attachments:	Director justification_Admissions Records List Serve Survey FA 11_combined w VPSA (2).docx; Justification for Admissions and Records -- Revised 11-6-11.doc; GB Item 7-12-06 Dean of ES.PDF; 11-28-11 StudentServices-With A&R.pdf

Angie,

I would like to add the "Director of Admission & Records" vacant position to the SCC agenda as an HR information item.   Attached is a complete packet and backup information supporting the reinstatement of the vacant Director of Admission & Records position.

I am recommending that we announce the Director of A&R (after it goes to SCC) based on the following input.   Cabinet reviewed the attached documents again this week to verify the need, consider other options, and review the current scope of the Dean of Student Services position (Mia McClellan) as noted in the attached Organization Chart.   Angelica has been informing Cabinet for many months now that there is a deficit in Mia's area that needed to be addressed.   Previously, as most colleges do, SWC had always had a Director of A&R (G. Copeland).   Ours was upgraded to Dean of Enrollment Services in 2005 per the recommendation from Greg Sandoval and under the leadership of S/P Hernandez.   The Dean of Enrollment Services' position was eliminated when Michael Kerns (who served in that position) was transferred as VPHR in 2008 and the Director's position was left vacant.

After careful review of the current structure, Cabinet concurred that there are too many liabilities and state compliances associated with the areas Mia currently supervises not to have a Director of Admissions & Records.   The areas of Financial Aid, Admissions, Records, IPEDS and state reporting, Veterans Affairs have high levels of audit and compliance and require additional management oversight.   The Director's position has been funded through careful reorganization and the non-replacement of vacant positions.   No new funds are needed.   We are recommending that this position be announced as an internal opportunity with interviews occurring in January when Melinda is present to make the final selection.

I don't know if we need to provide SCC with all of the attached backup as it is a bit overwhelming but I wanted you to see what we reviewed in making this determination.   I am thinking that we need only to provide SCC with Angelica's justification and Mia's org chart and have the rest of the backup available if we need it.

D

Hi all – I met with Denise today to provide her the attached information and she asked that I send to you as well for your information. This will be a item of discussion at the upcoming Cabinet meeting ….

Thank you!

Angelica L. Suarez, Ph.D. | Vice President for Student Affairs
Southwestern Community College District
900 Otay Lakes Road | Chula Vista, CA 91910
Phone.619.482.6315 | Fax.619.482.6491

SOUTHWESTERN COLLEGE

TO: DENISE WHITTAKER, INTERIM SUPERINTENDENT/PRESIDENT

FROM: ANGELICA L. SUAREZ, PH.D., VICE PRESIDENT FOR ACADEMIC STUDENT

MIA MCCLELLAN, DEAN OF STUDENT SERVICES

SUBJECT: **JUSTIFICATION FOR POSITION: DIRECTOR OF ADMISSIONS AND RECORDS**

DATE: NOVEMBER 7, 2011

The following information is provided as justification for the filling of Director of Admissions and Records. As we discussed previously, the funding for this position will be provided as part of the salary savings created by not filling other currently funded vacant positions. Currently, the Student Affairs Division has achieved approximately $500,000 in savings due to reclassification, internal transfers, and not filling of positions.

Overview of Department:

The Admissions and Records Department provides core services for all students (new and current) and support for faculty/staff, in addition to serving as the primary reporting agency for the college District relating to attendance accounting (CCC 320 reporting), MIS, and international students (SEVIS), that may pose significant compliance issues and funding implications if not reported/monitored properly. The department is also responsible for maintaining the online application process, establishing student residency, and processing incoming and outgoing transcripts. In addition, the department is responsible for processing all census and grading rosters, implementing registration add/drop procedures, processing grade changes in student records, and reviewing/processing student petitions. These services are provided at all four SWC locations (Chula Vista, San Ysidro, Otay Mesa, and National City).

Background:

In December 2005, the Director of Admissions and Records retired (Georgia Copeland), and in July of 2006, the position was converted into a Dean of Enrollment Services in recognition of the scope of responsibility for this position. In September 2007, Michael Kerns was hired as Dean of Enrollment Services. However, during a transition in leadership, a major reorganization took place in May 2008. At this time, Michael Kerns was transferred to the position of Acting Vice President for Human Resources, and the Dean of Enrollment Services position was eliminated. This left the department without leadership in this critical area, and the Dean of Student Services was asked to assume this responsibility along with 10 other departments.

In summary, during the reorganization of 2008, three administrative positions were eliminated from the Student Affairs division: 1) Dean for Enrollment Services, 2) Supervisor of Evaluations and Veterans, and 3) Director of Outreach. Consequently, the additional duties were added to the responsibilities of the Dean of Student Services, Supervisor for Admissions and Records and the Director of Financial Aid. Although the administrative staff was significantly reduced, the services rendered remained the same, with the student

needs continuing to increase. However, the Dean currently has oversight for over ten large departments, and is unable to dedicate the time and focus that a Registrar should provide to the Admissions and Records Department (with operations at four locations). The filling of the vacant Director of Admissions and Records will provide this critical area with the level of administrative support necessary to ensure that the District can maintain educational integrity and operational effectiveness at all SWC locations.

