



SUGGESTED ORDER OF BUSINESS

REGULAR MEETING, GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

Room 214 SOUTHWESTERN COLLEGE

YOLANDA SALCIDO., GOVERNING BOARD PRESIDENT
TERRI VALLADOLID, GOVERNING BOARD VICE PRESIDENT
NICK AGUILAR, GOVERNING BOARD MEMBER
JORGE DOMINGUEZ, PH.D., GOVERNING BOARD MEMBER
JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
MANUEL R. LOPEZ, JR., STUDENT GOVERNING BOARD MEMBER
RAJ K. CHOPRA, PH.D., SECRETARY TO GOVERNING BOARD
AND SUPERINTENDENT/PRESIDENT

6:00 p.m. Call to Order / Announcement of Closed Session Agenda
7:00 p.m. (Approximate) Reconvene in Open Session

Wednesday, October 13, 2010

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.

In compliance with Government Code section 54957.5, non-exempt writing that are distributed to a majority or all of the board in advance of a meeting, may be viewed at Southwestern College, Office of the Superintendent/President, 900 Otay Lakes Road, Chula Vista, CA 91910; at our website by clicking on the following link www.swccd.edu; or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Mary Ganio, Executive Assistant to the Superintendent/President, at 619.482.6301 or email at mganio@swccd.edu.

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 (Salcido) 6:00 p.m., Room 214 Present: Absent: Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive.
Announcement Closed Session Agenda	2. ANNOUNCEMENT OF CLOSED SESSION AGENDA (Salcido) Members of the public may be present to hear the closed session announcements and will be given an opportunity to speak on any closed session items at this time. Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table). 2A. CONFERENCE WITH LABOR NEGOTIATOR Negotiator: Michael Kerns Employee Organizations: CSEA, SCEA, SCCDAA, Confidentials Government Code Section 54957.6

ITEM																									
Closed Session	2B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Government Code Section 54957																								
	2C. Liability Claim Claimant: [Monica Puga] Entity claimed Against: [Southwestern Community College District] Government Code Section 54956.95																								
	2D. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Title: Superintendent/President Government Code Section 54957																								
	3. ADJOURN TO CLOSED SESSION (Salcido) Building 100, Conference Room A																								
	4. RECONVENE IN OPEN SESSION (Salcido) 7:00 p.m., Room 214 Present: Absent:																								
Reconvene in Open Session																									
Pledge of Allegiance	5. PLEDGE OF ALLEGIANCE (Salcido)																								
Closed Session Announcement	6. ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable) (Salcido)																								
Action	7. APPROVAL OF MINUTES (ENCLOSURE) (Chopra)																								
	<table><tr><td></td><td>Aguilar</td><td></td><td>Dominguez</td><td></td><td>Roesch</td><td></td><td>Salcido</td><td></td><td>Valladolid</td><td></td><td>Lopez-Student Advisory Vote</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Aguilar		Dominguez		Roesch		Salcido		Valladolid		Lopez-Student Advisory Vote												
	Aguilar		Dominguez		Roesch		Salcido		Valladolid		Lopez-Student Advisory Vote														
Presentation(s)	Regular Meeting, September 8, 2010 Special Meeting, September 23, 2010 Special Meeting, September 29, 2010																								
	8. PRESENTATION(S)																								
	8A. THE SAN DIEGO CONTRACTING OPPORTUNITIES CENTER OVERVIEW Presenter: Nicholas Alioto, Vice President for Business & Financial Affairs; Gunnar Schalin, Program Director, San Diego Contracting Opportunities Center																								
	8B. ACCOUNTABILITY REPORTING FOR THE COMMUNITY COLLEGES (ARCC) ACTION PLAN (ENCLOSURE) Presenters: Mark Meadows, Ph.D., Vice President for Academic Affairs; Brian Stern, Research Analyst																								

	ITEM
Oral Communication	<p>9. ORAL COMMUNICATION (Salcido)</p> <p>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.</p> <p>An oral presentation to the Board does <i>not</i> constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may <i>briefly</i> respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."</p>

ITEM				
	10B. <u>RATIFY/APPROVE TRAVEL ADVANCE REQUESTS</u>			
	(Alioto)			
	Recommend ratification/approval of travel advance requests listed below:			
	<u>Employee</u>	<u>Purpose</u>	<u>Date</u>	<u>Cost</u>
	Castillo, Victor	ASBDC 2010 Annual Conference, San Antonio, TX	9/21/10 - 9/24/10	\$922.96
	Castillo, Victor	2010 BIE Director's Conference, Clearwater, FL	10/20/10 - 10/23/10	\$749.90
	Clark, Ken	ASBDC 2010 Annual Conference, San Antonio, TX	9/22/10 - 9/25/10	\$922.96
	Guerrero, Gustavo	2010 BIE Director's Conference, Clearwater, FL	10/20/10 - 10/23/10	\$749.90
	Hernandez, Michael	Understanding California New Green Building Code, Los Angeles, CA	9/14/10	\$106.20
	Magbuhat, Simon	Telecommunications Training, Irving, TX	9/20/10 - 9/24/10	\$1,275.00
	Schalin, Gunnar	ASBDC 2010 Annual Conference, San Antonio, TX	9/24/10 - 9/25/10	\$640.32
	Trujillo, Debbie	ASBDC 2010 Annual Conference, San Antonio, TX	9/19/10 - 9/25/10	\$1,500.00
	10C. <u>ADOPT COMMENDATION RESOLUTION(S) (ENCLOSURE)</u>			
	(Kerns)			
	Recommend adoption of commendation resolution(s) for individual(s) listed below:			
	Sharon Taylor, Ph.D., Professor, School of Arts & Communication, completing 38 years of service			
	10D. <u>RATIFY/APPROVE EMPLOYMENT OF CONSULTANT(S)</u>			
	Recommend ratification/approval of employment of consultants listed below:			
	<u>Department</u>	<u>Consultant</u>	<u>Purpose</u>	<u>Fee</u>
	(Meadows)			
	Arts & Communication	Tony Tomlinson	One hour of Music Performance by the Fremonts Blues Band for SWC Music Recital Series Agreement No. A3098.10	10/14/10 Not to Exceed \$250
	Arts & Communication	Aurelio Barrera	Guest Speaker for Art Gallery Agreement No. A3097.10	10/15/10 Not to Exceed \$200

ITEM					
	<u>Department</u> (Meadows)	<u>Consultant</u>	<u>Purpose</u>	<u>Date</u>	<u>Fee</u>
	Arts & Communication	Mandeep Sahota	Three hours of Master Class in Latin Social Dance Agreement No. A3082.10	11/3/10	Not to Exceed \$150
	Arts & Communication	Gina B. Sorensen	1.5 hour Modern/Hip Hop Fusion Dance Technique Class Agreement No. A3081.10	10/28/10	Not to Exceed \$100
	Arts & Communication	Asimina Chremos	1.5 hour Master Class in Ballet Agreement No. A3080.10	10/20/10	Not to Exceed \$100
	Arts & Communication	Max Berry	One hour of African Music for fall 2010 Music Recital Series Agreement No. A3079.10	10/20/10	Not to Exceed \$400
	Arts & Communication	Paul Rico	Jazz Funk dance technique class and lecture about dancing for Disney covering audition tips Agreement No. A3078.10	11/2/10	Not to Exceed \$150
	Arts & Communication	Thomas M. Kaye	Stage Manager for Parallel Lives Agreement No. A3075.10	10/15/10–10/24/10	Not to Exceed \$400
	Arts & Communication	Pablo Francisco Ruvalcaba Tovar	Three hour Master Class in Jose Limon modern dance technique and repertory Agreement No. A3076.10	11/16/10	Not to Exceed \$350
	Arts & Communication	Erik James Molina	Setting Choreography on Students for Fall Dance Concert Agreement No. A3074.10	10/14/10–12/4/10	Not to Exceed \$400
	Arts & Communication	Dramatists Play Services, Inc.	Stage Performance Rights for "Parallel Lives" by Gaffney and Najimy. Agreement No. A3077.10	10/19/10–10/24/10	Not to Exceed \$450

ITEM					
	<u>Department</u>	<u>Consultant</u>	<u>Purpose</u>	<u>Date</u>	<u>Fee</u>
	(Meadows) Small Business Development Center (SBDC)	Luis Plancarte	Assist clients of the Imperial Valley SBDC in the areas of Managing and Growing a Business Agreement No. A3073.10	10/14/10–6/30/11	Not to Exceed \$3,000
	Small Business Development Center (SBDC)	Daniel Gazcon	Assist clients of the Imperial Valley SBDC in the areas of Restaurant Operations, Marketing, and Management Agreement No. A3072.10	10/14/10–6/30/11	Not to Exceed \$3,000
	Small Business Development Center (SBDC)	Carlton Hargrave	Assist clients of the Imperial Valley SBDC in the areas of Start-Up Business and Marketing Agreement No. A3071.10	10/14/10–6/30/11	Not to Exceed \$3,000
	Small Business Development Center (SBDC)	Robert Hamilton	Assist clients of the Imperial Valley SBDC in the areas of Computer Hardware and Software Agreement No. A3070.10	10/14/10–6/30/10	Not to Exceed \$3,000
	Small Business Development Center (SBDC)	Lidia Ortiz	Assist clients of the Imperial Valley SBDC in the areas of Bookkeeping and Taxes Agreement No. A3069.10	10/14/10–6/30/11	Not to Exceed \$3,000
	Small Business Development & International Trade Center (SBDITC)	Klaus P. Schryen	Assist clients of the SBDITC in the areas of International Trade and Finance. Agreement No. A3094.10	10/14/10–6/30/11	Not to Exceed \$2,999
	Higher Education Center at National City	Nancy Andrews, Dental Consultant	OSHA training for the Dental Hygiene Program faculty members, staff and administration Agreement No. A3099.10	11/17/10	Not to Exceed \$750
	Higher Education Center at National City	A-B-CPR & First Aid Training, Inc.	CPR, First Aid & Preventative Health trainings. 4 trainings total. Agreement No. A3100.00	10/14/10–6/30/11	Not to Exceed \$2,400

ITEM					
	Department	Consultant	Purpose	Date	Fee
	(Meadows) Health, Exercise Science & Athletics	Tina Recalde	Coordinator for Athletic Trainer Symposium Agreement No. A3096.10	11/1/10–6/30/11	Not to Exceed \$3,000
	(Suarez) Counseling and Matriculation/ Women's Resource Center (WRC) and Center for Technical Education and Career Success (CTECS)	Soroptimist International of Coronado	Group mentoring and/or workshops for the purpose of providing mentors to assist target groups with essay writing for scholarships and job applications. Agreement No. A3089.10	10/14/10- 6/30/11	No Cost to the District
	10E. (Meadows)	<u>RATIFY/APPROVE FILING OF APPLICATION(S)</u>			
		Ratification/approval of filing of applications to meet deadlines as listed below:			
		U.S. Small Business Administration, "Small Business Development Centers-Supplemental CY 2010", in the amount of \$88,947. The revised amount of the grant is \$1,097,923. The application was approved by the Governing Board on September 9, 2009.			
	10F. (Meadows)	<u>RATIFY/APPROVE ACCEPTANCE OF FUNDS</u>			
		Ratification/approval of acceptance of funds as listed below:			
	(Alioto)	City of San Diego, "Small Business Development Center & International Trade Development (SBDC CITD), Small Business Enhancement Program", in the amount of \$18,800, October 1, 2010 through September 30, 2011. The application was approved by Governing Board on August 11, 2010.			
	(Meadows)	City of San Diego, "San Diego Contracting Opportunities Center (SDCOC), Small Business Enhancement Program", in the amount of \$24,000, October 1, 2010 through September 30, 2011. The application was approved by Governing Board on August 11, 2010.			
		U.S. Department of Labor (DOL), "California Statewide Biotechnology Clinical Laboratory Consortium Project," in the amount of \$48,576, April 1, 2010 through February 28, 2011. The application was approved by Governing Board on November 18, 2009.			
	10G. (Suarez)	<u>AWARD OF DEGREES</u>			
		Award degrees to candidates meeting graduation requirements at the close of summer semester 2010:			
		Summer 2010	Associate in Arts	91	
			Associate in Science	18	
			Certificate of Achievement	<u>44</u>	
		Grand Total		153	

	ITEM
	<p>10H. <u>ACCEPTANCE OF GIFT(S)</u> (Alioto)</p> <p>Recommend acceptance of gift(s) for anticipated use as indicated below:</p> <p>\$600 cash, donated by Keenan & Associates, to cover the late payment penalty assessed by the Protected Insurance Program for Schools (PIPS) Board of Directors.</p>
	<p>10I. <u>RATIFY VOLUNTEER SERVICES (ENCLOSURE)</u> (Alioto)</p> <p>Recommend ratification of volunteer services effective August 2010 through June 2011.</p>
	<p>10J. <u>APPROVE OCTOBER 13, 2010 CURRICULUM SUMMARY REPORT CURRICULUM SUMMARY REPORT (ENCLOSURE)</u> (Meadows)</p> <p>Approval of October 13, 2010 Curriculum Summary Report.</p> <p>The October 13, 2010 Curriculum Summary Report (CSR) is a compilation of the new and revised curriculum proposed by faculty and submitted to the Curriculum Committee (CC), a subcommittee of the Academic Senate, August 26, 2010 and September 9, 2010. Faculty submit proposals for new and/or revised curriculum to the CC. The CC reviews and scrutinizes curriculum for academic rigor, transferability and/or occupational competencies, student benefit, and institutional fit, as stated in Title 5 and the State Chancellor's Curriculum Handbook. Once these and other considerations are met, the CSR is forwarded to the Superintendent/President and Governing Board for review and approval before being sent to the State Chancellor's Office.</p> <p>The Southwestern College CC reviewed and approved 15 new courses, 50 course modifications, 21 course inactivations, 2 new programs, and 4 program modifications.</p> <p>Recommend approval of Curriculum Summary Report.</p>
	<p>10K. <u>CONFIRMATION OF PURCHASE ORDERS (ENCLOSURE)</u> (Alioto)</p> <p>General Fund Nos. 104671 - 105196 Blanket Fund Nos. B1863 - B1876</p>
	<p>10L. <u>PAYMENT OF BILLS – AUGUST 1-31, 2010 (ENCLOSURE)</u> (Alioto)</p>

	ITEM									
Action	13. HUMAN RESOURCES – CLASSIFIED (ITEMS A THROUGH D) (Kerns)									
	Aguilar		Dominguez		Roesch		Salcido		Valladolid	Lopez-Student Advisory Vote
	13A. EMPLOYMENT OF CLASSIFIED BARGAINING UNIT PERSONNEL									
	<u>Employee</u>	<u>Position</u>	<u>Department</u>	<u>Months of Service</u>	<u>Range/ Step</u>	<u>Monthly Salary</u>	<u>Effective Date</u>			
	Jay Silvestre	Nurse Associate (replacement)	Health Services	10 months .625 FTE	*31/1	\$2,959.37	10/14/10			
	*Includes one range for split-shift differential.									
	Rosalva Sandoval	**Project Clerk- American Recovery & Reinvestment Act (new)	Continuing Education	12 months .47 FTE	10/1	\$1,323.99	10/14/10			
	**Continued employment is contingent upon grant terms and conditions.									
	Gabriela Lopez-Chacon	**Project Clerk- Perkins (new)	School of Business, Professional & Technical Education	12 months .60 FTE	10/1	\$1,690.20	10/14/10			
	**Continued employment is contingent upon grant terms and conditions.									
	James Ramos	**Project Instructional Assistant I- Youth & Group Program (new)	Higher Education Center at National City & Crown Cove Aquatic Center	12 months .75 FTE	16/1	\$2,452.50	10/14/10			
	**Continued employment is contingent upon grant terms and conditions.									
	Veronica Rodriguez	Student Services Technician (replacement)	Student Employment Services	11 months, 1.0 FTE	20/1	\$3,608.00	10/14/10			
	Jeffrey Dillon	Web & Multimedia Specialist (new)	Communica- tions, Community & Government Relations	12 months 1.0 FTE	28/1	\$4,397.00	10/14/10			

ITEM

13B. APPROVE CHANGE(S) IN CONTRACT SERVICE

Recommend approval of changes in contract service as listed below:

<u>Employee</u>	<u>Position</u> <u>Months/Service</u> <u>Range/Step</u> <u>Monthly Salary</u>	<u>To</u>	<u>Position</u> <u>Months/Service</u> <u>Range/Step</u> <u>Monthly Salary</u>	<u>Effective</u> <u>Date</u>
Gary Bassham	Gardener 12 months Range 10/Step 3 \$3,048.00		Senior Gardener 12 months Range 13/Step 2 \$3,157.00	10/14/10

13C. 39-MONTH RE-EMPLOYEMENT STATUS

Pursuant to Education Code Section 88117 the following employee is eligible for appointment to the vacant position listed, effective as indicated:

<u>Name</u>	<u>Position</u>	<u>Department</u>	<u>Effective Date</u>
Zeidy Barrera	Counseling Center Operations Supervisor (replacement)	Counseling Center	10/14/10

13D. CLASSIFIED TRANSACTIONS (ENCLOSURE)

Request approval of classified transactions. Transactions include short-term non-academic and emergency assignments.

	ITEM												
Action	14. FACILITIES (ITEMS A THROUGH C)												
	(Alioto)												
		Aguilar		Dominguez		Roesch		Salcido		Valladolid		Lopez-Student Advisory Vote	
	14A. NOTICE OF COMPLETION(S) (Alioto/Brown) Recommend approval and acceptance of the following completed projects, effective as indicated: 14A1. Bid No. 160 (ENCLOSURE) Roofing repair to various buildings and walkways at Southwestern College, Chula Vista Campus with Chambers Inc. dba Roof Construction was satisfactorily completed as of October 13, 2010. 14A2. Bid No.162 (ENCLOSURE) Building 330 HVAC Replacement Bid Package 1 Demolition and Abatement at Southwestern College, Chula Vista Campus with Rocky Coast Builders, Inc. was satisfactorily completed as of October 13, 2010. 14A3. Bid No. 162 (ENCLOSURE) Building 330 HVAC Replacement Bid Package 1 Demolition and Abatement at Southwestern College, Chula Vista Campus with The Casper Company, Inc. was satisfactorily completed as of October 13, 2010. 14A4. Bid No. 164 (ENCLOSURE) Building 330 HVAC Replacement Bid Package 3 HVAC and Plumbing at Southwestern College, Chula Vista Campus with Countywide Mechanical Systems, Inc. was satisfactorily completed as of October 13, 2010. 14A5. Bid No. 165 (ENCLOSURE) Building 330 HVAC Replacement Bid Package 4 Electrical at Southwestern College, Chula Vista Campus with R.L. Electric, Inc. was satisfactorily completed as of October 13, 2010. 14B. AWARD/REJECTION OF BID(S) (Alioto/Jerome) 14B1. Award of Bid Nos. 177 (ENCLOSURE) Recommend award of Bid No. 177 – Student Services Center Modernization Bid - Package 1 - General Construction, to Fordyce Construction, Inc., in an amount not to exceed \$139,444, to provide general construction services for the Student Service Building Remodel project, and authorize the Superintendent/President to enter into contract for these services. 14B2. Award Bid No. 178 (ENCLOSURE) Recommend award of Bid No. 178 – Student Services Center Modernization Bid Package 2 – HVAC & Fire Sprinklers, to Countywide Mechanical Systems, Inc., in an amount not to exceed \$29,900, to provide construction services for the Student Service Building Remodel project, and authorize the Superintendent/President to enter into contract for these services.												