- **Justification:** In addition to the day-to-day operations of the department, the Director of Admissions and Records would be responsible for the following critical projects that need administrative direction and oversight:

- **Imaging System:** We are transitioning the current imaging system, which includes converting microfiche documents, as well as older Filer 4 Imaging electronic documents, to the new electronic TIF documents. This new imaging system will allow all student records to be protected with increased privacy and security, while providing "need-to-know" viewing access for counselors and other staff as necessary. The coordination of this project with critical departments and higher education centers requires consistent communication and planning for effective implementation (with minimal student disruption).

- **E-Transcripts:** We are moving the processing of paper transcript requests to E-transcript for electronic transmitting of outgoing transcripts to various universities such as SDSU, UCSD, etc. This change will bring us into alignment with other community colleges in the area, and the preferred way of submitting student transcripts to local college and universities. This requires working closely with the IT department and the receiving colleges to ensure that the necessary pilot testing is conducted to minimize student impact (given that many colleges and universities will begin to offer enrollment decisions based on the initial review of e-transcripts).

- **Website:** As the District transitions to a new website, some of the website areas that need to be populated include: Current Student, Prospective Student, Admissions and Enroll Now. This project requires the administrative oversight to ensure that the necessary and correct information is provided/population as this is our main "access" point for student information. Given the reductions in staff, students and the overall community will be depending on the website to provide e-solutions to their questions. This position will provide the focus necessary to explore such solutions and work with staff for implementation.

- **Compliance Issues:** There are many components of Admissions and Records that require close monitoring and review of existing internal processes, guidelines, and standard operating procedures to ensure compliance. These requirements are centered on FERPA, MIS reporting, Title 5, Education Code, Federal and State mandates that have implications for funding, accreditation, and legal compliance. During this current legislative period, the District must change procedures and practices to include Foster Youth within our enrollment priorities, as well as preparing to enforce the new Title 5 Course Repetition and Course Withdrawal regulations. This position will take the lead in reviewing existing policies and procedures and the creation of new policies and procedures as necessary.

- **International Students:** As we continue to focus institutional attention on the Center of International Education, there will be an increasing need to provide support structures to pursue the recruitment of international students. In addition to enriching the college environment with a global educational approach, there are revenue-generating opportunities. There needs to be a focus and

assessment on the processes and communication to current, as well as new, International Students. This is an area where the District can expand and take advantage of the opportunity of our close proximity to the International Border, as well as to the global community. We need to review and assess our International Student Application and testing methods, as well as other aspects of the International Admissions process.

Due to the recent changes in global travel and potential threats to our nation's security, there have been numerous changes in the Student and Exchange Visitor System (SEVIS). Each change requires time and attention to submit the appropriate information about our academic and student support programs in order to maintain our current certification. SEVIS is Federal regulated, which works with Homeland Security and Immigration and Customs Enforcement (ICE). The College must stay compliant in order to continue to issue F-1 visas to incoming International Students.

- **Datatel/IT Link:** Due to the heavy customization of the SWC Datatel/Colleague system and lack of programming IT staff, the Dean of Student Services has taken a lead with the Admissions and Records staff to constantly monitor and test the student data which is processed through registration, grading, updating academic major and directory information etc. In order to stay updated with State or Federal mandates, the dean works closely with the IT staff to reprogram and test the functions and parameters of the allowable or restricted permissions. There are currently several critical areas for which we are waiting resolutions from Datatel, and this position would provide the critical oversight to this important function.
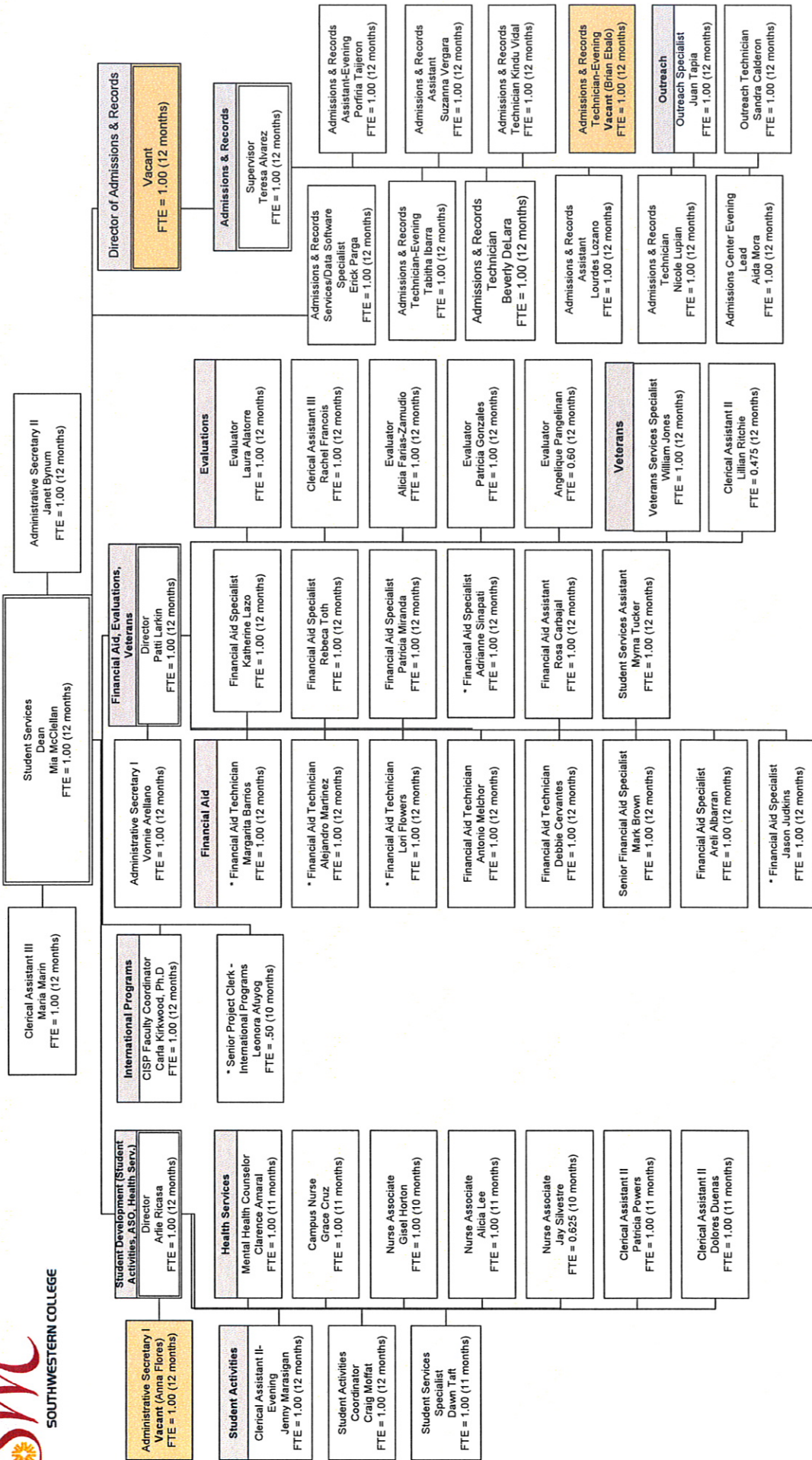
We strongly recommend the filling of this position to provide this critical area with the level of administrative support necessary to ensure that the District can maintain educational integrity and operational effectiveness at all SWC locations.