ITEM																									
Action	<p>14B3. Bid No. 179 (ENCLOSURE)</p> <p>Recommend award of Bid No. 179 – Student Services Center Modernization Bid Package 3 - Electrical, Data & Fire Alarm, to Tel Tech Plus dba TTP-US, in an amount not to exceed \$49,583 to provide construction services for the Student Service Building Remodel project, and authorize the Superintendent/President to enter into contract for these services.</p> <p>14C. Award of RFQ No. 127 (ENCLOSURE)</p> <p>Recommend award of RFQ 127 for professional services to BRG Consulting, Inc., to obtain environmental clearance and entitlement for the Corner Lot and Central Plan/DeVore Stadium projects, in the amount of \$38,573, and authorize the Superintendent/President to sign the agreement and any future amendments that may occur.</p> <p>15. APPROVAL OF CORNER LOT FINAL DESIGN (ENCLOSURE) (Alioto)</p> <table><tr><td></td><td><i>Aguilar</i></td><td></td><td><i>Dominguez</i></td><td></td><td><i>Roesch</i></td><td></td><td><i>Salcido</i></td><td></td><td><i>Valladolid</i></td><td></td><td><i>Lopez-Student Advisory Vote</i></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <p>Recommend approval of Corner Lot Project final design.</p>		<i>Aguilar</i>		<i>Dominguez</i>		<i>Roesch</i>		<i>Salcido</i>		<i>Valladolid</i>		<i>Lopez-Student Advisory Vote</i>												
		<i>Aguilar</i>		<i>Dominguez</i>		<i>Roesch</i>		<i>Salcido</i>		<i>Valladolid</i>		<i>Lopez-Student Advisory Vote</i>													

ITEM																									
Action	16. APPROVAL OF AGREEMENTS – COST TO DISTRICT																								
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16A. STUDENT AFFAIRS (Suarez)																									
	16A1. AGREEMENT WITH INSTITUTE FOR WOMEN IN TRADES, TECHNOLOGY AND SCIENCE (ENCLOSURE) Approve Agreement No. A3090.10 with the Institute for Women in Trades, Technology and Science (IWITTS), for the period October 22, 2010, inclusive, in a total amount not to exceed \$3,933.																								
Action	17. APPROVAL OF AGREEMENTS – INCOME / NO COST TO DISTRICT (ITEMS A THROUGH C)																								
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		Aguilar		Dominguez		Roesch		Salcido		Valladolid		Lopez-Student Advisory Vote													
17. ACADEMIC AFFAIRS (Meadows)																									
	17A1. AMENDMENT TO AGREEMENT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (ENCLOSURE) Ratify Amendment No.1 to Agreement No. AR3063.10 with the Foundation for California Community Colleges, to provide structured career ladder, supportive services, and pre-employment assistance to Child Development Centers WORKs! (CDC-WORKs!) participants, for the period July 1, 2010 to June 30, 2011, inclusive, at no cost to the District.																								
	17A2. AMENDMENT TO AGREEMENT WITH BOG, CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE (ENCLOSURE) Ratify Amendment No. 2 to Agreement No. AR2836.09 with the California Community Colleges Chancellor's Office, Economic & Workforce Development Program, for Center for International Trade Development (CITD) services. This amendment extends the term of the agreement to June 30, 2011. There is no change to the contract value.																								
	17A3. AGREEMENT WITH CITY OF SAN DIEGO (ENCLOSURE) Ratify Agreement No. AR3093.10 with the City of San Diego, for Community Development Block Grant (CDBG) for the Small Business Development Center and the Center for International Trade Development services, for the period October 1, 2010 to June 30, 2011, inclusive, in the amount of \$150,000 income to the District. Application for funds was approved by the Governing Board on January 13, 2010. Acceptance of funds was approved by the Governing Board on July 14, 2010. Please note grant period has been revised.																								
	17A4. AGREEMENT WITH CITY OF NATIONAL CITY (ENCLOSURE) Ratify Agreement No. AR3092.10 with the City of National City, for Community Development Block Grant (CDBG) for the Small Business Development Center and the Center for International Trade Development services, for the period July 1, 2010 to June 30, 2011, inclusive, in the amount of \$35,000 income to the District. Application for funds was approved by the Governing Board on January 13, 2010. Acceptance of funds was approved by the Governing Board on July 14, 2010. Please note grant period has been revised.																								

ITEM

17A5. AGREEMENT WITH MEITETSU TRAVEL U.S.A. CORP. (ENCLOSURE)

Approve Agreement No. AR3095.10 with Meitetsu Travel U.S.A. Corp., for the International Athletic Trainers and Cultural Seminar, for the period November 1 to November 5, 2010, inclusive, in the amount of \$6,000 income to the District.

17B. BUSINESS AND FINANCIAL AFFAIRS
(Alioto)

17B1. AGREEMENT WITH SANTEE COMMUNITY DEVELOPMENT COMMISSION (ENCLOSURE)

Ratify Agreement No. AR3042.10 with Santee Community Development Commission, for procurement technical assistance services, for the period July 1, 2010 to June 30, 2011 inclusive, in an amount not to exceed \$20,000 income to the District.

17C. STUDENT AFFAIRS
(Suarez)

17C1. SERVICE LEARNING PROGRAM AGREEMENT WITH WILDCOAST (ENCLOSURE)

Approve Agreement No. A3084.10 with Wildcoast, for the Service Learning Program, for the period October 14, 2010 to June 30, 2013, inclusive, at no cost to the District.

17C2. SERVICE LEARNING PROGRAM AGREEMENT WITH THE BURN INSTITUTE (ENCLOSURE)

Approve Agreement No. A3085.10 with the Burn Institute, for the Service Learning Program, for the period October 14, 2010 to June 30, 2013, inclusive, at no cost to the District.

17C3. SERVICE LEARNING PROGRAM AGREEMENT WITH THE SALVATION ARMY OF CHULA VISTA (ENCLOSURE)

Approve Agreement No. A3086.10 with The Salvation Army of Chula Vista, for the Service Learning Program, for the period October 14, 2010 to June 30, 2013, inclusive, at no cost to the District.

17C4. SERVICE LEARNING PROGRAM AGREEMENT WITH THE BIG BROTHERS BIG SISTERS OF SAN DIEGO COUNTY (ENCLOSURE)

Approve Agreement No. A3087.10 with the Big Brothers Big Sisters of San Diego County, for the Service Learning Program, for the period October 14, 2010 to June 30, 2013, inclusive, at no cost to the District.

17C5. MEMORANDUM OF UNDERSTANDING WITH THE STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD), SAN DIEGO WORKFORCE SERVICES #146, CALIFORNIA OPERATION WELCOME HOME (COWH) (ENCLOSURE)

Approve Memorandum of Understanding No. M3088.10 with the State of California Employment Development Department (EDD), San Diego Workforce Services #146, California Operation Welcome Home (COWH), for veterans services and benefits in the San Diego community to recently separated veterans, for the period October 14, 2010 to October 30, 2011, inclusive, at no cost to the District.

	ITEM											
Action	18. ADOPT DISTRICT POLICIES & PROCEDURES – SECOND READING (A TEMS THROUGH B) (Kerns)											
		Aguilar		Dominguez		Roesch		Salcido		Valladolid		Lopez-Student Advisory Vote
	<div>18A. POLICIES (ENCLOSURE)</div> <div>As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following policies appear before the Governing Board for adoption.</div> <div>Recommend adoption of the District policies listed below:</div> <div>18A1. Policy No. 2510 – Shared Planning & Decision Making</div> <div>(Revises existing District Policy No. 2510 – Participation in Local Decision Making)</div> <div>First Reading September 29, 2010</div> <div>18A2. Policy No. 2515 – Role & Scope of the Academic Senate: 10 + 1 Agreement</div> <div>(This is a new policy)</div> <div>First Reading September 29, 2010</div> <div>18A3. Policy No. 2715 – Code of Ethics</div> <div>(Revises existing District Policy No. 2715 – Code of Ethics)</div> <div>First Reading September 29, 2010</div> <div>18B. PROCEDURES (ENCLOSURE)</div> <div>As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following procedures are submitted for approval.</div> <div>Recommend approval of the District procedures listed below:</div> <div>18B1. Procedure No. 2510 – Shared Planning & Decision Making</div> <div>(This is a new procedure)</div> <div>First Reading September 29, 2010</div> <div>18B2. Procedure No. 2515 – Role & Scope of the Academic Senate: 10 + 1 Agreement</div> <div>(This is a new procedure)</div> <div>First Reading September 29, 2010</div> <div>18B3. Procedure No. 2715 – Code of Ethics</div> <div>(This is a new procedure)</div> <div>First Reading September 29, 2010</div>											

	ITEM		
Board Requests for Information	24. GOVERNING BOARD REQUESTS FOR INFORMATION (Salcido)		
	Information Requested	Board Member	Requested Date
Governing Board Reports	25. GOVERNING BOARD REPORTS (Salcido)		
	25A.	STUDENT BOARD MEMBER MANUEL R. LOPEZ, JR.	
	25B.	BOARD MEMBER JEAN ROESCH, Ed.D.	
	25C.	BOARD MEMBER NICK AGUILAR	
	25D.	BOARD MEMBER JORGE DOMINGUEZ, Ph.D.	
	25E.	BOARD VICE PRESIDENT TERRI VALLADOLID	
	25F.	BOARD PRESIDENT YOLANDA SALCIDO	
Closed Session	26. CLOSED SESSION / REPORT OF ACTION(S) (If Applicable) (Salcido)		
Adjournment	27. ADJOURNMENT (Salcido)		
Information	28. NEXT REGULAR MEETING		
	Wednesday, November 10, 2010 Southwestern College 900 Otay Lakes Road Room 214 Chula Vista, CA 91910		
	RAJ K. CHOPRA, Ph.D. SUPERINTENDENT/PRESIDENT		

RAJ K. CHOPRA, Ph.D.
SUPERINTENDENT/PRESIDENT

ITEM #7



MINUTES

REGULAR MEETING, GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

ROOM 214 SOUTHWESTERN COLLEGE

YOLANDA SALCIDO., GOVERNING BOARD PRESIDENT
TERRI VALLADOLID, GOVERNING BOARD VICE PRESIDENT
NICK AGUILAR, GOVERNING BOARD MEMBER
JORGE DOMINGUEZ, PH.D., GOVERNING BOARD MEMBER
JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
MANUEL R. LOPEZ, JR., STUDENT GOVERNING BOARD MEMBER
RAJ K. CHOPRA, PH.D., SECRETARY TO GOVERNING BOARD
AND SUPERINTENDENT/PRESIDENT

6:00 p.m. Call to Order / Announcement of Closed Session Agenda
7:00 p.m. (Approximate) Reconvene in Open Session

Wednesday, September 8, 2010

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.

In compliance with Government Code section 54957.5, non-exempt writing that are distributed to a majority or all of the board in advance of a meeting, may be viewed at Southwestern College, Office of the Superintendent/President, 900 Otay Lakes Road, Chula Vista, CA 91910; at our website by clicking on the following link www.swccd.edu; or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Mary Ganio, Executive Assistant to the Superintendent/President, at 619.482.6301 or email at mganio@swccd.edu.

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
<i>Call to Order</i>	<p>1. CALL TO ORDER (Dominguez) 6:07 p.m., Room 214</p> <p>Present: Dominguez, Roesch, Aguilar, Lopez (Student Board Member) Absent: Salcido, Valladolid</p> <p>Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive.</p> <p><i>Board Member Dominguez called the meeting to order.</i></p>
<i>Public Hearing</i>	<p>2. PUBLIC HEARING FOR PROPOSED 2010-11 DISTRICT BUDGET</p> <p>Public hearing for proposed 2010-11 District Budget.</p> <p><i>At 6:08 p.m., Board Member Dominguez conducted the public hearing. No speakers appeared.</i></p>

	ITEM																						
Announcement Closed Session Agenda	<p>3. ANNOUNCEMENT OF CLOSED SESSION AGENDA (Dominguez) Members of the public may be present to hear the closed session announcements and will be given an opportunity to speak on any closed session items at this time. Persons wishing to address the Governing Board under this item should fill out a yellow request card (available at the reception table).</p> <p>3A. CONFERENCE WITH LABOR NEGOTIATOR Negotiator: Michael Kerns Employee Organizations: CSEA, SCEA, SCCDAA, Confidentials Government Code Section 54957.6</p> <p>3B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Government Code Section 54957</p>																						
Closed Session	<p>4. ADJOURN TO CLOSED SESSION (Dominguez) 6:09 p.m., Building 100, Conference Room A</p>																						
Reconvene in Open Session	<p>5. RECONVENE IN OPEN SESSION (Salcido) 7:02 p.m., Room 214</p> <p>Present: <i>Salcido, Valladolid, Dominguez, Aguilar, Roesch, Lopez (Student Board Member)</i></p>																						
Pledge of Allegiance	<p>6. PLEDGE OF ALLEGIANCE (Salcido)</p>																						
Closed Session Announcement	<p>7. ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable) (Salcido) <i>Board President Salcido announced there was no report.</i></p>																						
Action (Carried)	<p>8. APPROVAL OF MINUTES (ENCLOSURE) (Chopra)</p> <table><tr><td></td><td><i>Aguilar</i></td><td><i>S</i></td><td><i>Dominguez</i></td><td></td><td><i>Roesch</i></td><td></td><td><i>Salcido</i></td><td><i>M</i></td><td><i>Valladolid</i></td><td><i>Lopez-Student Advisory Vote</i></td></tr><tr><td></td><td><i>Abstain</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><i>Aye</i></td></tr></table>		<i>Aguilar</i>	<i>S</i>	<i>Dominguez</i>		<i>Roesch</i>		<i>Salcido</i>	<i>M</i>	<i>Valladolid</i>	<i>Lopez-Student Advisory Vote</i>		<i>Abstain</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>	<i>Aye</i>
	<i>Aguilar</i>	<i>S</i>	<i>Dominguez</i>		<i>Roesch</i>		<i>Salcido</i>	<i>M</i>	<i>Valladolid</i>	<i>Lopez-Student Advisory Vote</i>													
	<i>Abstain</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>	<i>Aye</i>													
	<p>Regular Meeting, August 11, 2010 Special Meeting, September 1, 2010</p> <p><i>Board President Salcido moved Item #10 - Oral Communication to this point of the agenda with no objections from the Board.</i></p>																						
Presentation(s)	<p>9. PRESENTATION(S)</p> <p>9A. <u>EMPLOYEE OF THE QUARTER OCTOBER-DECEMBER 2010</u> Virginia Martinez, Administrative Secretary II, Academic Senate</p> <p>Presenters: Mark Meadows, Ph.D., Vice President for Academic Affairs; Jackie Osborne, Director of Human Resources; Bruce MacNintch, CSEA President</p> <p>9B. <u>ACCREDITATION UPDATE</u></p> <p>Presenters: Mink Stavenga, DBA, Dean, Instructional Support Services, Co-Chair, Accreditation Oversight Committee; Ron Vess, Library Faculty, Co-Chair, Accreditation Oversight Committee</p>																						

ITEM

9C. 2010-11 DISTRICT BUDGET

Presenter: Nicholas Alioto, Vice President for Business & Financial Affairs

Vice President Alioto gave an overview of a PowerPoint presentation for the 2010-2011 Adopted Budget. After Board questions and discussion, the Board recessed at 9:10 p.m. The Board reconvened at 9:17 p.m.

**Oral
Communication**

10. ORAL COMMUNICATION

(Salcido)

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."

Patti Flores-Charter, Academic Senate, spoke regarding accreditation as related to the hiring of the Technology Plan consultant.

Janet Mazzaella, SCEA, spoke regarding the Code of Ethics policy and vendor contributions to Board candidates.

Andrew Rempt spoke regarding accreditation and class cuts.

Peter Watry, Crossroads II Acting President, spoke regarding Prop R funds related to a letter from VP Alioto.

Philip Lopez, SCEA, spoke regarding reassigned time.

Corina Soto, SCEA, spoke regarding focus on students.

**Action
(Carried)**

11. ADOPTION OF PROPOSED 2010-11 DISTRICT BUDGET (ENCLOSURE)

	Aguilar	S	Dominguez		Roesch		Salcido	M	Valladolid	Lopez-Student Advisory Vote
	No		Aye		Aye		Aye		Aye	Aye

Recommend approval of 2010-11 District budget.

Salcido announced a correction on the Table of Contents, Appendix C.

Aguilar motioned to amend to pull the items listed below. The motion died with no second.

- 1) Page 13, Item #25 (request for creation of employee recognition and appreciation fund)*
- 2) Page 14, Item #54 (request for funding for annual student awards ceremony)*
- 3) Page 14, Item #60 (request for funding water bottles for students graduation ceremony)*

After Board questions and discussion, Valladolid called for the question, seconded by Dominguez, and carried.

Ayes: Salcido, Valladolid, Dominguez, Roesch, Lopez (Student Advisory Vote)

No: Aguilar

Action
(Carried)
Items A, C, D, E, F,
G, H

ITEM

12. APPROVE CONSENT CALENDAR (ITEMS A THROUGH J)

M	Aguilar		Dominguez		Roesch		Salcido	S	Valladolid		Lopez-Student Advisory Vote
	Aye		Aye		Aye		Aye		Aye		Aye

Adoption of the Consent Calendar will be made by one motion and second of the Board and by a unanimous vote.

Aguilar pulled Items B, I, J.

12A. RATIFY/APPROVE FACILITY USE REQUEST(S)
(Alioto/Jerome)

Recommend ratification/approval of facility use requests listed below:

<u>Organization</u>	<u>Facility Requested</u>	<u>Purpose</u>	<u>Date</u>	<u>Total Charge</u>
San Diego Adult Baseball League	Baseball Field	Adult Baseball League Games	8/28/10 - 8/29/10	\$480.00
Bonita Rebels Soccer League	Football Practice Fields (Small) & Inner Track Field	Soccer Practice/Games	8/28/10 - 11/20/10	\$2,687.50
U.S. Border Patrol Agency/Recruiting/ Hiring Branch	Track & Field	Hiring & Recruiting/Testing	7/1/10 – 7/31/10	\$120.00
South Bay Aquatics Swim Team	Lap Pool (6 lanes)	Swim Practice	8/16/10 - 11/5/10	\$4,674.00
Sweetwater Union High School District/Eastlake High School Swim	Deep Pool	Water Polo/Swim Practice	8/16/10 - 11/5/10	\$1,672.00
Sweetwater Union High School District/Otay Ranch High School Swim	Deep Pool	Swim Practice	8/23/10 - 9/22/10	\$588.50

12B. RATIFY/APPROVE TRAVEL ADVANCE REQUESTS
(Alioto/Yanda)

Item 12B
(Carried)

	Aguilar	S	Dominguez		Roesch		Salcido	M	Valladolid		Lopez-Student Advisory Vote
	Aye		Aye		Aye		Aye		Aye		Aye

Recommend ratification/approval of travel advance requests listed below:

<u>Employee</u>	<u>Purpose</u>	<u>Date</u>	<u>Cost</u>
Hernandez, Michael	Clean Energy Conference San Diego, CA	9/16/10	\$27.60
Polzynski, Sara	Chef's 2010 Trip – Culinary Adventures	9/3/10-9/12/10	\$750.00

ITEM

12C. RATIFY/APPROVE EMPLOYMENT OF CONSULTANT(S)

Recommend ratification/approval of employment of consultants listed below:

<u>Department</u> (Meadows)	<u>Consultant</u>	<u>Purpose</u>	<u>Date</u>	<u>Fee</u>
Business, Professional & Technical Education	Sophia Daly Design	Create brand identity logo and supporting materials for Pre- Apprenticeship Green Building Program Agreement No. A3057.10	8/12/10– 9/12/10	Not to exceed \$1,200 \$2,500 (Correction from 8/11/10 agenda input)
Business, Professional & Technical Education	Sheridan Barker	Facilitation for annual School integrated strategic plan Agreement No. A3032.10	8/1/10– 8/10/10	Not to exceed \$600
Staff Development	Tom DeWit	Provide workshop for Basic Skills Committee and Basic Skills faculty regarding acceleration of basic skills courses. Agreement No. A3059.10	9/17/10	Not to exceed \$1,200
Arts & Communication	Silfredo La O Vigo	Speaker for Art Gallery Exhibit Agreement No. A3026.10	1/27/11	Not to exceed \$200
Arts & Communication	Miriam Cuperman	Dance Choreography for fall 2010 production of Macbeth Agreement No. A3027.10	9/13/10– 11/10/10	Not to exceed \$800
Arts & Communication	Walter Murray	Fight Choreography for fall 2010 production of Macbeth Agreement No. A3028.10	9/13/10– 11/10/10	Not to exceed \$600
Arts & Communication	Jennifer Brawn Gittings	Costumer for fall 2010 production of Macbeth Agreement No. A3029.10	9/13/10– 11/21/10	Not to exceed \$2000
Arts & Communication	Lila Martinez	Stage Manager for fall 2010 production of Macbeth Agreement No. A3030.10	9/13/10– 11/21/10	Not to exceed \$800

ITEM		Department	Consultant	Purpose	Date	Fee
		(Meadows) Arts & Communication	Ingram Ober	Speaker for Art Gallery Exhibit Agreement No. A3031.10	9/10/10	Not to exceed \$200
12D.	<u>RATIFY/APPROVE FILING OF APPLICATION(S)</u>	(Meadows)				
	Ratification/approval of filing of applications to meet deadlines as listed below:					
	National Science Foundation (NSF), "S-STEM Grant," in the amount of \$600,000, May 5, 2011 through April 30, 2016.					
	U.S. Department of Education, "Southwestern Community College District Veterans Welcome Center for Excellence," in the amount of \$400,000, October 1, 2010 through September 30, 2013.					
	U.S. Small Business Administration, "Program for Investment in Microentrepreneurs (PRIME)," in the amount of \$100,000, October 1, 2010 through September 30, 2011.					
12E.	<u>RATIFY/APPROVE ACCEPTANCE OF FUNDS</u>	(Meadows)				
	Ratification/approval of acceptance of funds as listed below:					
	Chancellor's Office, California Community Colleges, Centers for International Trade Development, in the amount of \$205,000, July 1, 2009 through June 30, 2010. The application was approved by the Governing Board on June 9, 2009. Amended award amount shall be \$101,670 and performance funding period shall be extended through July 30, 2011.					
12F.	<u>ACCEPTANCE OF GIFT(S)</u>	(Alioto)				
	Recommend acceptance of gift(s) for anticipated use as indicated below:					
	\$1,200 donated by San Diego Lions Club, for use to fund the Disabled Student Services graduation reception.					
12G.	<u>RATIFY VOLUNTEER SERVICES (ENCLOSURE)</u>	(Alioto)				
	Recommend ratification of volunteer services effective June 2010 through July 2011.					
12H.	<u>APPROVE SEPTEMBER 8, 2010 CURRICULUM SUMMARY REPORT (ENCLOSURE)</u>	(Meadows)				
	Recommend approval of September 8, 2010 Curriculum Summary Report.					
	The September 8, 2010 Curriculum Summary Report (CSR) is a compilation of the new and revised curriculum proposed by faculty and submitted to the Curriculum Committee (CC), a subcommittee of the Academic Senate, May 12, 2010 and July 27, 2010. Faculty submit proposals for new and/or revised curriculum to the CC. The CC reviews and scrutinizes curriculum for academic rigor, transferability and/or occupational competencies, student benefit, and institutional fit, as stated in Title 5 and the State Chancellor's Curriculum Handbook. Once these and other considerations are met, the CSR is forwarded to the Superintendent/President and Governing Board for review and approval before being sent to the State Chancellor's Office. The Southwestern College CC reviewed and approved 1 new course, 2 course modifications and 1 program inactivation.					

Page 1 of 15

ITEM										
	<i>Aguilar</i>		<i>Dominguez</i>	<i>S</i>	<i>Roesch</i>		<i>Salcido</i>	<i>M</i>	<i>Valladolid</i>	<i>Lopez-Student Advisory Vote</i>
	<i>Abstain</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>	<i>Aye</i>

12I. CONFIRMATION OF PURCHASE ORDERS (ENCLOSURE)
(Alioto/Jerome)

General Fund Nos. 104271 - 104670
Blanket Fund Nos. B1835 – B1862

12J. PAYMENT OF BILLS – JULY 1-31, 2010 (ENCLOSURE)
(Alioto)

Action		ITEM					
(Carried)		15. APPROVAL OF AGREEMENTS – COST TO DISTRICT (ITEMS A THROUGH C)					
		15A. <u>ACADEMIC AFFAIRS</u> (Meadows)					
M	Aguilar	Dominguez	Roesch	Salcido	S	Valladolid	Lopez-Student Advisory Vote
	Aye	Aye	Aye	Aye		Aye	Aye
		15A1. AGREEMENT WITH PROFESSIONAL PERSONNEL LEASING, INC. (ENCLOSURE)					
		Approve Agreement No. A3041.10 with Professional Personnel Leasing, Inc., for accreditation consultant services, for the period September 9, 2010 to June 30, 2011, inclusive, in an amount not to exceed \$35,000.					
		15A2. AGREEMENT WITH R & K ENTERPRISES (ENCLOSURE)					
		Ratify Agreement No. A3034.10 with R & K Enterprises, for analysis of data from mathematics departmental final exams, for the period July 1, 2010 to August 30, 2011, inclusive, in an amount not to exceed \$12,750.					
(Carried)		15B. <u>BUSINESS AND FINANCIAL AFFAIRS</u> (Alioto)					
M	Aguilar	Dominguez	S	Roesch	Salcido	Valladolid	Lopez-Student Advisory Vote
	Aye	Aye		Aye	Aye	Aye	Aye
		15B1. AGREEMENT WITH POINT LOMA NAZARENE UNIVERSITY (ENCLOSURE)					
		Ratify Lease Agreement, Extension No. 2 for Agreement No. A2780.09 with Point Loma Nazarene University which: 1) increases rental rate from \$1.43 to \$1.45 per square foot for the San Diego Contracting Opportunities Center's Mission Valley office resulting in a cost increase from \$1,500 per month to \$1,530 per month rent, 2) begins the new lease term on September 2, 2010, and 3) extends the lease agreement on a month-to-month basis for twelve months until August 31, 2011.					
		15B2. AGREEMENT WITH POINT LOMA NAZARENE UNIVERSITY (ENCLOSURE)					
		Approve Agreement No. A3040.10 with Point Loma Nazarene University, for the lease of Suite 211 at Point Loma Nazarene University, Mission Valley as follows: 1) size is approximately 434 square feet, 2) cost is \$1.45 per square foot resulting in a monthly lease obligation of \$630, 3) month-to-month lease term begins on October 1, 2010 and ends on September 30, 2011 and, 4) either party has a ninety day written termination option.					
(Carried)		15C. <u>STUDENT AFFAIRS</u> (Suarez)					
M	Aguilar	Dominguez	Roesch	Salcido	S	Valladolid	Lopez-Student Advisory Vote
	Aye	Aye	Aye	Aye		Aye	Aye
		15C1. COMMUNITY PARTNERSHIP PROGRAM AGREEMENT WITH KIDS DEPOT OF OTAY RANCH (ENCLOSURE)					
		Ratify Agreement No. A3036.10 with the Kids Depot of Otay Ranch, for the Community Partnership Program, for the period July 1, 2010 to June 30, 2013, inclusive, at a cost based on Shared Cost Selection Chart.					

ITEM

15C2. COMMUNITY PARTNERSHIP PROGRAM AGREEMENT WITH THE LAW OFFICE OF DANIEL M. LITTLE (ENCLOSURE)

Ratify Agreement No. A3037.10 with the Law Office of Daniel M. Little, for the Community Partnership Program, for the period July 21, 2010 to June 30, 2013, inclusive, at a cost based on Shared Cost Selection Chart.

Action
(Carried)

16. APPROVAL OF AGREEMENTS–INCOME/NO COST TO DISTRICT (ITEMS A THROUGH B)

16A. ACADEMIC AFFAIRS
(Meadows)

<i>M</i>	<i>Aguilar</i>		<i>Dominguez</i>	<i>S</i>	<i>Roesch</i>		<i>Salcido</i>		<i>Valladolid</i>	<i>Lopez-Student</i>
	<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>	<i>Advisory Vote</i>

16A1. AMENDMENT TO AGREEMENT WITH SHARP HEALTHCARE FOUNDATION (ENCLOSURE)

Ratify Amendment No.1 to Agreement No. AR2586.09 with Sharp HealthCare Foundation, for the provision of services under the Sharp Chula Vista HealthCare Center Pipeline Partnership, for the period October 1, 2008 to March 31, 2011, inclusive, in the amount of \$5,500 income to the District.

16A2. AGREEMENT WITH HEALTH SCIENCES HIGH AND MIDDLE COLLEGE (ENCLOSURE)

Approve Agreement No. AR3035.10 with Health Sciences High and Middle College, to provide a nursing assistant course to the agency, for the period September 20, 2010 to May 20, 2011, inclusive, in the amount of \$41,701 income to the District

16A3. AGREEMENT WITH MEITETSU TRAVEL USA CORP. (ENCLOSURE)

Approve Agreement No. AR3033.10 with Meitetsu Travel USA Corp., for the International Automotive Educational and Cultural Seminar, for the period October 4, 2010, inclusive, in the amount of \$11,250 income to the District.

16A4. AGREEMENT WITH STATE OF CALIFORNIA, DEPARTMENT OF BOATING AND WATERWAYS (ENCLOSURE)

Ratify Agreement No. AR3039.10 and Amendment No. 1 with the State of California, Department of Boating and Waterways, for the purchase of boating equipment and supplemental funding in the form of scholarships for youth in the surrounding communities, for the period February 1, 2010 to January 31, 2025, inclusive, in the amount of \$49,000 income to the District.

16B. BUSINESS AND FINANCIAL AFFAIRS
(Alioto)

16B
(Carried)

	<i>Aguilar</i>		<i>Dominguez</i>	<i>S</i>	<i>Roesch</i>		<i>Salcido</i>	<i>M</i>	<i>Valladolid</i>	<i>Lopez-Student</i>
	<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>		<i>Aye</i>	<i>Advisory Vote</i>

16B1. AGREEMENT WITH SANDAG (ENCLOSURE)

Approve Ratification of Amendment No. 1 to San Diego Association of Governments (SANDAG) MOU No. 50000658 dated July 1, 2006 to extend the termination to June 30, 2015; and to add applicable federal contracting provisions to the MOU.

	ITEM										
Action (Carried)	17. ADOPT RESOLUTION(S) (ITEMS A THROUGH B)										
	M	Aguilar		Dominguez		Roesch		Salcido	S	Valladolid	Lopez-Student Advisory Vote
		Aye		Aye		Aye		Aye		Aye	Aye
	Recommend adoption of the resolutions listed below:										
	17A. ADOPT RESOLUTION ESTABLISHING THE GANN APPROPRIATION LIMIT (ENCLOSURE)										
	(Alioto)	Recommend approval of resolution establishing the Gann Appropriation limit for Fiscal Year 2010-11 per the Gann Limit Worksheet. This information will be carried forward on financial reports to the California Community College Chancellor's Office.									
	17B. ADOPT RESOLUTION TO RATIFY THE USAGE OF AN AMERICAN EXPRESS CREDIT CARD ACCOUNT (ENCLOSURE)										
	(Alioto)	Approve Resolution to ratify the usage of an American Express Credit Card Account in order to provide greater flexibility in the payment of District obligations. This will supplement the District's current usage of Visa credit cards.									
Action (Carried)	18. ADOPT DISTRICT POLICIES & PROCEDURES – SECOND READING (ITEMS A THROUGH B)										
	(Kerns)										
		Aguilar		Dominguez	M	Roesch		Salcido	S	Valladolid	Lopez-Student Advisory Vote
	No		Aye		Aye		Aye		Aye	Aye	
	Aguilar motioned to postpone and refer to staff to add section prohibiting contributions from contractors, vendors, to candidates for reelection in excess of \$20,000.										
	Recommend adoption of district policies listed below:										
	18A. DISTRICT POLICY (ENCLOSURE)										
	As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following policy appears before the Governing Board for adoption.										
	Recommend adoption of the District policy listed below:										
	POLICY NO. 2712 – CONFLICT OF INTEREST CODE										
	First Reading August 11, 2010										
	18B. PROCEDURE (ENCLOSURE)										
	As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following procedure is submitted for approval.										
	Recommend approval of the District procedure listed below:										
	PROCEDURE NO. 2712 – CONFLICT OF INTEREST CODE										
	First Reading August 11, 2010										
	At 10:02 p.m., Aguilar motioned to extend the meeting to 10:30 p.m.; the motion died with no second.										

	ITEM
	<i>The meeting was adjourned at 10:03 p.m.</i>
Information	19. NON-ACTION ITEMS (ITEMS A THROUGH C)
	19A. <u>DISTRICT POLICIES – FIRST READING</u>
(Kerns)	As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following policies appear before the Governing Board for First Reading:
	19A1. Policy No. 2510 – Shared Planning & Decision Making (ENCLOSURE)
	(Revises and replaces existing District Policy No. 2510 – Participation in Local Decision Making)
	First Reading. Information only.
	19A2. Policy No. 2515 – Role & Scope of the Academic Senate: 10 + 1 Agreement (ENCLOSURE)
	(This is a new policy)
	First Reading. Information Only.
	19A3. Policy No. 2715 – Code of Ethics (ENCLOSURE)
	(Revises existing District Policy No. 2715 – Code of Ethics)
	First Reading. Information only.
	19B. <u>DISTRICT PROCEDURES – FIRST READING</u>
(Kerns)	As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following procedures appear before the Governing Board for First Reading:
	19B1. Procedure No. 2510 – Shared Planning & Decision Making (ENCLOSURE)
	(This is a new procedure)
	First Reading. Information only.
	19B2. Procedure No. 2515 – Role & Scope of the Academic Senate: 10 + 1 Agreement (ENCLOSURE)
	(This is a new procedure)
	First Reading. Information Only.
	19B3. Procedure No. 2715 – Code of Ethics (ENCLOSURE)
	(This is a new procedure)
	First Reading. Information only.