Student Affairs Organizational Chart
Student Services
November 28, 2011

SOUTHWESTERN COLLEGE

*Project Funded Position (11/28/11) prp

Student Services Dean
Mia McClellan
FTE = 1.00 (12 months)

Administrative Secretary II
Janet Bynum
FTE = 1.00 (12 months)

Clerical Assistant III
Maria Marin
FTE = 1.00 (12 months)

Director of Admissions & Records

Vacant
FTE = 1.00 (12 months)

Admissions & Records

Supervisor
Teresa Alvarez
FTE = 1.00 (12 months)

- **Admissions & Records Services/Data Software Specialist**
  Erick Parga
  FTE = 1.00 (12 months)

- **Admissions & Records Technician-Evening**
  Tabitha Ibarra
  FTE = 1.00 (12 months)

- **Admissions & Records Technician**
  Beverly DeLara
  FTE = 1.00 (12 months)

- **Admissions & Records Assistant**
  Lourdes Lozano
  FTE = 1.00 (12 months)

- **Admissions & Records Technician**
  Nicole Lupian
  FTE = 1.00 (12 months)

- **Admissions Center Evening Lead**
  Aida Mora
  FTE = 1.00 (12 months)

- **Admissions & Records Assistant-Evening**
  Porfiria Taijeron
  FTE = 1.00 (12 months)

- **Admissions & Records Assistant**
  Suzanna Vergara
  FTE = 1.00 (12 months)

- **Admissions & Records Technician Kindu Vidal**
  FTE = 1.00 (12 months)

- **Admissions & Records Technician-Evening**
  Vacant (Brian Ebalo)
  FTE = 1.00 (12 months)

Outreach

- **Outreach Specialist**
  Juan Tapia
  FTE = 1.00 (12 months)

- **Outreach Technician**
  Sandra Calderon
  FTE = 1.00 (12 months)

Financial Aid, Evaluations, Veterans

Director
Patti Larkin
FTE = 1.00 (12 months)

Administrative Secretary I
Vonnie Arellano
FTE = 1.00 (12 months)

Financial Aid

- **Financial Aid Specialist**
  Katherine Lazo
  FTE = 1.00 (12 months)

- **Financial Aid Specialist**
  Rebeca Toth
  FTE = 1.00 (12 months)

- **Financial Aid Specialist**
  Patricia Miranda
  FTE = 1.00 (12 months)

- *** Financial Aid Specialist**
  Adrianne Sinapati
  FTE = 1.00 (12 months)

- **Financial Aid Assistant**
  Rosa Carbajal
  FTE = 1.00 (12 months)

- **Student Services Assistant**
  Myrna Tucker
  FTE = 1.00 (12 months)

- *** Financial Aid Technician**
  Margarita Barrios
  FTE = 1.00 (12 months)

- *** Financial Aid Technician**
  Alejandro Martinez
  FTE = 1.00 (12 months)

- *** Financial Aid Technician**
  Lori Flowers
  FTE = 1.00 (12 months)

- **Financial Aid Technician**
  Antonio Melchor
  FTE = 1.00 (12 months)

- **Financial Aid Technician**
  Debbie Cervantes
  FTE = 1.00 (12 months)

- **Senior Financial Aid Specialist**
  Mark Brown
  FTE = 1.00 (12 months)

- **Financial Aid Specialist**
  Areli Albarran
  FTE = 1.00 (12 months)

- *** Financial Aid Specialist**
  Jason Judkins
  FTE = 1.00 (12 months)

Evaluations

- **Evaluator**
  Laura Alatorre
  FTE = 1.00 (12 months)

- **Clerical Assistant III**
  Rachel Francois
  FTE = 1.00 (12 months)

- **Evaluator**
  Alicia Farias-Zamudio
  FTE = 1.00 (12 months)

- **Evaluator**
  Patricia Gonzales
  FTE = 1.00 (12 months)

- **Evaluator**
  Angelique Pangelinan
  FTE = 0.60 (12 months)

Veterans

- **Veterans Services Specialist**
  William Jones
  FTE = 1.00 (12 months)

- **Clerical Assistant II**
  Lillian Ritchie
  FTE = 0.475 (12 months)

Administrative Secretary I

Vacant (Anna Flores)
FTE = 1.00 (12 months)

Student Development (Student Activities, ASO, Health Serv.)