	ITEM	
	19C. <u>INFORMATION ITEMS</u>	
	19C1. Grants Submitted through Southwestern College Foundation (Meadows)	Defense Logistics Agency, "Procurement Technical Assistance Center (San Diego Contracting Opportunities Center)," in the amount of \$300,000, January 1 through December 31, 2011.
	19C2. Comparative Statement of Revenues & Expenses Report for Period Ending July 31, 2010 (ENCLOSURE) (Alioto)	
	19C3. General Fund Cash Analysis for Period Ending July 31, 2010 (ENCLOSURE) (Alioto)	
Senate/Union/ Association Reports	20. <u>SENATE/UNION/ASSOCIATION REPORTS</u> (Salcido)	
	20A. PROFESSOR ANGELINA E. STUART, PRESIDENT, ACADEMIC SENATE	
	20B. PROFESSOR ANDREW MACNEILL, PRESIDENT, SOUTHWESTERN COLLEGE EDUCATION ASSOCIATION (SCEA)	
	20C. BRUCE MACNINTCH, PRESIDENT, CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)	
	20D. TERRY DAVIS, PRESIDENT, SOUTHWESTERN COMMUNITY COLLEGE DISTRICT ADMINISTRATORS ASSOCIATION (SCCDAA)	
Administrative Reports	21. <u>ADMINISTRATIVE REPORTS</u> (Salcido)	
	21A. MARK MEADOWS, Ph.D., VICE PRESIDENT FOR ACADEMIC AFFAIRS	
	21B. NICHOLAS C.A. ALIOTO, CPA, VICE PRESIDENT FOR BUSINESS AND FINANCIAL AFFAIRS	
	21C. MICHAEL KERNS, VICE PRESIDENT FOR HUMAN RESOURCES	
	21D. ANGELICA SUAREZ, Ph.D., VICE PRESIDENT FOR STUDENT AFFAIRS	
Superintendent/ President's Report	22. <u>SUPERINTENDENT/PRESIDENT'S REPORT</u> (Salcido)	
	RAJ K. CHOPRA, Ph.D., SUPERINTENDENT/PRESIDENT	
Board Requests for Information	23. <u>GOVERNING BOARD REQUESTS FOR INFORMATION</u> (Salcido)	
	<u>Information Requested</u>	<u>Board Member</u> <u>Requested Date</u>

YOLANDA SALCIDO
GOVERNING BOARD PRESIDENT



MINUTES

SPECIAL MEETING OF THE GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

YOLANDA SALCIDO, GOVERNING BOARD PRESIDENT
TERRI VALLADOLID, GOVERNING BOARD VICE PRESIDENT
NICK AGUILAR, GOVERNING BOARD MEMBER
JORGE DOMINGUEZ, PH.D., GOVERNING BOARD MEMBER
JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
MANUEL R. LOPEZ, JR., STUDENT GOVERNING BOARD MEMBER
RAJ K. CHOPRA, PH.D., SECRETARY TO GOVERNING BOARD
AND SUPERINTENDENT/PRESIDENT

Written notice is hereby given in accordance with Government Code Section 54956 that a special meeting of the Governing Board of the Southwestern Community College District will be held as noted below:

DATE: Thursday, September 23, 2010
TIME: 5:30 p.m.
LOCATION: Southwestern College
Room 214
900 Otay Lakes Road
Chula Vista, CA 91910

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 in advance of the meeting for information on such accommodation.

	ITEM
<i>Call to Order</i>	<p>1. CALL TO ORDER (Salcido) 5:40 p.m., Room 214, Conference Room A</p> <p>Attendance at this special meeting (Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive).</p> <p>Present: Salcido, Valladolid, Dominguez, Aguilar, Roesch, Lopez (Student Board Member)</p>
<i>Pledge of Allegiance</i>	<p>2. PLEDGE OF ALLEGIANCE (Salcido)</p>
<i>Oral Communication</i>	<p>3. ORAL COMMUNICATION</p> <p>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.</p> <p>An oral presentation to the Board does <i>not</i> constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may <i>briefly</i> respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3."</p> <p><i>No persons appeared.</i></p>

	ITEM
Workshop	<p>4. ACCREDITATION WORKSHOP (ENCLOSURE) (Chopra)</p> <p>Dr. Barbara Beno, President, Accrediting Commission for Community and Junior Colleges, will conduct a Board Workshop on accreditation to include an overview of building capacity for educational excellence and accreditation standards.</p> <p><i>Dr. Beno conducted a workshop on accreditation. She provided an overview of Accreditation Standards for Continuous Quality Improvement and SLOs, and also presented "Accreditation: Building Capacity for Educational Excellence." The Board had discussion with Dr. Beno regarding information presented.</i></p>
Adjournment	<p>5. ADJOURNMENT 7:29 p.m. (Salcido)</p>
	<hr/> <p>Raj K. Chopra, Ph.D. Governing Board Secretary</p>
	<hr/> <p>Yolanda Salcido Governing Board President</p>

MINUTES



SPECIAL MEETING OF THE GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

YOLANDA SALCIDO, GOVERNING BOARD PRESIDENT
TERRI VALLADOLID, GOVERNING BOARD VICE PRESIDENT
NICK AGUILAR, GOVERNING BOARD MEMBER
JORGE DOMINGUEZ, PH.D., GOVERNING BOARD MEMBER
JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
MANUEL R. LOPEZ, JR., STUDENT GOVERNING BOARD MEMBER
RAJ K. CHOPRA, PH.D., SECRETARY TO GOVERNING BOARD
AND SUPERINTENDENT/PRESIDENT

Written notice is hereby given in accordance with Government Code Section 54956 that a special meeting of the Governing Board of the Southwestern Community College District will be held as noted below:

DATE: Wednesday, September 29, 2010
TIME: 6:00 p.m.
LOCATION: Southwestern College
Room 214
900 Otay Lakes Road
Chula Vista, CA 91910

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 in advance of the meeting for information on such accommodation.

	ITEM
Call to Order	1. CALL TO ORDER (Salcido) 6:06 p.m., Room 214, Conference Room A Attendance at this special meeting (Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive). Present: Salcido, Valladolid, Aguilar, Roesch Absent: Dominguez, Lopez (Student Board Member)
Pledge of Allegiance	2. PLEDGE OF ALLEGIANCE (Salcido)
Oral Communication	3. 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 <i>not</i> constitute an open discussion on the presentation topic, unless that topic is on the posted agenda. Pursuant to the Brown Act (Government Code Section 54954.2(a)): "No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may <i>briefly</i> respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3." <i>No persons appeared.</i>
Information	4. ACCREDITATION FOLLOW-UP REPORT (ENCLOSURE) (Chopra) The Board will review and discuss the draft follow-up report to the Accrediting Commission for Community and Junior Colleges, presented by Accreditation Co-chairs Dr. Mink Stavenga and Professor Ron Vess.

	ITEM
	<p><i>Co-chairs Stavenga and Vess provided an overview of highlights of the draft follow-up report including, resolution of recommendations; analysis of results; and additional plans related to accreditation recommendations. Dr. Stavenga introduced Dr. Don Averill, accreditation consultant. The Board had discussion with Stavenga, Vess, and Averill. Board President Salcido, on behalf of Board Member Dominguez, conveyed his input on the report.</i></p>
Information	<p>5. POLICIES & PROCEDURES (ENCLOSURE)</p> <p>5A. <u>DISTRICT POLICIES – FIRST READING</u> (Kerns)</p> <p>As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following policies appear before the Governing Board for First Reading:</p> <p>5A1. Policy No. 2510 – Shared Planning & Decision Making (ENCLOSURE)</p> <p>(Revises and replaces existing District Policy No. 2510 – Participation in Local Decision Making)</p> <p>First Reading. Information only.</p> <p>5A2. Policy No. 2515 – Role & Scope of the Academic Senate: 10 + 1 Agreement (ENCLOSURE)</p> <p>(This is a new policy)</p> <p>First Reading. Information Only.</p> <p>5A3. Policy No. 2715 – Code of Ethics (ENCLOSURE)</p> <p>(Revises existing District Policy No. 2715 – Code of Ethics)</p> <p>First Reading. Information only.</p> <p>5B. <u>DISTRICT PROCEDURES – FIRST READING</u> (Kerns)</p> <p>As part of the ongoing review and revision of the Southwestern Community College District Policies and Procedures Manual, the following procedures appear before the Governing Board for First Reading:</p> <p>5B1. Procedure No. 2510 – Shared Planning & Decision Making (ENCLOSURE)</p> <p>(This is a new procedure)</p> <p>First Reading. Information only.</p> <p>5B2. Procedure No. 2515 – Role & Scope of the Academic Senate: 10 + 1 Agreement (ENCLOSURE)</p> <p>(This is a new procedure)</p> <p>First Reading. Information Only.</p> <p>5B3. Procedure No. 2715 – Code of Ethics (ENCLOSURE)</p> <p>(This is a new procedure)</p> <p>First Reading. Information only.</p> <p><i>The Board had discussion and provided suggested changes.</i></p>

	ITEM
Adjournment	<p>6. ADJOURNMENT 8:10 p.m. (Salcido)</p> <p>Raj K. Chopra, Ph.D. Governing Board Secretary</p> <p>Yolanda Salcido Governing Board President</p>

ITEM #8 B

Accountability Report for the 2010 Community Colleges (ARCC)

1

13 October 2010

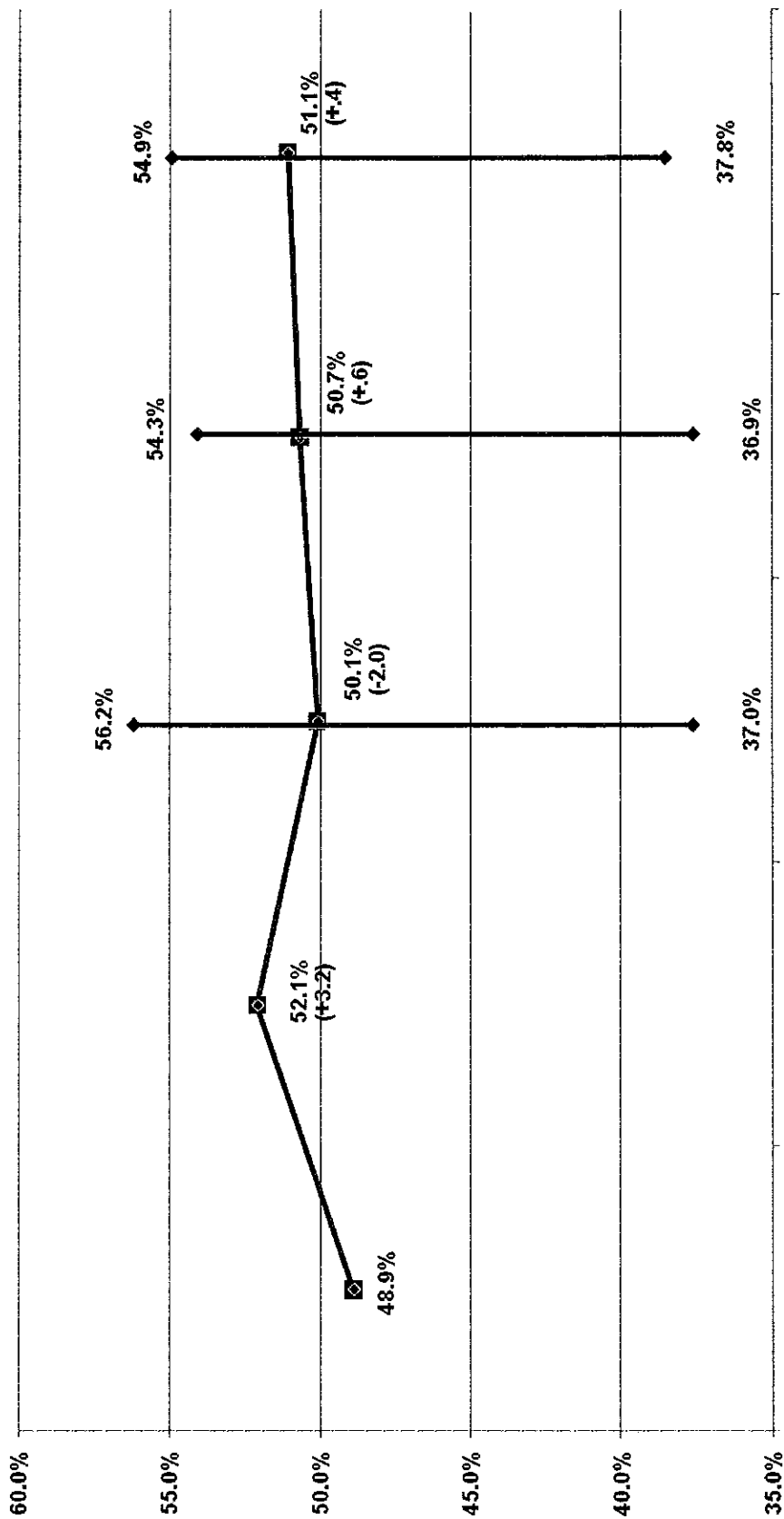
Mark Meadows, Ph.D.
Vice President for Academic Affairs

Brian Stern
Research Analyst

SMC

Student Progress and Achievement Rate

2

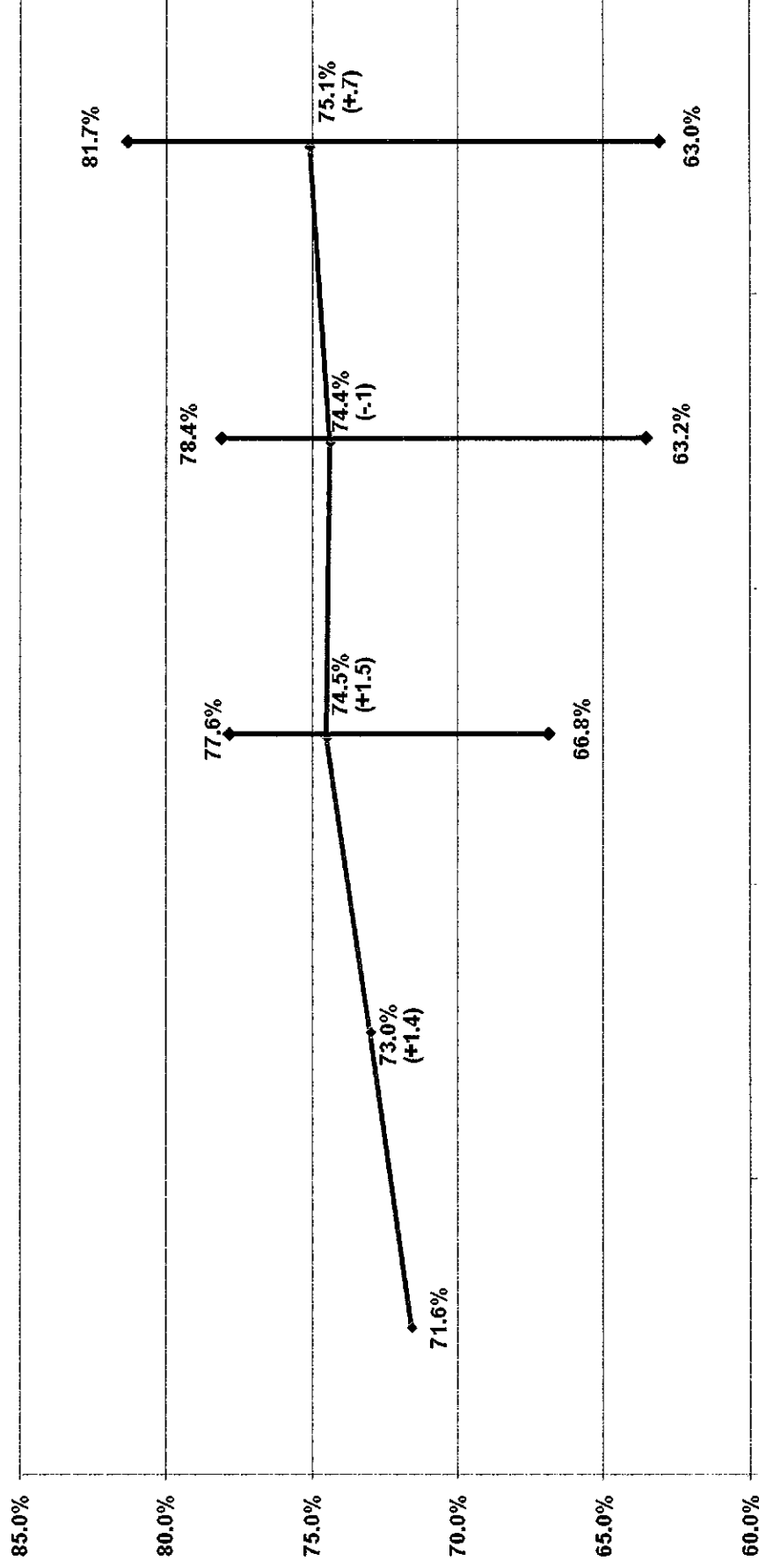


SAC

Percentage of cohort of first-time students who attempted a degree/certificate/transfer threshold course within six years and who are shown to have achieved an AA/AS degree, transferable English and Math, or 60 units within six years of entry

Percent of Students who Earned at Least 30 Units

3



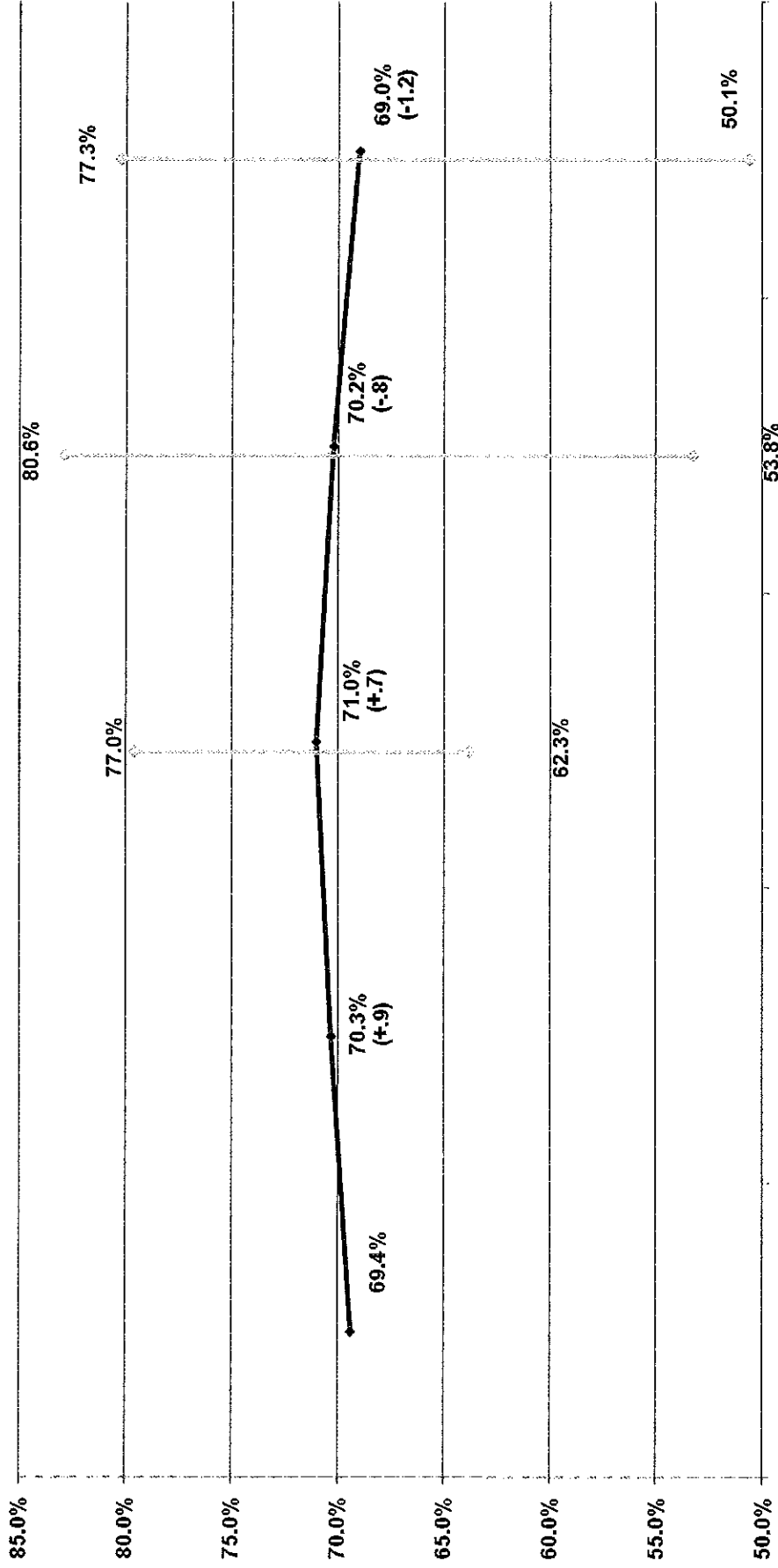
1999-2000 to 2004-2005 2000-2001 to 2005-2006 2001-2002 to 2006-2007 2002-2003 to 2007-2008 2003-2004 to 2008-2009

Percentage of cohort of first-time students who attempted a degree/certificate/transfer threshold course within six years of entry who are shown to have achieved the following value-added measure of progress within six years of entry: Earned at least 30 units while in the CCC system.



Persistence Rate

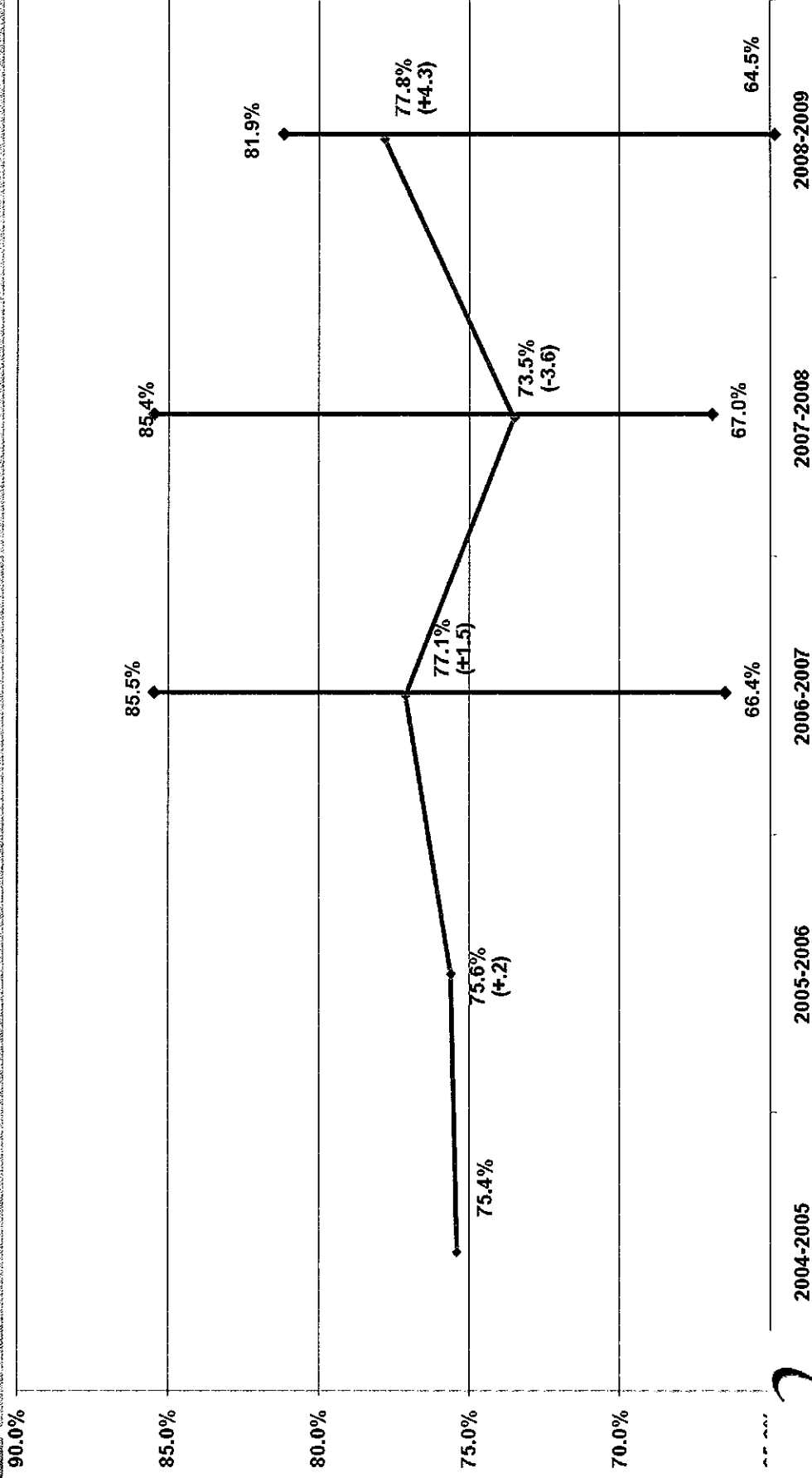
4



Percentage of cohort of first-time students with minimum of six units earned in their first fall term at SWC who return and enroll in the subsequent fall term anywhere in the system

Annual Successful Course Rate for Credit Vocational Courses

5



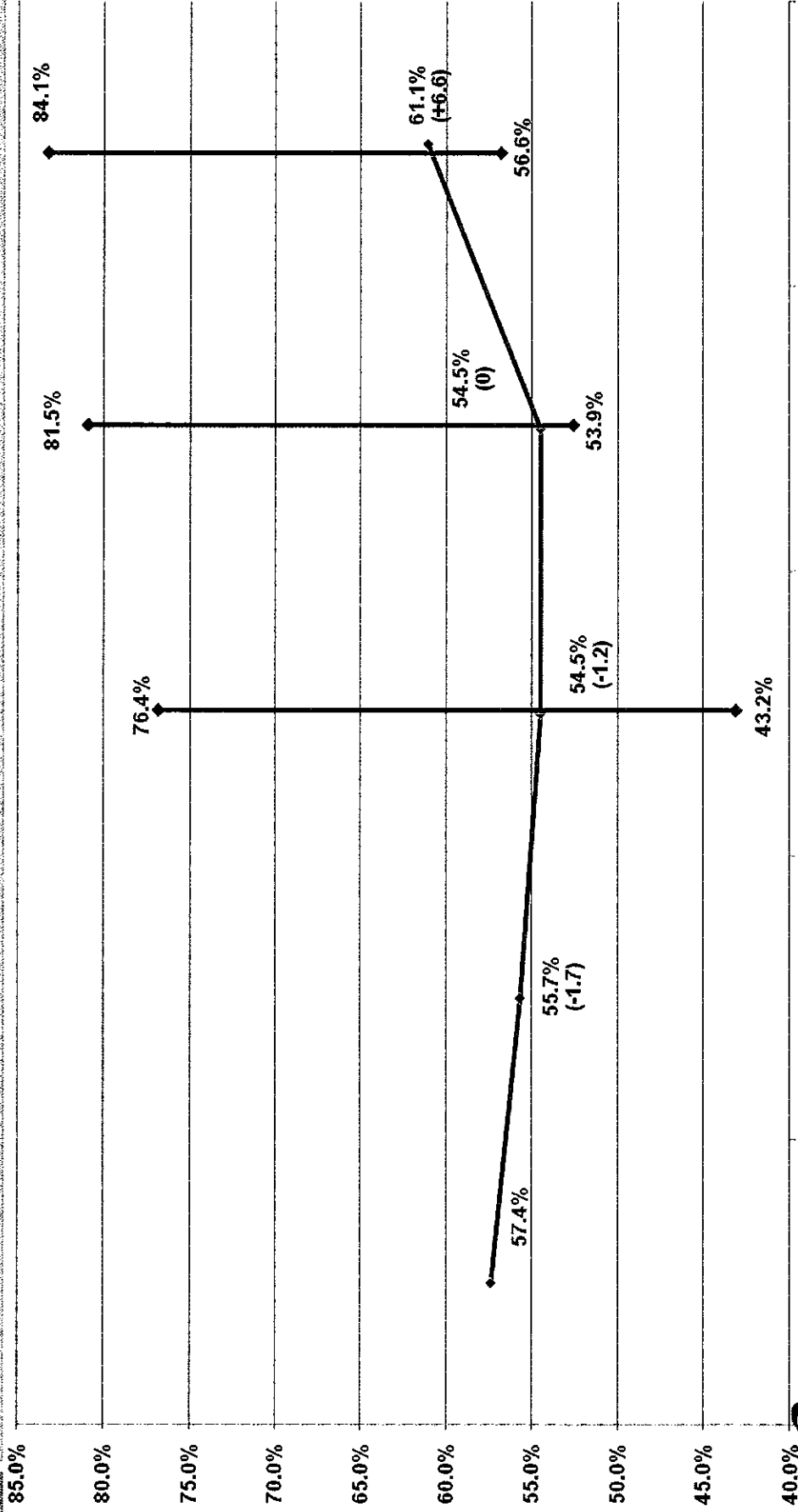
Success was defined as having been retained to the end of the term with a final course grade of A, B, C, or CR out of those with outcomes of A, B, C, D, F, CR, NC, I, W.

SNC

Annual Successful Course Rate for Credit

Basic Skills Courses

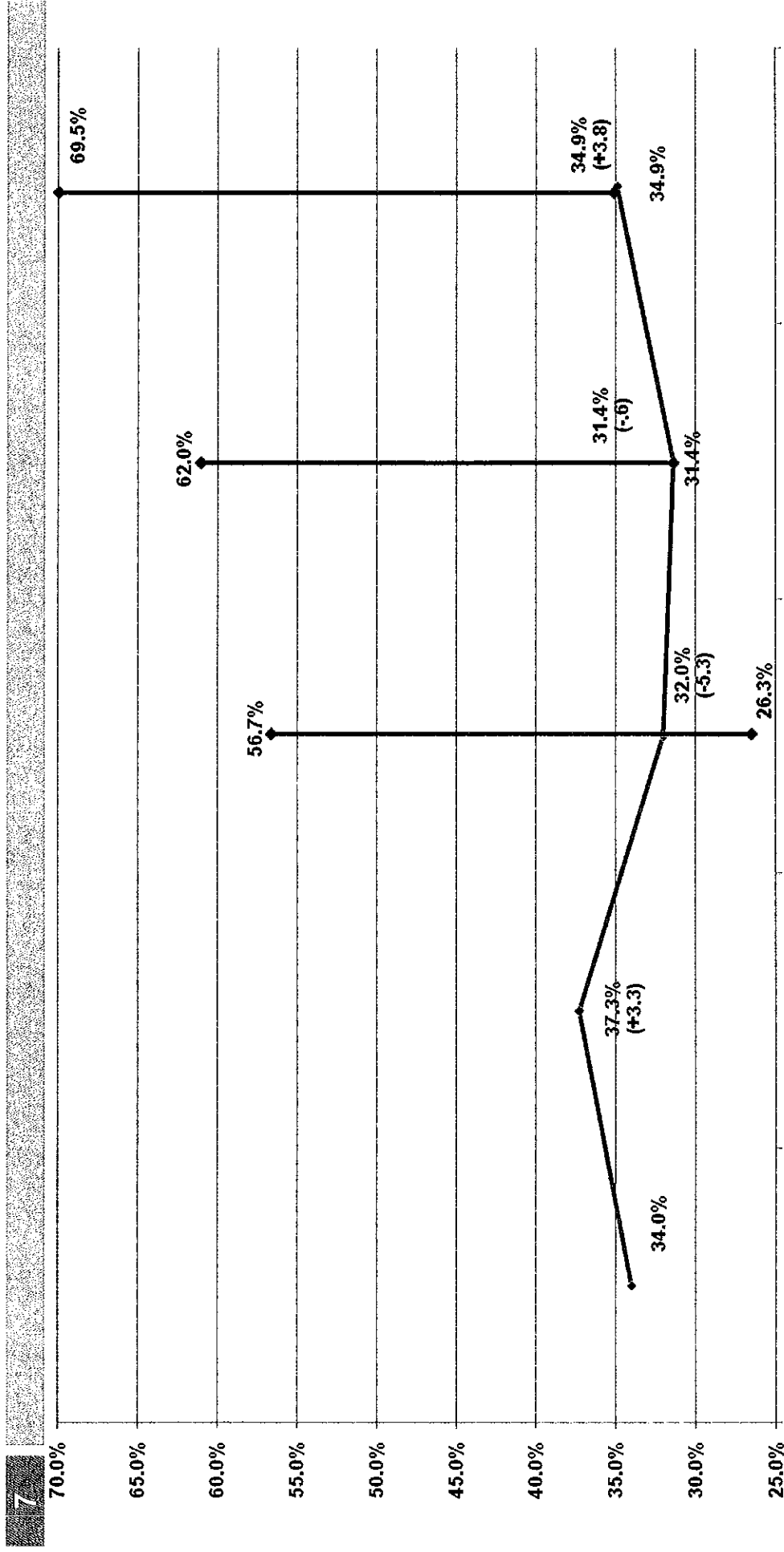
6



2004-2005 2005-2006 2006-2007 2007-2008 2008-2009

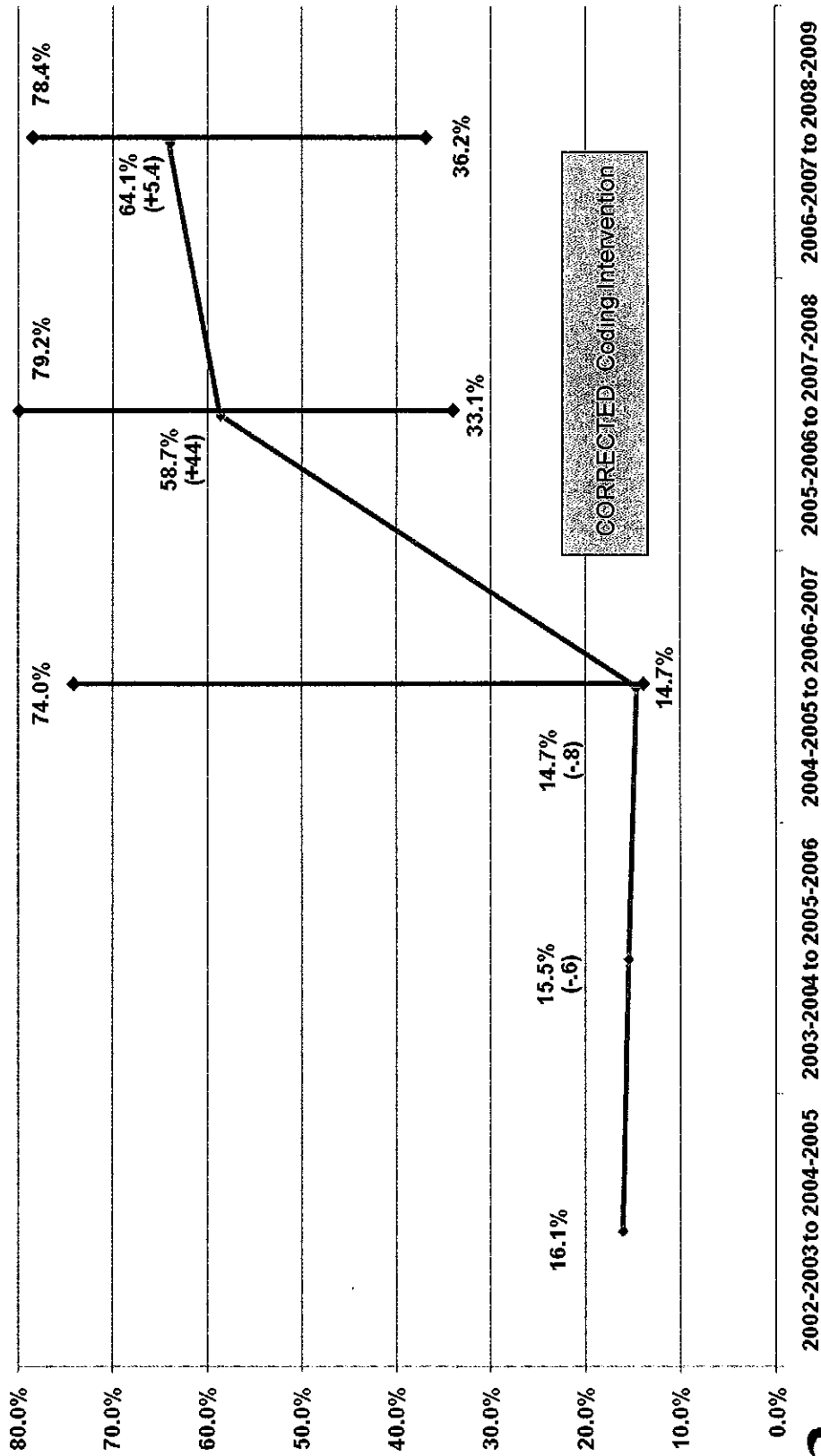
Success was defined as having been retained to the end of the term with a final course grade of A, B, C, or CR out of those with outcomes of A, B, C, D, F, CR, NC, I, W.

Improvement Rate for Credit Basic Skills Courses



The outcome of interest was that group of students who successfully completed a higher-level course in the same discipline within three academic years of completing the first basic skills course.

Improvement Rate for Credit ESL Courses



The outcome of interest was that group of students who successfully completed a higher-level ESL course or college level English course within three academic years of completing the first ESL course.