Director
Arlie Ricasa
FTE = 1.00 (12 months)

Student Activities

- **Clerical Assistant II-Evening**
  Jenny Marasigan
  FTE = 1.00 (12 months)

- **Student Activities Coordinator**
  Craig Moffat
  FTE = 1.00 (12 months)

- **Student Services Specialist**
  Dawn Taft
  FTE = 1.00 (11 months)

Health Services

- **Mental Health Counselor**
  Clarence Amaral
  FTE = 1.00 (11 months)

- **Campus Nurse**
  Grace Cruz
  FTE = 1.00 (11 months)

- **Nurse Associate**
  Gisel Horton
  FTE = 1.00 (10 months)

- **Nurse Associate**
  Alicia Lee
  FTE = 1.00 (11 months)

- **Nurse Associate**
  Jay Silvestre
  FTE = 0.625 (10 months)

- **Clerical Assistant II**
  Patricia Powers
  FTE = 1.00 (11 months)

- **Clerical Assistant II**
  Dolores Duenas
  FTE = 1.00 (11 months)

International Programs

CISP Faculty Coordinator
Carla Kirkwood, Ph.D
FTE = 1.00 (12 months)

- *** Senior Project Clerk - International Programs**
  Leonora Atuyog
  FTE = .50 (10 months)

Work Group Recommendations
Accreditation Oversight Committee
Progress Flow Chart

		*=immediate need (3 months)	**=medium range (3–6 months)			***=long range (6 months to 1 year)	
WG #	RECOMMENDATION	PRIORITY	AOC	SCC	CABINET	STATUS
AOC	AOC recommends that the SCC formulate a taskforce to address the ACCJC requirements for Distance Education Courses and Programs	*	1/25/10			

Southwestern College
Police Department

SWC
SOUTHWESTERN COLLEGE

Robert Sanchez
Acting Chief of Police

Date: January 26, 2012

To: Shared Consultation Council

From: Robert Sanchez
Acting Chief of Police

Subject: Update regarding District's Emergency Plan

SCC,

Below you will see what the Safety Committee has accomplished with the Emergency Preparedness consultant that was contracted to write the comprehensive Emergency Operations Plan for the District. Copies of all documents are attached for your information and are attached to this memo. This is the latest update on our progress:

- Emergency Management kickoff meeting and subsequent meetings with consultant and members of the safety committee have been held since June of 2011.
- Draft Copy of Emergency Operations Plan (First Draft Oct. 24, 2011)
- Emergency Management Project Schedule has been finalized as of Jan. 05, 2012
- Campus Emergency Plan Overview was covered at January 2012 Safety Committee meeting – Campus Command Team Organizational Chart and Emergency Operations Center Organizational Charts discussed.
- Working Draft of Emergency Operations Plan and The Two Organizational Charts need to go before Shared Consultation Committee as an info item. Cabinet discussion and recommendations for filling the positions on the Command Team Org Chart and Emergency Operations Center (EOC) Org Chart.
- Draft of Emergency Operations Plan and the Completed Organizational Charts need to be submitted to the Governing Board for first reading.

Emergency Management Project Schedule
(January 5, 2012)

Phase I: Planning	4th 2011 (Oct-Dec)	1st 2012 (Jan-Mar)	2nd 2012 (Apr-Jun)	3rd 2012 (Jul-Sep)	4th 2012 (Oct-Dec)	1st 2013 (Jan-Mar)	2nd 2013 (Apr-Jun)	3rd 2013 (Jul-Sep)
Safety Committee Meetings	Attend Quarterly	Attend Quarterly	Attend Quarterly	Attend Quarterly	Attend Quarterly	Attend Quarterly	Attend Quarterly	Attend Quarterly
District Emergency Operations Plan	Present to Safety Committee, Shared Consultation Committee, Supr/President	Present to Governing Board	Update EOP as necessary	Update EOP as necessary	Update EOP as necessary	Update EOP as necessary	Update EOP as necessary	Update EOP as necessary
Campus Emergency Plans (5 total)	Prepare Draft Template	Present to Safety Committee	Meet with Campus Administrators and Finalize Plans	Update Campus Plans as necessary	Update Campus Plans as necessary	Update Campus Plans as necessary	Update Campus Plans as necessary	Update Campus Plans as necessary
Hazard Mitigation Plan	Prepare Draft Plan	Present to Safety Committee	Submit Plan to FEMA for Approval		Present to Governing Board			
Strategic Plan	Present to Safety Committee		Update Plan as necessary	Update Plan as necessary	Update Plan as necessary	Update Plan as necessary	Update Plan as necessary	Update Plan as necessary
Capability and Needs Assessment		Prepare Assessment Tool	Present findings to Safety Committee					
Monitor Grant Availability and Write Grants (EMHA and FEMA Pre-Disaster Hazard Mitigation Grants)					Monitor and Write as Grants Become Available	Monitor and Write as Grants Become Available	Monitor and Write as Grants Become Available	Monitor and Write as Grants Become Available