ITEM #10 C

RESOLUTION NO. 1664

RESOLUTION COMMENDING)
SHARON TAYLOR, Ph.D.)
FOR HER SERVICES TO THE)
SOUTHWESTERN COMMUNITY)
COLLEGE DISTRICT)

WHEREAS, Dr. Sharon Taylor has dedicatedly served the Southwestern Community College District for 38 years; and

WHEREAS, Dr. Sharon Taylor has served the Southwestern Community College District as full-time Professor in Fine Arts, Humanities and Communication; Interim Special Assistant to the President; Interim Special Assistant to the President for Research and Planning; Interim Special Assistant to the President for Institutional Advancement; Interim Dean and Dean in the School of Arts and Communication; full-time Professor in the School of Arts and Communication; and

WHEREAS, Dr. Sharon Taylor has devoted a significant portion of her professional career to the support of public education and to the philosophy and objectives of the California Community College System and her devotion to her profession is reflected in her involvement with the Sabbatical Leave Committee, the Academic Senate, and the Southwestern College Education Association (SCEA); and

WHEREAS, Dr. Sharon Taylor has, throughout her career, been commended for her excellent contribution to education through professional assistance, guidance and encouragement to a vast number of students;

NOW THEREFORE, BE IT RESOLVED that Dr. Sharon Taylor is deserving of recognition for her dedicated years and services, and deserves the commendation of the Governing Board, administrators, faculty, staff and students of the Southwestern Community College District for her contribution and services to Southwestern College.

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 13th day of October, 2010.

Members of the Governing Board

Superintendent/President

ITEM #10 I

Southwestern Community College District

Volunteer List

Name	Department	Description	Dates
Hibbard, Andrew	Schl of Health, Exercise Science & Athletics	Assistant Waterpolo Coach/Driver	Aug 2010 - Dec 2010
Hinzo, Richard	Schl of Health, Exercise Science & Athletics	Assistant Infield Coach/Driver	Aug 2010 – Jun 2011
Inzunza, Daniel	Schl of Health, Exercise Science & Athletics	Assistant Diving Coach/Driver	Aug 2010 – Dec 2010
Lorenz, Joe	Schl of Health, Exercise Science & Athletics	Assistant Diving Coach/Driver	Aug 2010 – Dec 2010
Melendez, Rogelio	Schl of Career/Tech Ed & Learning Assistance	Assist with class/lab computers	Aug 2010- Dec 2010
Puleo, Joseph	Schl of Health, Exercise Science & Athletics	Assistant Men's Basketball Coach	Aug 2010 – Jun 2011
Spears, Glen	Schl of Health, Exercise Science & Athletics	Athletic Aide	Aug 2010 – Dec 2010
Wales, David	Instructional Support Services	Administrative Support for PSP	Aug 2010 – Dec 2010
Zeckua, Lynette	Schl of Health, Exercise Science & Athletics	Assistant Track Coach/Driver	Aug 2010 – Jun 2011

Board Agenda: October 2010

ITEM #10 J



Curriculum Committee

October 13, 2010 Curriculum Summary Report

August 26 and September 9, 2010

(Curriculum Changes)

*Southwestern College
900 Otay Lakes Road
Chula Vista, CA 91910*

Compiled by the Office of Instructional Services/Academic Affairs in conjunction with the Academic Senate

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PROGRAM MODIFICATIONS

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CURRICULUM SUMMARY REPORT

1

CURRICULUM
2010
SUMMARY

CURRICULUM ACTION	COUNT
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NEW COURSES	15
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COURSE MODIFICATIONS	50
----------------------	----

COURSE INACTIVATIONS	21
----------------------	----

NEW PROGRAMS	2
--------------	---

PROGRAM MODIFICATIONS	4
-----------------------	---

TOTAL	92
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NEW COURSES

2

NEW COURSES

COURSE	DESCRIPTION	RATIONALE	APPROVAL DATES
ART 210L PORTRAIT PHOTOGRAPHY LABORATORY UNITS: (1) NC HOURS: (0.00)	Allows photography students to practice and review techniques and concepts introduced in Portrait Photography. Provides an opportunity for the student to refine photographic skills beyond normal classroom time. [D]	<input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input checked="" type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest	EFFECTIVE DATE FALL 2011 CC APPROVAL/EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
AT 247 AUTOMOTIVE EMISSION SYSTEMS AND COMPUTERIZED ENGINE CONTROLS UNITS: (3) NC HOURS: (0.00)	Prepares students for advanced emission systems diagnosis. Incorporates the Bureau of Automotive Repair (BAR-97), and training courses date (20 hours). Focuses on training in five-gas analysis, Acceleration Simulation Mode (ASM) dynamometer testing, laboratory scope usage, and waveform interpretation, advanced scan tool usage, and On-Board Diagnostics Two (OBD II). [D]	<input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input checked="" type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest	EFFECTIVE DATE FALL 2011 CC APPROVAL/EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010

NEW COURSES

COURSE	DESCRIPTION	RATIONALE	APPROVAL DATES
CS 188 HOW TO SURVIVE AN EARTHQUAKE UNITS: () NC HOURS: (8.00)	To assist students in gaining better knowledge of earthquakes and how they behave and enable them to understand floor movements, how to protect themselves and others, as well as being able to cope and survive an earthquake disaster.	<input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input checked="" type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest	<div>EFFECTIVE DATE</div> 10/14/2010 <div>CC APPROVAL/EMERGENCY/OTHER</div> 8/27/2010 <div>GOVERNING BOARD APPROVAL</div> 10/13/2010
LDR 155 STRATEGIC PLANNING AND SUSTAINABILITY UNITS: (3) NC HOURS: (0.00)	Emphasizes strategic planning and sustainability as a requisite to the growth and survival of any institution. Consists of two components: (1) theoretical learning--processes, tools, and techniques of strategic planning; (2) practical application--design, skills, and techniques that make programs sustainable. [D]	<input type="checkbox"/> Articulation <input checked="" type="checkbox"/> Curriculum Expansion <input checked="" type="checkbox"/> Community Interest <input checked="" type="checkbox"/> Pilot/Experimental <input checked="" type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest As new programs and projects are developed, the requirement for their sustainability is now of major importance in the present economy. Strategic planning enables institutions to plan and sustain their programs/projects successfully.	<div>EFFECTIVE DATE</div> FALL 2011 <div>CC APPROVAL/EMERGENCY/OTHER</div> 8/26/2010 <div>GOVERNING BOARD APPROVAL</div> 10/13/2010

NEW COURSES

COURSE	DESCRIPTION	RATIONALE	APPROVAL DATES
LDR 156 MICROFINANCE AND SUSTAINABLE DEVELOPMENT UNITS: (3) NC HOURS: (0.00)	Explores and analyzes the key issues associated with microfinance and sustainable development. Addresses such questions as: What is microfinance? What is sustainable development? What role has microfinance played in sustainable development? How has microfinance made a difference in communities? Reviews special microfinance programs in Bangladesh and other areas. [D]	<div> <input type="checkbox"/> Articulation <input checked="" type="checkbox"/> Curriculum Expansion <input checked="" type="checkbox"/> Community Interest <input checked="" type="checkbox"/> Pilot/Experimental <input checked="" type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest </div> <p>The importance of sustainability for program development through microfinance is much keener in today's economy world wide. This course will make students aware of economic issues.</p>	<div> EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010 </div>
LNT 101 INTRODUCTION TO SUSTAINABLE ENERGY STUDIES UNITS: (3) NC HOURS: (0.00)	Studies the growth of the human population and its effects on energy and climate demands with an emphasis on landscaping and the built environment. (Same as SES 101.) [D]	<div> <input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input checked="" type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest </div>	<div> EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010 </div>

NEW COURSES

COURSE	DESCRIPTION	RATIONALE	APPROVAL DATES
LNT 129 SUSTAINABLE LANDSCAPE/WATER AUDITOR UNITS: (3) NC HOURS: (0.00)	Introduces methods and procedures for the evaluation of landscape designs, landscape installations, landscape maintenance practices, and water application techniques for sustainable landscape practices. Provides procedures followed in both a landscape audit and a water audit. Includes methods for improving landscape and irrigation installations to best conserve and reuse available resources. [D]	<input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input checked="" type="checkbox"/> Advisory Committee <input checked="" type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest	<div>EFFECTIVE DATE</div> FALL 2011 <div>CC APPROVAL/ EMERGENCY/OTHER</div> 8/26/2010 <div>GOVERNING BOARD APPROVAL</div> 10/13/2010
NC 3067 BRASS INSTRUMENTS UNITS: () NC HOURS: (108.00)	Provides beginning level group and private instruction for older adults on any of the following brass instruments: trumpet, French horn, trombone, euphonium, tuba. [ND]	<input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input checked="" type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest Comply with program review and meet the needs of our students and community.	<div>EFFECTIVE DATE</div> FALL 2010 <div>CC APPROVAL/ EMERGENCY/OTHER</div> 8/26/2010 <div>GOVERNING BOARD APPROVAL</div> 10/13/2010

NEW COURSES

COURSE	DESCRIPTION	RATIONALE	APPROVAL DATES
NC 3068 STRING INSTRUMENTS UNITS: () NC HOURS: (108.00)	Provides beginning level group and private instruction for older adults on any of the following string instruments: violin, viola, cello, contrabass. [ND]	<input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input checked="" type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest Comply with program review and meet the needs of our students and community.	EFFECTIVE DATE FALL 2010 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL
NC 3070 MARIACHI GARIBALDI UNITS: () NC HOURS: (180.00)	Provides the opportunity for older adults to perform professional-level, traditional mariachi music in an intermediate ensemble. Emphasizes authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, playing and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. [ND]	<input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input checked="" type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest Comply with program review and meet the needs of our students and community.	EFFECTIVE DATE FALL 2010 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010

NEW COURSES

COURSE	DESCRIPTION	RATIONALE	APPROVAL DATES
SES 101 INTRODUCTION TO SUSTAINABLE ENERGY STUDIES UNITS: (3) NC HOURS: (0.00)	Studies the growth of the human population and its effects on energy and climate demands with an emphasis on landscaping and the built environment. (Same as LNT 101.) [D]	<div> <input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest </div> <p>The environment and the health and well-being of people are significantly affected by the buildings in which we live and work. Since modern design and construction practices were introduced, the building industry has given very little thought to improving environmental performance and has taken little action to do so. As the world becomes more aware of the environmental implications of human activities, it is clear that the building industry is part of the problem. It is critical for all building practitioners to have an understanding of fundamental concepts of sustainable design and green building, in order to improve the industry's environmental performance.</p>	<div> EFFECTIVE DATE FALL 2011 CC APPROVAL/EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010 </div>
SES 110 INTRODUCTION TO BUILDING SCIENCE UNITS: (3) NC HOURS: (0.00)	Studies the relationship between human biology and the environment as applied to building design. Emphasizes sustainable building design, passive energy strategies, and the application of appropriate heating, cooling, and ventilation systems. [D]	<div> <input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input checked="" type="checkbox"/> Advisory Committee <input checked="" type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest </div>	<div> EFFECTIVE DATE FALL 2011 CC APPROVAL/EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010 </div>

NEW COURSES

COURSE	DESCRIPTION	RATIONALE	APPROVAL DATES
SES 120 THE ENERGY EFFICIENT BUILDING UNITS: (3) NC HOURS: (0.00)	Hands on study of residential and commercial building energy. Includes energy auditing methods of existing homes as they are now constructed. Analyzes residential design and strategies for energy efficiency. Prepares students to take the California H.E.R.S. Level I certification examination. [D]	<input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input checked="" type="checkbox"/> Advisory Committee <input type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest	EFFECTIVE DATE FALL 2011 CC APPROVAL/EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
SES 201 BEGINNING BUILDING INFORMATION MODELING UNITS: (3) NC HOURS: (0.00)	Introduces Building Information Modeling (BIM), an integrated process built on coordinated information for architectural projects. Improves drawing coordination, enhances accuracy, reduces waste, and enables better-informed decisions. Develops skills in the architectural field using Revit Architecture building information modeling software. (Formerly ARCH 295D.) (Same as ARCH 201.) [D]	<input checked="" type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input type="checkbox"/> Advisory Committee <input checked="" type="checkbox"/> Labor Market/Employer Demand <input type="checkbox"/> Curriculum Development Project <input type="checkbox"/> Program Review Recommendation <input type="checkbox"/> High Student Interest	EFFECTIVE DATE FALL 2011 CC APPROVAL/EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010

NEW COURSES

COURSE	DESCRIPTION	RATIONALE	APPROVAL DATES
SES 205 BUILDING ENERGY ANALYSIS USING BIM UNITS: (3) NC HOURS: (0.00)	Utilizes Building Information Modeling (BIM) in conjunction with energy modeling software to allow designers and developers to create more accurate building energy simulations incorporating performance, sustainability, and cost with respect to reduced environmental impact. [D]	<div> <input type="checkbox"/> Articulation <input type="checkbox"/> Curriculum Expansion <input type="checkbox"/> Community Interest <input type="checkbox"/> Pilot/Experimental <input checked="" type="checkbox"/> Advisory Committee <input checked="" type="checkbox"/> Labor Market/Employer Demand <input checked="" type="checkbox"/> Curriculum Development Project <input checked="" type="checkbox"/> Program Review Recommendation <input checked="" type="checkbox"/> High Student Interest </div>	<div> EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010 </div>

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COURSE MODIFICATIONS

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COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
ARCH 201 BEGINNING BUILDING INFORMATION MODELING	<p>FROM DESCRIPTION: Designed as an introduction to Building Information Modeling (BIM) and for students who wish to develop skills as applied to the architectural field using Revit Architecture. [D]</p> <p>TO DESCRIPTION: Introduces Building Information Modeling (BIM), an integrated process built on coordinated information for architectural projects. Improves drawing coordination, enhances accuracy, reduces waste, and enables better-informed decisions. Develops skills in the architectural field using Revit Architecture building information modeling software. (Same as SES 201.) [D]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input type="checkbox"/> Example of Assignments </p>	<p>Building Information Modeling (BIM) is a component of both the architecture and sustainable energy studies programs. After this introductory course, students take the specialty advanced BIM course either ARCH 205 or SES 205 with different applications.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>
ART 123 DARKROOM AND DIGITAL PHOTOGRAPHY III	<p>FROM COURSE DESIGNATOR: ART 123 TO COURSE DESIGNATOR: ART 216</p> <p>FROM COURSE TITLE: Darkroom and Digital Photography III TO COURSE TITLE: Advanced Photography</p> <p>FROM COREQUISITE: ART 120 TO COREQUISITE: None</p> <p>FROM PREREQUISITE: ART 122 or equivalent TO PREREQUISITE: ART 206 or ART 207 or equivalent</p> <p>FROM RECOMMENDED CONCURRENT ENROLLMENT: None TO RECOMMENDED CONCURRENT ENROLLMENT: ART 216L</p> <p>FROM COURSE DESCRIPTION: Focuses on advanced problem solving in the photographic medium with the production of an individual student portfolio. Concepts and techniques from Photo I and Photo II will be expanded. Student must furnish an adjustable camera. [D; CSU]</p> <p>TO COURSE DESCRIPTION: Emphasizes advanced problem solving in the photographic medium with the production of an individual student portfolio. Expands on concepts and techniques from beginning photography and intermediate photography. Requires an adjustable camera. Formerly Art 123. [D; CSU]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Course is being modified to include current industry standards.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>9/9/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
ART 199A PORTRAIT PHOTOGRAPHY I	FROM COURSE DESIGNATOR: ART 199A TO COURSE DESIGNATOR: ART 210 FROM COURSE TITLE: Portrait Photography I TO COURSE TITLE: Portrait Photography FROM GRADING BASIS: Grade or Pass/No Pass option available TO GRADING BASIS: Grade only FROM PREREQUISITE: ART 121 or equivalent TO PREREQUISITE: ART 207 or equivalent FROM RECOMMENDED CONCURRENT ENROLLMENT: None TO RECOMMENDED CONCURRENT ENROLLMENT: ART 210L FROM COURSE DESCRIPTION: Introductory course in studio, environmental, and fashion photography; equipment including camera formats, light meters, lens, film, and studio/outdoor lighting for portraits. Includes black and white and color films. The physical, psychological, and compositional aspects and characteristics of different portrait styles will be explored. (Formerly ART 199.) [D; CSU] TO COURSE DESCRIPTION: Explores diverse aspects of portraiture including studio, headshots, environmental, and fashion photography. Introduces lighting and equipment specific to portraiture. Emphasizes styles, compositions, psychological considerations, and concepts associated with portraiture. Requires an adjustable camera with manual exposure mode. A digital SLR is recommended. (Formerly ART 199A.) [D; CSU] <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments	Art 199A is being modified to Art 210 in order to give the course a sequential number in the new photography program. Art 210 is being re-designed to be compliant with current industry standards.	<div>EFFECTIVE DATE</div> FALL 2011 <div>CC APPROVAL/ EMERGENCY/OTHER</div> 9/9/2010 <div>GOVERNING BOARD APPROVAL</div> 10/13/2010
CAD 223 CAD DETAILING AND DIMENSIONING	FROM LABORATORY HOURS: 2 TO LABORATORY HOURS: 3 FROM PREREQUISITE: CAD 222 or equivalent TO PREREQUISITE: CAD 220 or equivalent FROM COURSE DESCRIPTION: Development of completed working drawings. Use of advanced dimensioning functions, geometrical dimensioning and tolerancing (ANSI Y 14.5) and view development from three-dimensional models. [D; CSU] TO COURSE DESCRIPTION: Constructs a set of completed working drawings. Includes advanced dimensioning functions, geometrical dimensioning tolerancing (ANSI Y 14.5), and view development from three-dimensional models. [D; CSU] <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input checked="" type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments	Course was last modified in 1997. Current prerequisite and lab descriptions prevented students from participating in available CAD classes leading to certificates or degrees.	<div>EFFECTIVE DATE</div> FALL 2011 <div>CC APPROVAL/ EMERGENCY/OTHER</div> 8/26/2010 <div>GOVERNING BOARD APPROVAL</div> 10/13/2010