Emergency Management Project Schedule
(January 5, 2012)

Phase II: Training	4th 2011 (Oct-Dec)	1st 2012 (Jan-Mar)	2nd 2012 (Apr-Jun)	3rd 2012 (Jul-Sep)	4th 2012 (Oct-Dec)	1st 2013 (Jan-Mar)	2nd 2013 (Apr-Jun)	3rd 2013 (Jul-Sep)
Campus Command Team Trainings (5 total)				Conduct Trainings				
Field Response Training (2 total)			Conduct Trainings					
Emergency Operations Center (EOC) Training (1 delivery)			Conduct Training					
ICS 200b - Single Resources and Initial Action Incidents Training (1 delivery)				Conduct Training				
Executive Training (1 delivery)		Conduct Training (February)						
Occupant Response Overview (1 hour)				Delivered (Aug)				
Online Course – Occupant Response Overview (1 hour)				Course Posted Online (Sep)	Course Posted Online	Course Posted Online	Course Posted Online	Course Posted Online
Online Course – Web Hosting and Administration					Maintained	Maintained	Maintained	Maintained

Emergency Management Project Schedule
(January 5, 2012)

Phase III: Exercises	4th 2011 (Oct-Dec)	1st 2012 (Jan-Mar)	2nd 2012 (Apr-Jun)	3rd 2012 (Jul-Sep)	4th 2012 (Oct-Dec)	1st 2013 (Jan-Mar)	2nd 2013 (Apr-Jun)	3rd 2013 (Jul-Sep)
Campus Command Team Tabletop Exercises (5 total)					Conduct Exercises			
EOC Tabletop Exercise					Conduct Exercises			
Field Response Tabletop Exercises (2 total)					Conduct Exercises			
Campus Command Team Functional Exercises (5 total)					Conduct Exercises			
EOC Functional Exercise (1 delivery)					Conduct Exercise			

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

EMERGENCY OPERATIONS CENTER MANUAL

Draft
December 1, 2011

TABLE OF CONTENTS

Page	TOPIC

ATTACHMENTS:

INTRODUCTION / OVERVIEW

This manual is formatted to provide the user with a simple, user-friendly, quick-reference document for the operation and management of the Southwern Community College District's Emergency Operations Center (EOC).

The District's Safety Committee is responsible for maintenance of this document, as well as training and exercises for EOC staff. Recommendations for changes to this document should be forwarded to: _____

EOC LOCATIONS

The Primary EOC is located at _____. In the event that the primary location is unusable, the Alternate EOC is located at _____.

Insert aerial photo showing locations

ROLE OF THE EOC

The District Emergency Operations Center is activated to perform the following activities:

- Provide a centralized point of District emergency management
- Provide logistical support to campuses and facilities
- Provide logistical support in remote sheltering operations
- Coordinate media relations
- Serve as the central point for District information and status
- Coordinate special resources related to crisis counseling and disabled service
- Track fiscal issues and expenditures
- Coordinate claims issues

- Coordinate recovery operations

EOC ACTIVATION

The scope of the activation will depend upon the situation (e.g. during instructional hours vs. after-hours). Because each emergency will be unique in its complexity and demands, the individual authorizing activation must determine which positions should be activated and this information given to College Police for notification.

The EOC may be activated by the:

- Superintendent/President; or if unavailable:
  - Vice President – Business & Financial Affairs
  - Vice President – Student Services
  - Vice President – Academic Affairs
  - Vice President – Human Resources

Activation of the EOC should be considered whenever any of the following situations occurs:

- The time of day (campuses in session or out of session)
- Large fire
- An on-campus shooting
- A major civil disorder
- Earthquake
- Structural failure of occupied building
- Explosion
- Major hazardous material incident
- Any other incident that results in or has potential for serious injuries or major disruption (e.g. requires Off-Site Sheltering)

When the EOC is to be activated, College Police will notify the appropriate EOC staff. Parking information and other logistical arrangements should also be addressed during the notification process.

In the event the City of Chula Vista also activates its EOC, a representative may be notified by College Police to report to the City EOC at _____. The District representative will communicate directly with the District's EOC Coordinator.

EOC Floor Plan - Sample

Situation Map

Podium

Management

Operations

Finance

TV

Planning

Logistics

Status Boards

Computer Cabinet

Exit to Interior
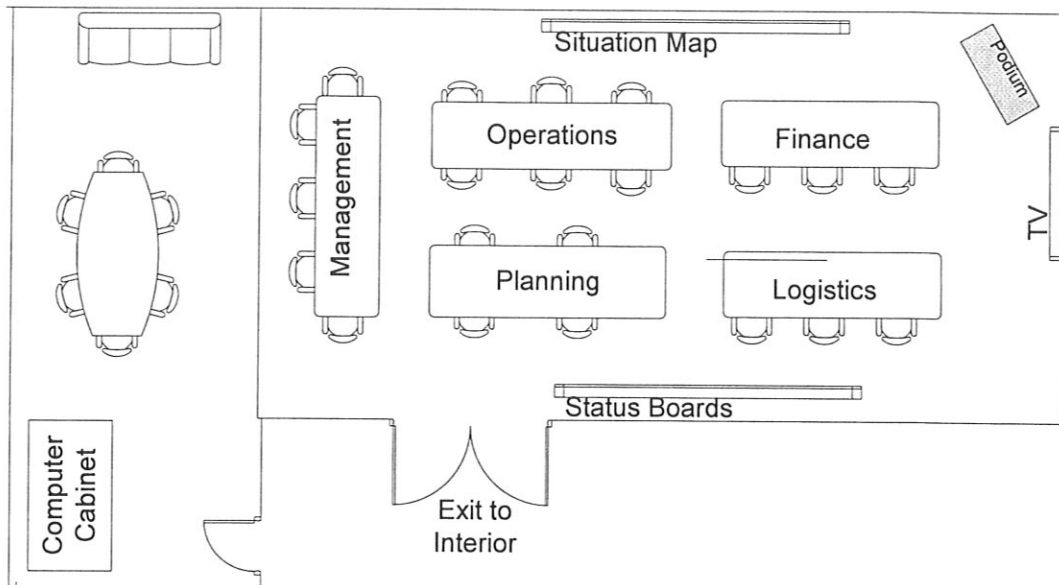
SDCCD EOC ORGANIZATION CHART

POSITION	PRIMARY	ALTERNATE
EOC DIRECTOR		
EOC COORDINATOR		
LIAISON OFFICER		
SAFETY OFFICER		
SECURITY OFFICER		
PUBLIC INFORMATION OFFICER		
OPERATIONS SECTION CHIEF		
LAW ENFORCEMENT UNIT		
CONSTRUCTION & ENGINEERING UNIT		
PLANNING & INTELLIGENCE SECTION CHIEF		
SITUATION ANALYSIS UNIT		
DOCUMENTATION UNIT		
HEALTH & WELFARE – STUDENT ASSISTANCE		
TECHNICAL SPECIALIST		
LOGISTICS SECTION CHIEF		
POSITION	PRIMARY	ALTERNATE
TRANSPORTATION UNIT		
FACILITIES UNIT		
COMMUNICATION & INFORMATION SYSTEMS UNIT		

RESOURCE TRACKING UNIT		
FINANCE & ADMINISTRATION SECTION CHIEF		
PURCHASING UNIT		
COMPENSATION & CLAIMS UNIT		
COST ACCOUNTING UNIT		
TIME KEEPING UNIT		
PERSONNEL UNIT		
SUPPLY & PROCUREMENT UNIT		
EMPLOYEE NOTIFICATION UNIT		
DEMOBILIZATION UNIT		

COMMUNICATIONS

- Each position in the EOC is equipped with a standard landline telephone.
- Some of the telephones have speakerphone/conferencing capabilities.
- Some staff will utilize portable radios that are brought with them to the EOC.
- Cellular telephones may also be brought in for use.
- A fax machine is located in the EOC.
- Internet capability will be available in various locations in the EOC.
- Runners may be utilized.

EQUIPMENT AND SUPPLIES

Each position in the EOC has a Position Notebook that contains the following items:

- EOC Manual
- Tablet of Lined Paper

General office supplies are kept in the EOC (computer cabinet in back corner) and include:

- Pens and pencils
- Paperclips
- Stapler
- Scotch tape

- Thomas Brothers Map Book
- Campus and facility aerial photo map book
- 3-whole punch device

For display purposes, the EOC has the following items:

- One (1) large Thomas Brothers Display Map. Map indicates the location of school and administrative facilities.
- Several blank display boards
- Assortment of dry-erasable markers in several colors and erasures.

If needed, an LCD Projector / Laptop system is available through College Police. This system is helpful in projecting maps, status boards, logs, photos, etc.

A TV/Video conferencing unit allows monitoring of television stations as well as video conferencing. An AM/FM radio is also available for monitoring commercial radio stations.

DEACTIVATION

The EOC Director will make the decision to deactivate the EOC. Prior to deciding on deactivation, the EOC Director will ensure that all potential activities or requirements have been accomplished and that the emergency is genuinely over.

Prior to departing, the Planning & Intelligence Section Chief will ensure that:

- All Position Logs are completed and turned in to the Documentation Unit.
- All positions have been cleaned and re-supplied for future activation.
- That the Documentation Unit collects all documents and completes the Master EOC Log and turns all records over to the Planning & Intelligence Section Chief.
- That all positions are advised to complete an After-Action Report as to their activities and assign a due date for turning those reports in to the Planning & Intelligence Section Chief.
- That a due date is established for the submission by the Planning & Intelligence Section Chief of the final After-Action Report to the EOC Director.
- That the EOC facility is in a "ready condition" for future activations.

TRAINING / EXERCISES

Any plan is only as good as the training and exercises that the assigned staff participates in. See the District Emergency Operations Plan for a detailed listing of the training and exercise standards.

The District's Safety Committee is responsible for scheduling training and exercises. If an actual activation takes place, it can substitute for the next scheduled exercise period. All newly assigned EOC staff members should receive a briefing on their EOC position responsibilities within 30 days of assignment. EOC orientation training will be conducted annually.