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
CD 170L PRINCIPLES OF CHILD DEVELOPMENT LABORATORY	<input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input type="checkbox"/> Example of Assignments	Modification dictated by program review, 2009-2010.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010
CD 173 DEVELOPMENT OF INFANTS AND TODDLERS	<input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments	Updating recommended modifications based on findings in program review.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
CD 175 NUTRITION, HEALTH, AND SAFETY FOR CHILDREN	<p>FROM "SAME AS": HLTH 175 (Inactivated) TO "SAME AS": None</p> <p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM COURSE DESCRIPTION: Focuses on children's health, safety, and nutritional needs. Includes encouraging and promoting good health in children, dealing with illness, child abuse, planning nutritious menus, diet and child behavior, and available childcare food programs will be examined. First Aid and Cardiopulmonary Resuscitation (CPR) certification will be integrated into the program. (Same as HLTH 175.) (D: CSU)</p> <p>TO COURSE DESCRIPTION: Focuses on children's health, safety, and nutritional needs. Includes promoting good health through planning nutritious menus, understanding dietary needs, and encouraging physical fitness. Examines common childhood illnesses, child abuse, and includes First Aid and Cardiopulmonary Resuscitation (CPR) certification. D: CSU]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input checked="" type="checkbox"/> Distance Learning <input type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Modifications based on findings from program review. Removed HLTH 175 as a "same as" course due to the inactivation of that course.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>9/9/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>
CD 177 ALTERNATIVES TO VIOLENCE	<p>FROM COURSE DESCRIPTION: Introduces the student to the challenges of teaching young children in violent times and alternatives for overturning the cycle of aggressive and anti-social behavior. Relates the importance of anti-bias activities in the classroom and the understanding of various aspects of diversity in all program areas. (D: CSU)</p> <p>TO COURSE DESCRIPTION: Introduces the students to the challenges of teaching young children in a violent society and methods for responding to aggression and anti-social behavior in the classroom. Relates the importance of anti-bias practices in the classroom and strategies to promote a peaceful classroom environment (D: CSU)</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Modification based on findings from program review.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>9/9/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
CD 260 INTRODUCTION TO THE REGGIO EMILIA APPROACH	<p>FROM COURSE DESCRIPTION: Introduction to the comprehensive philosophy underlying the Reggio Emilia approach to early childhood education. Focus on social constructivism, ecological systems, meaning-making, and multiple diverse understandings in a global context. It explores Malaguzzi's "Hundred Languages of Children" and the project approach as a collaborative learning and reflective practice. [D; CSU]</p> <p>TO COURSE DESCRIPTION: Introduces comprehensive philosophy underlying the Reggio Emilia approach to early childhood education. Focuses on social constructivism, ecological systems, meaning-making, and multiple diverse understandings in a global context. Explores Malaguzzi's "Hundred Languages of Children" and the project approach as a collaborative learning and reflective practice. [D; CSU]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This course is being modified and updated as part of the program review process.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>9/9/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>
CD 278 WORKING WITH CHILDREN AND FAMILIES WITH SPECIAL NEEDS	<p>FROM PREREQUISITE: CD 170, CD 180, and CD 181, or equivalent</p> <p>TO PREREQUISITE: None</p> <p>FROM RECOMMENDED PREPARATION: None</p> <p>TO RECOMMENDED PREPARATION: CD 170 or equivalent</p> <p>FROM COURSE DESCRIPTION: Presents effective strategies for adapting curriculum and/or the environments for childcare providers caring for children with special needs. Emphasis on identifying what is developmentally appropriate for children with special needs, how and when to modify activities or equipment, how to manage challenging behaviors, and how to support families in meeting the needs of these children. [D; CSU]</p> <p>TO COURSE DESCRIPTION: Presents effective strategies for adapting curriculum and/or the environments for childcare providers caring for children with special needs. Identifies what is developmentally appropriate for children with special needs, how and when to modify activities or equipment, how to manage challenging behaviors, and how to support families in meeting the needs of these children. [D; CSU]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This course is being modified and updated as part of the program review process.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>9/9/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
CD 80 THE BUSINESS OF FAMILY CHILDCARE	<p>FROM RECOMMENDED PREPARATION: CD 170 or equivalent TO RECOMMENDED PREPARATION: CD 89 or equivalent</p> <p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This course is being modified and updated as part of the program review process.</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">EFFECTIVE DATE</div> <p style="text-align: center;">FALL 2011</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">CC APPROVAL/ EMERGENCY/OTHER</div> <p style="text-align: center;">9/9/2010</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">GOVERNING BOARD APPROVAL</div> <p style="text-align: center;">10/13/2010</p>
CD 81 CHILDREN IN FAMILY CHILDCARE--- CRISIS, CHALLENGES, AND CHANGE	<p>FROM RECOMMENDED PREPARATION: CD 170 or equivalent TO RECOMMENDED PREPARATION: CD 89 or equivalent</p> <p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This course is being modified and updated as part of the program review process.</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">EFFECTIVE DATE</div> <p style="text-align: center;">FALL 2011</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">CC APPROVAL/ EMERGENCY/OTHER</div> <p style="text-align: center;">9/9/2010</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">GOVERNING BOARD APPROVAL</div> <p style="text-align: center;">10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
CD 82 FAMILY CHILDCARE ENVIRONMENT	<p>FROM RECOMMENDED PREPARATION: CD 170 or equivalent TO RECOMMENDED PREPARATION: CD 89 or equivalent</p> <p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This course is being modified and updated as part of the program review process.</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">EFFECTIVE DATE</div> <p style="text-align: center;">FALL 2011</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">CC APPROVAL/EMERGENCY/OTHER</div> <p style="text-align: center;">9/9/2010</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">GOVERNING BOARD APPROVAL</div> <p style="text-align: center;">10/13/2010</p>
CD 83 NUTRITION FOR FAMILY CHILDCARE	<p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This course is being modified and updated as part of the program review process.</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">EFFECTIVE DATE</div> <p style="text-align: center;">FALL 2011</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">CC APPROVAL/EMERGENCY/OTHER</div> <p style="text-align: center;">9/9/2010</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">GOVERNING BOARD APPROVAL</div> <p style="text-align: center;">10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
CD 84 HEALTH AND SAFETY IN FAMILY CHILDCARE	<p>FROM RECOMMENDED PREPARATION: CD 170 or equivalent TO RECOMMENDED PREPARATION: CD 89 or equivalent</p> <p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This course is being modified and updated as part of the program review process.</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">EFFECTIVE DATE</div> <p>FALL 2011</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">CC APPROVAL/ EMERGENCY/OTHER</div> <p>9/9/2010</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">GOVERNING BOARD APPROVAL</div> <p>10/13/2010</p>
CD 86 POSITIVE GUIDANCE IN FAMILY CHILDCARE	<p>FROM RECOMMENDED PREPARATION: CD 170 or equivalent TO RECOMMENDED PREPARATION: CD 89 or equivalent</p> <p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This course is being modified and updated as part of the program review process.</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">EFFECTIVE DATE</div> <p>FALL 2011</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">CC APPROVAL/ EMERGENCY/OTHER</div> <p>9/9/2010</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">GOVERNING BOARD APPROVAL</div> <p>10/13/2010</p>

CSU Transferable to CSU
 UC Transferable to UC
 D Degree Applicable
 ND Non-degree Applicable

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
CD 87 FAMILY CHILDCARE CURRICULUM	<p>FROM RECOMMENDED PREPARATION: CD 170 or equivalent TO RECOMMENDED PREPARATION: CD 89 or equivalent</p> <p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This course is being modified and updated as part of the program review process.</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">EFFECTIVE DATE</div> <p style="text-align: center;">FALL 2011</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">CC APPROVAL/ EMERGENCY/OTHER</div> <p style="text-align: center;">9/9/2010</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">GOVERNING BOARD APPROVAL</div> <p style="text-align: center;">10/13/2010</p>
CD 90 FAMILY CHILDCARE SCHOOL-AGE ENVIRONMENT	<p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This course is being modified and updated as part of the program review process.</p>	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">EFFECTIVE DATE</div> <p style="text-align: center;">FALL 2011</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">CC APPROVAL/ EMERGENCY/OTHER</div> <p style="text-align: center;">9/9/2010</p> <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">GOVERNING BOARD APPROVAL</div> <p style="text-align: center;">10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
CD 91 FAMILY SCHOOL- AGE CHILDCARE PARTNERSHIPS	<input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments	This course is being modified and updated as part of the program review process.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">EFFECTIVE DATE</div> FALL 2011 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">CC APPROVAL/ EMERGENCY/OTHER</div> 9/9/2010 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">GOVERNING BOARD APPROVAL</div> 10/13/2010
COMM 142 ORAL HISTORY	<input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input type="checkbox"/> Example of Assignments	To incorporate changes made by the online services for curriculum and articulation review report.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">EFFECTIVE DATE</div> FALL 2011 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">CC APPROVAL/ EMERGENCY/OTHER</div> 8/28/2010 <div style="border: 1px solid black; padding: 2px; margin-bottom: 5px;">GOVERNING BOARD APPROVAL</div> 10/13/2010

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
FS 290 FIRE SCIENCE COOPERATIVE WORK EXPERIENCE	<p>FROM LIMITATION ON ENROLLMENT: Declared Fire Science major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit</p> <p>TO LIMITATION ON ENROLLMENT: Declared Fire Science major</p> <p>FROM RECOMMENDED CONCURRENT ENROLLMENT: None</p> <p>TO RECOMMENDED CONCURRENT ENROLLMENT: Enrollment in one other class directly related to the Fire Science major in order to apply learned theory in a practical hands-on setting through an internship class</p> <p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	To comply with new Title V requirements.	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>
FS 291 FIRE SCIENCE COOPERATIVE WORK EXPERIENCE	<p>FROM LIMITATION ON ENROLLMENT: Declared Fire Science major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit</p> <p>TO LIMITATION ON ENROLLMENT: Declared Fire Science major</p> <p>FROM RECOMMENDED CONCURRENT ENROLLMENT: None</p> <p>TO RECOMMENDED CONCURRENT ENROLLMENT: Enrollment in one other class directly related to the Fire Science major in order to apply learned theory in a practical hands-on setting through an internship class</p> <p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	The course is being brought into conformance with Chancellor's Office guidelines for work experience.	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
FS 292 FIRE SCIENCE COOPERATIVE WORK EXPERIENCE III	FROM LIMITATION ON ENROLLMENT: Declared Fire Science major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit TO LIMITATION ON ENROLLMENT: Declared Fire Science major FROM RECOMMENDED CONCURRENT ENROLLMENT: None TO RECOMMENDED CONCURRENT ENROLLMENT: Enrollment in one other class directly related to the Fire Science major in order to apply learned theory in a practical hands-on setting through an internship class	The work experience was revised to bring into conformance with Chancellor's Office requirements.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
FS 293 FIRE SCIENCE COOPERATIVE WORK EXPERIENCE IV	<input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments FROM LIMITATION ON ENROLLMENT: Declared Fire Science major. Student must complete no fewer than seven units, including work experience, during each semester in order to receive credit TO LIMITATION ON ENROLLMENT: Declared Fire Science major FROM RECOMMENDED CONCURRENT ENROLLMENT: None TO RECOMMENDED CONCURRENT ENROLLMENT: Enrollment in one other class related to the Fire Science major in order to apply learned theory in a practical hands-on setting through an internship class	The course is being modified to conform with new requirements of the Chancellor's Office.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
HLTH 202 NUTRITION FOR ATHLETES	<p>FROM RECOMMENDED PREPARATION: None TO RECOMMENDED PREPARATION: RDG 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment or equivalent</p> <p>FROM COURSE DESCRIPTION: General presentation of a wide variety of nutritional topics related to athletes and fitness. It provides introductory nutrition principles, as well as exercise and sports science principles that will allow the student to understand the basic processes and applications of nutrition for athletes. [D; CSU] TO COURSE DESCRIPTION: Introduces a comprehensive presentation of nutritional topics related to athletic performance and fitness. Provides nutritional principles that are presented and analyzed. Includes basic scientific ideologies of the absorption of nutrients in the digestive system and how it is related to optimal athletic performance. [D; CSU]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Bringing the course up to current standards.</p>	<p>EFFECTIVE DATE FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER 8/26/2010</p> <p>GOVERNING BOARD APPROVAL 10/13/2010</p>
LNT 119 PLANT MATERIALS: XERIPHYTE PLANTS (DROUGHT TOLERANT)	<p>FROM COURSE DESCRIPTION: Emphasizes identification, environmental requirements, growth characteristics, and uses of trees, shrubs, perennials, vines, and ground covers which can survive under low water conditions. (Field trips required.) [D; CSU] TO COURSE DESCRIPTION: Emphasizes identification, environmental requirements, growth characteristics, and uses of trees, shrubs, perennials, vines, and ground covers which can survive under low water conditions. Includes avoidance of invasive species. (Field trips required.) [D; CSU]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>With the new Sustainable Landscape Practices degree, the landscape and nursery technology is reviewing and modifying all classes required for the degree and adding or updating sustainable practices into the course content.</p>	<p>EFFECTIVE DATE FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER 8/26/2010</p> <p>GOVERNING BOARD APPROVAL 10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
LNT 127 LANDSCAPE CONSTRUCTION: SPRINKLER INSTALLATION	<p>FROM LECTURE HOURS: .33 TO LECTURE HOURS: .5</p> <p>FROM COURSE DESCRIPTION: Provides sprinkler system installation skills required in the landscape construction industry. Includes proper methods of installing sprinklers, pipes, fittings, valves, wiring, backflow prevention devices, and controllers for residential and commercial systems. (ROP option) [D; CSU]</p> <p>TO COURSE DESCRIPTION: Provides sprinkler system installation skills required in the landscape construction industry. Includes proper methods of installing sprinklers, pipes, fittings, valves, wiring, backflow prevention devices, and controllers for residential and commercial systems. Includes required procedures that adhere to local sustainable installation practices. [D; CSU]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>With our new Sustainable Landscape Practices degree, we are modifying all courses under this degree to include current sustainable practices.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>
LNT 128 SPRINKLER DESIGN	<p>FROM COURSE DESCRIPTION: Introduces the principles of proper water application to ornamental areas by the use of sprinklers and micro-irrigation equipment. Includes hydraulics, sprinkler layout, piping, drip systems, subsurface irrigation, and related irrigation practices. Emphasizes methods for efficient water application and water conservation. (One all-day field trip required.) (ROP option) [D; CSU]</p> <p>TO COURSE DESCRIPTION: Introduces methods and procedures for the evaluation of landscape designs, landscape installations, landscape maintenance practices, and water application techniques for sustainable landscape practices. Provides procedures followed in both a landscape audit and a water audit. Includes methods for improving landscape and irrigation installations to best conserve and reuse available resources. [D]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>With the new Sustainable Landscape Practices degree, the landscape and nursery technology is reviewing and modifying all classes required for the degree and adding or updating sustainable practices into the course content.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
MEDOP 236 PHARMACOLOGY FOR ALLIED HEALTH PROFESSIONALS	<p>FROM PREREQUISITE: MEDOP 230 or equivalent TO PREREQUISITE: MEDOP 38, MEDOP 40, MEDOP 229, OR MEDOP 230, or equivalent</p> <p> <input type="checkbox"/> Articulation CSU/UC <input type="checkbox"/> Core content <input type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input type="checkbox"/> Example of Assignments </p>	<p>The expansion of prerequisite options to increase the opportunity for students to take this course.</p>	<p>EFFECTIVE DATE FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER 9/9/2010</p> <p>GOVERNING BOARD APPROVAL 10/13/2010</p>
MUS 111 SIGHT SINGING AND DICTATION I	<p>FROM COURSE TITLE: Sight Singing and Dictation I TO COURSE TITLE: Aural Skills I</p> <p>FROM LECTURE HOURS: 0 TO LECTURE HOURS: 1</p> <p>FROM LABORATORY HOURS: 2 TO LABORATORY HOURS: 1</p> <p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This is an update of curriculum to more appropriately prepare our students to transfer as music majors.</p>	<p>EFFECTIVE DATE FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER 9/9/2010</p> <p>GOVERNING BOARD APPROVAL 10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
MUS 113 SIGHT SINGING AND DICTATION II	FROM TITLE: Sight Singing and Dictation II TO TITLE: Aural Skills II FROM LECTURE HOURS: 0 TO LECTURE HOURS: 1 FROM LABORATORY HOURS: 2 TO LABORATORY HOURS: 1 FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available	This is an update of curriculum to more appropriately prepare our students to transfer as music majors.	<div>EFFECTIVE DATE</div> FALL 2011 <div>CC APPROVAL/ EMERGENCY/OTHER</div> 9/9/2010 <div>GOVERNING BOARD APPROVAL</div> 10/13/2010
MUS 114 SIGHT SINGING AND DICTATION III	<div> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </div> FROM COURSE TITLE: Sight Singing and Dictation III TO COURSE TITLE: Aural Skills III FROM LECTURE HOURS: 0 TO LECTURE HOURS: 1 FROM LABORATORY HOURS: 2 TO LABORATORY HOURS: 1 FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available	This is an update of curriculum to more appropriately prepare our students to transfer as music majors.	<div>EFFECTIVE DATE</div> FALL 2011 <div>CC APPROVAL/ EMERGENCY/OTHER</div> 9/9/2010 <div>GOVERNING BOARD APPROVAL</div> 10/13/2010