Campus Command Team
Organizational Chart

```
                    ┌──────────────────┐
                    │  Site Incident   │
                    │    Commander     │
                    └──────────────────┘
                             │
        ┌──────────────────┐ │ ┌──────────────────┐
        │     Public       │ │ │ Liaison Officer  │
        │  Information     │─┼─│                  │
        │    Officer       │ │ └──────────────────┘
        └──────────────────┘ │
        ┌──────────────────┐ │
        │  Safety Officer  │─┤
        └──────────────────┘ │
```

Operations Chief	Planning Chief	Logistics Chief	Finance & Administration Chief

Site Facility Check & Security	Situation Analysis	Supplies, Facilities, & Staffing

First Aid & Medical	Documentation

Evacuation Area

Search & Rescue

*Buddy System
Radio & Supplies*

Organizational Structure has been adapted from the Incident Command System

Emergency Operations Center Organizational Chart

```
                                    EOC Director
                                         |
        +--------------------+-----------+-----------+--------------------+
        |                    |                       |                    |
EOC Coordinator            PIO                 Liaison Officer    Safety/Security
                                                                     Officer
        |
        +--------------------+--------------------+--------------------+
        |                    |                    |                    |
   Operations          Planning & Intel      Logistics           Finance & Admin
 Section Chief         Section Chief        Section Chief         Section Chief
        |                    |                    |                    |
  Law Enforcement     Situation Analysis    Transportation      Compensation &
      Unit                                       Unit             Claims Unit
        |                    |                    |                    |
  Construction &        Documentation        Facilities Unit     Cost Accounting
 Engineering Unit          Unit                                      Unit
        |                    |                    |                    |
  Health & Welfare      Technical          Personnel Unit       Cost Recovery Unit
      Unit              Specialist
                                                 |
                                         Supply, Procurement, &
                                           Purchasing Unit
                                                 |
                                            Comm. &
                                        Info. Systems Unit
```

Also Done for EOC Sustainability

Emergency Management Program
- Kickoff Meeting -

SWC
SOUTHWESTERN COLLEGE

Carolyn J. Harshman, CEM
Emergency Planning Consultants

Agenda

- Project Overview
- Concepts and Background
- District's Emergency Operations Plan
- Emergency Operations Center Staffing

2

Phase I: Planning

- Advisory Committee Meetings
- District Emergency Operations Plan
- Site Emergency Plans (5 campus plans)
- Hazard Mitigation Plan (review existing Plan and provide recommendations)
- Grant Monitoring and Writing (2 grant applications per year)
- Strategic Plan
- Capability and Needs Assessment

3

Phase II: Training

- Online Course – Course Development (combined course including Plans Overview, SEMS Introduction, NIMS 700, ICS 100)
- Online Course – Web Hosting and Administration (participant registration, testing, certificates, tracking)
- Emergency Response Team Trainings (5 deliveries)
- Field Response Training (2 deliveries)
- Emergency Operations Center Training (1 delivery)
- ICS 200b - Single Resources and Initial Action Incidents (1 delivery)
- Executive Training (1 delivery)

4

Phase III: Exercises

- Emergency Response Team Tabletop Exercises (5 deliveries)
- EOC Tabletop Exercise (1 delivery)
- Field Response Tabletop Exercises (2 deliveries)
- Emergency Response Team Functional Exercises (5 deliveries)
- EOC Functional Exercise (1 delivery)

5

Background – Emergency Plans

- Emergency Operations Plan (EOP)
  - Designates Superintendent/President as responsible for District's emergency management activities
  - Establishes District Emergency Operations Center (EOC) as the centralized location for coordinating disaster response and recovery
  - Identifies authority for activating the EOC

6

Background – Emergency Plans

- Site Emergency Plans
  - Designates Superintendent/President as responsible for District's emergency management activities
  - Establishes Command Team directed by the Site Incident Commander (President/Dean) as the organization responsible for conducting disaster response and recovery activities
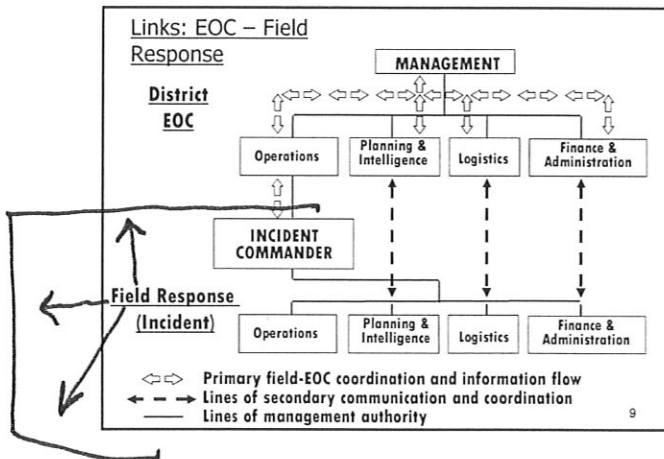
7

Concepts

- Standardized Emergency Management System (SEMS) – California law requiring public entities to develop emergency management plans, conduct trainings/exercises.
- Incident Command System (ICS) – a standardized organizational management system.

8

Links: EOC – Field Response

Field Response (Incident)

- ◁▷ Primary field-EOC coordination and information flow
- ◄ – ► Lines of secondary communication and coordination
- ── Lines of management authority

9

Five ICS/SEMS Functions
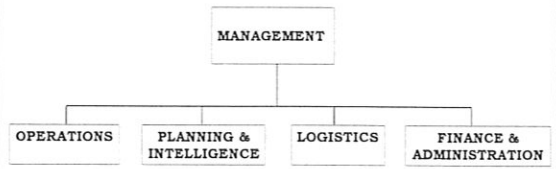
10

EOC Organizational Chart

11

Management Section

- Sets policy for the District
- Overall coordination and support
- Ultimate accountability

12

Operations Section

- Provides direct support for next lowest SEMS/ICS level (field responders)
- Coordinates inter-agency response
- Keeps Management informed
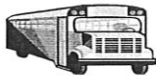- Provides information to all SEMS/ICS Functions

13

Planning & Intelligence Section

- Collects and Analyzes Information
- Develops Situation Reports
- Documentation Services
- Action Planning
- Advance Planning

14

Logistics Section

- Personnel
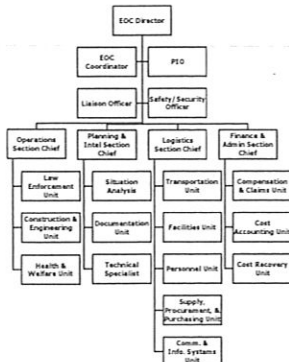- Equipment & Supplies
- Communication Support
- Transportation and Facilities
- Purchasing

15

Finance & Administration Section

- Budget & Accounting
- Procurement
- Compensation & Claims
- Cost Recovery

16

EOC Organizational Chart

17

Next Meeting

- Date/Time
- EOC Manual
  - EOC Location, Layout
  - EOC Staffing
  - EOC Activation Guidelines

18

Southwestern Community College District

Campus Emergency Plan Overview

Carolyn J. Harshman, CEM
Emergency Planning Consultants

1

Campus Emergency Plan Template

CAMPUS
EMERGENCY
PLAN

Campus Name

- Executive Summary
- Facility Information
- Notification and Resources
- Basic Emergency Operations
- Site-Specific Actions
- Recovery and Restoration
- Campus Command Team
- Appendices

2

Executive Summary

- Plan outlines the site's emergency organization and procedures
- Site Incident Commander (SIC) has overall responsibility for site during an emergency
- SWCCD Safety Committee is responsible for developing and coordinating emergency preparedness and disaster planning activities in the district

Establish back up people for each position

3

Notification & Resources

- Alerting and Warning - Offsite
  - Call for Help:
    - Call 911
    - Contact College Police

Do you need 911?

- Alerting and Warning – Onsite
  - *Telephone*
  - *Siren System*
  - *Radio*
  - *Runners*
  - *Air Horns*
  - *Bullhorns*

4

Notification & Resources

Campus Command Team Kit - stores necessary resources for the Campus Command Team.

Crisis Response Box – is a file folder type portable box containing vital site information that is given to the Public Safety Command Post.

Site Incident Commander inspects and updates Kit and Box each October

5

What needs to go in here?

Basic Emergency Operations

- Priority is Protection of Lives
- Incident Command System will be used.
  - Size of ICS organization will vary depending on the needs of the incident.
  - All positions do not need to be filled.
  - Organization expands and contracts as needed.
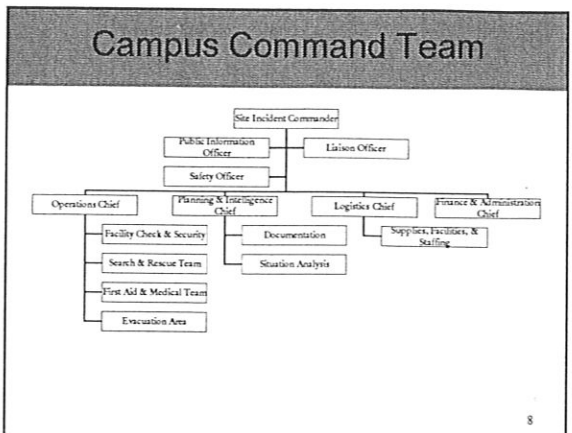- Key employees are pre-assigned and trained to specific duties that will be performed during emergencies.

6

Site-Specific Actions - Evacuation

AREA 12
EVACUATION SITE

IN AN EMERGENCY GO TO GRASS
AREA WEST OF BUILDING 105

7

Campus Command Team

8

Command Positions

- Site Incident Commander – responsible for overseeing on-site emergency operations. Typically also assumes responsibilities of the Safety Officer, Liaison Officer, and Public Information Officer duties
  - Public Information Officer – acts as official spokesperson for the site in an emergency situation, until the District PIO (Communications Officer) is available
  - Safety Officer – ensures that all activities are conducted in as safe a manner as possible
  - Liaison Officer – serves as the point-of-contact for agencies outside of the District's organization.

9

Operations Positions

- Operations Chief – manages direct response to the on-site emergency
  - Facility Check & Security – controls utilities, restricts access to unsafe areas, provides traffic control, and communicates damage to the Site Incident Commander
  - Search & Rescue Leader and Team – checks campus for damage, rescues victims, and reports site conditions
  - First Aid & Medical Leader and Team – provides basic first aid and medical response including CISM (Critical Incident Stress Management)
  - Evacuation Area – ensures the care and safety of all occupants on campus (except those in the Medical Treatment Area)

10

Planning & Intelligence Positions

- Planning & Intelligence Chief – in charge of collection, evaluation and documentation of information about the incident
  - Documentation – collects, evaluates, and documents event
  - Situation Analysis – assesses need for additional personnel and resources

11

Logistics Positions

- Logistics Chief – provides facilities, services, personnel, equipment and materials to support response – includes food and transportation services
  - Supplies, Facilities, & Staffing – provides supplies, equipment and staffing to support response

12

2

Finance & Administration Position

- Finance & Administration Chief – responsible for occupant accountability, tracks purchases, staff hours and costs

13