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
MUS 115 SIGHT SINGING AND DICTATION IV	<p>FROM COURSE TITLE: Sight Singing and Dictation IV TO COURSE TITLE: Aural Skills IV</p> <p>FROM LECTURE HOURS: 0 TO LECTURE HOURS: 1</p> <p>FROM LABORATORY HOURS: 2 TO LABORATORY HOURS: 1</p> <p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>This is an update of curriculum to more appropriately prepare our students to transfer as music majors.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>9/9/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>
MUS 119A BRASS INSTRUMENT CLASS I	<p>FROM TITLE: Brass Instrument Class I TO TITLE: Brass Instruments I</p> <p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM LIMITATION ON ENROLLMENT: Demonstrated proficiency and rudimentary knowledge of brass instruments TO LIMITATION ON ENROLLMENT: None</p> <p>FROM RECOMMENDED PREPARATION: MUS 137 , MUS 140 , or MUS 193A , or equivalent TO RECOMMENDED PREPARATION: None</p> <p>FROM COURSE DESCRIPTION: Group and individual one-on-one instruction on any of the following brass instruments: trumpet, French horn, trombone, tuba, and baritone. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides beginning level group and private instruction on any of the following brass instruments: trumpet, French horn, trombone, euphonium, tuba. (Repeatable three times.) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Updating for program review and to better meet student's needs.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
MUS 119B BRASS INSTRUMENT CLASS II	<p>FROM TITLE: Brass Instrument Class I TO TITLE: Brass Instruments II</p> <p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: Group and individual one-on-one instruction on any of the following brass instruments: trumpet, French horn, trombone, tuba, and baritone. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC] TO COURSE DESCRIPTION: Provides beginning-intermediate level group and private instruction on any of the following brass instruments: trumpet, French horn, trombone, tuba. (Repeatable three times.) [D; CSU; UC]</p> <p style="text-align: center;"> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Updating for program review and to better meet student's needs.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>
MUS 119C BRASS INSTRUMENT CLASS III	<p>FROM TITLE: Brass Instrument Class III TO TITLE: Brass Instruments III</p> <p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: Group and individual one-on-one instruction on any of the following brass instruments: trumpet, French horn, trombone, tuba, and baritone. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC] TO COURSE DESCRIPTION: Provides intermediate level group and private instruction on any of the following brass instruments: trumpet, French horn, trombone, tuba. (Repeatable three times.) [D; CSU; UC]</p> <p style="text-align: center;"> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Update for program review and to better meet the needs of students.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
MUS 119D BRASS INSTRUMENT CLASS IV	<p>FROM COURSE TITLE: Brass Instrument Class IV TO COURSE TITLE: Brass Instruments IV</p> <p>FROM GRADING BASIS: Grade Only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: Group and individual one-on-one instruction on any of the following brass instruments: trumpet, French horn, trombone, tuba, and baritone. All levels of students, from beginning to advanced, may enroll. [D: CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides advanced level group and private instruction on any of the following brass instruments: trumpet, French horn, trombone, euphonium, tuba. (Repeatable three times.) [D: CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Update for program review and to better meet the needs of students.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>
MUS 124A INTRODUCTION TO MARIACHI PERFORMANCE I	<p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM LIMITATION ON ENROLLMENT: Demonstrated proficiency and rudimentary knowledge of mariachi music TO LIMITATION ON ENROLLMENT: None</p> <p>FROM COURSE DESCRIPTION: An ensemble for musicians interested in playing and singing mariachi music. Emphasis on learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style to play well as part of a group and to differentiate mariachi music from other types of Mexican music. [D: CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides the opportunity to perform simple mariachi music in a beginning-level ensemble. Emphasizes learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style, reading music, and playing well as part of a group. (Repeatable three times.) [D: CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Update for program review and to better meet the needs of students.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
MUS 124B INTRODUCTION TO MARIACHI PERFORMANCE II	<p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: An ensemble for musicians interested in playing and singing mariachi music. Emphasis on learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style to play well as part of a group and to differentiate mariachi music from other types of Mexican music. [D; CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides the opportunity to perform simple mariachi music in a beginning-intermediate level ensemble. Emphasizes learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style, reading music, and playing well as part of a group. (Repeatable three times.) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	Update for program review and to better meet the needs of students.	<div>EFFECTIVE DATE</div> <p>FALL 2011</p> <div>CC APPROVAL/ EMERGENCY/OTHER</div> <p>8/26/2010</p> <div>GOVERNING BOARD APPROVAL</div> <p>10/13/2010</p>
MUS 124C INTRODUCTION TO MARIACHI PERFORMANCE III	<p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: An ensemble for musicians interested in playing and singing mariachi music. Emphasis on learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style to play well as part of a group and to differentiate mariachi music from other types of Mexican music. [D; CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides the opportunity to perform simple mariachi music in an intermediate-level ensemble. Emphasizes learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style, reading music, and playing well as part of a group. (Repeatable three times.) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	Update for program review and to better meet the needs of students.	<div>EFFECTIVE DATE</div> <p>FALL 2011</p> <div>CC APPROVAL/ EMERGENCY/OTHER</div> <p>8/26/2010</p> <div>GOVERNING BOARD APPROVAL</div> <p>10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
MUS 124D INTRODUCTION TO MARIACHI PERFORMANCE IV	<p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: An ensemble for musicians interested in playing and singing mariachi music. Emphasis on learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style to play well as part of a group and to differentiate mariachi music from other types of Mexican music. [D; CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides the opportunity to perform simple mariachi music in an intermediate-advanced level ensemble. Emphasizes learning to play mariachi instruments (violin, trumpet, guitar, vihuela, guitarron, flute, voice) in the proper style, reading music, and playing well as part of a group. (Repeatable three times.) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	Update for program review and to better meet the needs of students.	<p>EFFECTIVE DATE FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER 8/26/2010</p> <p>GOVERNING BOARD APPROVAL 10/13/2010</p>
MUS 157A MARIACHI GARIBALDI I	<p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM LIMITATION ON ENROLLMENT: Demonstrated proficiency and rudimentary knowledge of mariachi music TO LIMITATION ON ENROLLMENT: None</p> <p>FROM COURSE DESCRIPTION: An ensemble for the experienced mariachi musician stressing: authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, laying and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. [D; CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides the opportunity to perform professional-level, traditional mariachi music in an intermediate ensemble. Emphasizes authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, playing and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. (Repeatable three times) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	Update for program review and to better meet the needs of students.	<p>EFFECTIVE DATE FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER 8/26/2010</p> <p>GOVERNING BOARD APPROVAL 10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
MUS 157B MARIACHI GARIBALDI II	<p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: An ensemble for the experienced mariachi musician stressing: authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, laying and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. [D; CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides the opportunity to perform professional-level, complex mariachi music in an advanced amateur ensemble. Emphasizes authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, playing and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. (Repeatable three times) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Update for program review and to better meet the needs of students.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>
MUS 157C MARIACHI GARIBALDI III	<p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: An ensemble for the experienced mariachi musician stressing: authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, laying and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. [D; CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides the opportunity to perform professional-level, show-caliber mariachi music in an professional-level ensemble. Emphasizes authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, playing and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. (Repeatable three times) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Update for program review and to better meet the needs of students.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
MUS 157D MARIACHI GARIBALDI IV	<p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: An ensemble for the experienced mariachi musician stressing: authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, laying and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. [D; CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides the opportunity to perform professional-level, highly complex show-caliber mariachi music in an show-quality ensemble. Emphasizes authentic mariachi style, excellence in personal and group performance, repertoire building, sight-reading music, playing and transposing songs by ear, memorization techniques, working and performing in a group, stage presence and other aspects of performance, and overall professionalism. (Repeatable three times) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	Update for program review and to better meet the needs of students.	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>
MUS 193A STRING INSTRUMENT CLASS I	<p>FROM COURSE TITLE: String Instrument Class I TO COURSE TITLE: String Instruments I</p> <p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM LIMITATION ON ENROLLMENT: Demonstrated proficiency and rudimentary knowledge of string instruments TO LIMITATION ON ENROLLMENT: None</p> <p>FROM RECOMMENDED PREPARATION: MUS 119A, MUS 137, or MUS 140, or equivalent TO RECOMMENDED PREPARATION: None</p> <p>FROM COURSE DESCRIPTION: Group and private instruction on any of the following string instruments: violin, viola, cello, contrabass. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides beginning level group and private instruction on any of the following string instruments: violin, viola, cello, contrabass. (Repeatable three times.) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	Update for program review and to better meet student needs.	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
MUS 193B STRING INSTRUMENT CLASS II	<p>FROM COURSE TITLE: String Instrument Class II TO COURSE TITLE: String Instruments II</p> <p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: Group and private instruction on any of the following string instruments: violin, viola, cello, or contrabass. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC] TO COURSE DESCRIPTION: Provides beginning-intermediate level group and private instruction on any of the following string instruments: violin, viola, cello, contrabass. (Repeatable three times.) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Update for program review and to better meet needs of students.</p>	<p>EFFECTIVE DATE FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER 8/26/2010</p> <p>GOVERNING BOARD APPROVAL 10/13/2010</p>
MUS 193C STRING INSTRUMENT CLASS III	<p>FROM COURSE TITLE: String Instrument Class III TO COURSE TITLE: String Instruments III</p> <p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: Group and private instruction on any of the following string instruments: violin, viola, cello, or contrabass. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC] TO COURSE DESCRIPTION: Provides intermediate level group and private instruction on any of the following string instruments: violin, viola, cello, contrabass. (Repeatable three times.) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Update for program review and to better meet the needs of students.</p>	<p>EFFECTIVE DATE FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER 8/26/2010</p> <p>GOVERNING BOARD APPROVAL 10/13/2010</p>

COURSE MODIFICATIONS

COURSE/TITLE	MODIFICATION	RATIONALE	APPROVAL DATES
MUS 193D STRING INSTRUMENT CLASS IV	<p>FROM COURSE TITLE: String Instrument Class IV TO COURSE TITLE: String Instruments IV</p> <p>FROM GRADING BASIS: Grade only TO GRADING BASIS: Grade or Pass/No Pass option available</p> <p>FROM REPEATABILITY: 0 TO REPEATABILITY: 3</p> <p>FROM COURSE DESCRIPTION: Group and private instruction on any of the following string instruments: violin, viola, cello, or contrabass. All levels of students, from beginning to advanced, may enroll. [D; CSU; UC]</p> <p>TO COURSE DESCRIPTION: Provides advanced level group and private instruction on any of the following string instruments: violin, viola, cello, contrabass. (Repeatable three times.) [D; CSU; UC]</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input checked="" type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input type="checkbox"/> Textbook <input checked="" type="checkbox"/> Example of Assignments </p>	<p>Update for program review and to better meet the needs of students.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>
MUS 99 BASIC MUSICIANSHIP	<p>FROM UNITS: 2 TO UNITS: 3</p> <p>FROM LECTURE HOURS: 2 TO LECTURE HOURS: 3</p> <p> <input type="checkbox"/> Articulation CSU/UC <input checked="" type="checkbox"/> Core content <input checked="" type="checkbox"/> Course Objectives <input type="checkbox"/> Distance Learning <input type="checkbox"/> Instructional Methodology <input checked="" type="checkbox"/> Method of Evaluation <input checked="" type="checkbox"/> Textbook <input type="checkbox"/> Example of Assignments </p>	<p>Basic singing needs to be added for a more comprehensive course. This will require more contact hours to cover the course material. The textbook change also reflects this additional content.</p>	<p>EFFECTIVE DATE</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p> <p>10/13/2010</p>

COURSE INACTIVATIONS

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COURSE INACTIVATIONS

COURSE	RATIONALE	APPROVAL DATES
ADN 51 HEALTH OCCUPATIONS ACADEMY	This course is being inactivated due to poor student response to the course offering and decreased enrollments.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
AT 244 COMPUTERIZED ENGINE CONTROLS	This course was combined with AT 247, and defined with advance automotive technology.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010
AT 245 ADVANCED AUTOMOTIVE EMISSION SYSTEMS	This course was combined with AT 247, and defined with advance technology.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010

COURSE INACTIVATIONS

COURSE	RATIONALE	APPROVAL DATES
CIS 157A WEB AUTHORIZING: INTRODUCTION TO MACROMEDIA DREAMWEAVER	CIS 157A was partnered with CIS 157B. CIS 157B was inactivated because it was never offered. Therefore, there is no need to keep the partner course, CIS 157A.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
MUS 130 BLACK MUSIC HISTORY: JAZZ AND BLUES--A HISTORICAL PERSPECTIVE	Course is no longer offered.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
NC 1017 INTERACTIVE INFANT PLAY	Course will not be offered again.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010

COURSE INACTIVATIONS

COURSE	RATIONALE	APPROVAL DATES
NC 1018 IS THE MEDIA RAISING OUR CHILDREN?	Course will not be offered again.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010
NC 1094 INTERNET SAFETY FOR PARENTS AND KIDS--- BEING 'STREETSMART' ON THE INTERNET	Course will not be offered again.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010
NC 14 ESL IV-SKILLS PRACTICUM	Course no longer needed or taught.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010

COURSE INACTIVATIONS

COURSE	RATIONALE	APPROVAL DATES
NC 3004 CERTIFIED NURSE ASSISTANT	This course is no longer offered through the Continuing Education Department.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
NC 3038 OFFICE AUTOMATION CONCEPTS-MOUS OUTLOOK CERTIFICATION PREPARATION	Lack of enrollment.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010
NC 43 RAISING GRANDCHILDREN	Course will not be offered again.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010

COURSE INACTIVATIONS

COURSE	RATIONALE	APPROVAL DATES
NC 51 OFFICE AND TELEPHONE SKILLS-BILINGUAL	Lack of enrollment.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
NC 54 EFFECTIVE GRANDPARENTING	Course will not be offered again.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL 10/13/2010
REC 101 INTRODUCTION TO RECREATION SERVICES AND LEISURE STUDIES	Course is no longer offered.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010

COURSE INACTIVATIONS

COURSE	RATIONALE	APPROVAL DATES
REC 290 RECREATION COOPERATIVE WORK EXPERIENCE I	Course no longer offered.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
REC 291 RECREATION COOPERATIVE WORK EXPERIENCE II	Courses are no longer offered.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
REC 292 RECREATION COOPERATIVE WORK EXPERIENCE III	Course no longer offered.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010

COURSE INACTIVATIONS

COURSE	RATIONALE	APPROVAL DATES
REC 293 RECREATION COOPERATIVE WORK EXPERIENCE IV	This course will not be offered in the future.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
TA 105 SURVEY OF HISPANIC-AMERICAN THEATRE	Low enrollment.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010
TELE 135 EXPERIMENTS IN MEDIA	Course no longer offered.	EFFECTIVE DATE FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 8/26/2010 GOVERNING BOARD APPROVAL 10/13/2010

NEW PROGRAMS

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NEW PROGRAMS

PROGRAM NAME AND TITLE	RATIONALE	APPROVAL DATES
<p>SUSTAINABLE ENERGY STUDIES (CT)</p> <p>MAJOR CODE: 02471</p>	<p>Program is necessary based on workforce development needs in the emerging sustainable energy technology professions.</p>	<p>CATALOG YEAR</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p>
<p>SUSTAINABLE LANDSCAPE PRACTICES (A.S.)</p> <p>MAJOR CODE: 02612</p>	<p>Recent state and local regulations and codes are now requiring that sustainable practices be implemented in new landscapes, existing landscapes, and in water management. Conservation or "green" practices are now becoming a critical part of the education of a landscape employee. This program will provide employees who can both comply with and oversee the required laws and regulations pertaining to sustainability.</p>	<p>CATALOG YEAR</p> <p>FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER</p> <p>8/26/2010</p> <p>GOVERNING BOARD APPROVAL</p>

PROGRAM MODIFICATIONS

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PROGRAM MODIFICATIONS

PROGRAM NAME AND TITLE	RATIONALE	APPROVAL DATES
<p>COMMUNITY, ECONOMIC AND URBAN DEVELOPMENT —BASIC (CT)</p> <p>MAJOR CODE: 01062</p>	<p>Courses in sustainable micro enterprise and micro finance are options that are being added to the curriculum because the topics are timely, essential in this area of leadership, and cutting edge. This information is beneficial for students in leadership studies with a sustainability focus.</p>	<p>CATALOG YEAR FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER 9/9/2010</p> <p>GOVERNING BOARD APPROVAL</p>
<p>LEADERSHIP AND SUPERVISION—BASIC (CP)</p> <p>MAJOR CODE: A2117</p>	<p>In today's economy it is necessary to understand the concept of sustainable planning. The program is being updated to include new courses in sustainable strategic planning and microfinance.</p>	<p>CATALOG YEAR FALL 2011</p> <p>CC APPROVAL/ EMERGENCY/OTHER 9/9/2010</p> <p>GOVERNING BOARD APPROVAL</p>

PROGRAM MODIFICATIONS

PROGRAM NAME AND TITLE	RATIONALE	APPROVAL DATES
LOGISTICS AND TRANSPORTATION—BASIC (CT) MAJOR CODE: 01143	<p>It is important for students to learn operations management principles taught in BUS 151 in order to gain meaningful entry-level employment.</p> <p>FROM PROGRAM TITLE: Logistics and Transportation—Basic TO PROGRAM TITLE: International Logistics and Transportation—Basic</p> <p>FROM MAJOR CODE: 01143 TO MAJOR CODE: A1143</p>	CATALOG YEAR FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL
LOGISTICS AND TRANSPORTATION—INTERMEDIATE (CT) MAJOR CODE: 01144	<p>It is important for students to learn operations management principles taught in Bus 151 at the basic certificate level in order to gain meaningful entry-level employment.</p> <p>FROM PROGRAM TITLE: Logistics and Transportation—Intermediate TO PROGRAM TITLE: International Logistics and Transportation—Intermediate</p> <p>FROM MAJOR CODE: 01144 TO MAJOR CODE: A1144</p>	CATALOG YEAR FALL 2011 CC APPROVAL/ EMERGENCY/OTHER 9/9/2010 GOVERNING BOARD APPROVAL

CSU Transferable to CSU
 UC Transferable to UC
 D Degree Applicable
 ND Non-degree Applicable

ITEM #10 K

SWC Purchase Order/Blanket Order Report
Board Date: October 13, 2010
Purchase Orders Sorted by Number

PO #	Date	Vendor	Description	Department	Amount
104671	8/16/10	JACC	Membership	School of Arts & Communication	540
104672	8/16/10	AAC & U	Conference Registration	Superintendent/President	515
104673	8/16/10	Allstar Demolition Inc	Classroom Demolition Services	Program Management	875
104674	8/16/10	The San Diego Daily Transcript	Display Advertising	Program Management	2500
104675	8/16/10	Pamela S. Solis	Expense Reimbursement	Child Development Center	105
104676	8/16/10	GKK Works	Roofing Services	Program Management	24006
104677	8/16/10	Dunn-Edwards Paints	Paint & Supplies	Maintenance	2173
104678	8/16/10	Consulting & Inspection Services	Project Inspection Services	Program Management	13250
104679	8/16/10	National Air & Energy	HVAC Services	Program Management	2295
104680	8/16/10	BRG Consulting, Inc.	Consulting Services	Program Management	570
104681	8/16/10	Stutz Artiano Shinoff & Holtz	Legal Services	Superintendent/President	17565
104682	8/16/10	Moore Medical, LLC	Medical Training Supplies	School of Business Professionals & Tech Ed	1284
104683	8/16/10	Sharp Rees Stealy Medical Ctrs	Medical Services	Risk Management	394
104684	8/16/10	Grainger	Maintenance Items	Maintenance	3540
104685	8/16/10	Winet Patrick & Weaver	Consulting Services	Risk Management	1096
104686	8/16/10	United Parcel Service	Postal Services	Fiscal Services	47
104687	8/16/10	All Makes Office Machine Co	Office Equipment Repair Part	Maintenance	202
104688	8/16/10	San Diego Press Club	Membership	School of Arts & Communication	250
104689	8/16/10	Real Volleyball	Athletic Equipment	School of Health Exercise Science & Athletic	1034
104690	8/16/10	Home Depot	Miscellaneous Theater Supplies	School of Arts & Communication	1003
104691	8/16/10	HRM USA, Inc.	Athletic Training Device	School of Health Exercise Science & Athletic	475
104692	8/16/10	OCB Reprographics	Printing of Plans & Specs	Program Management	60
104693	8/16/10	Johnstone Supply	Leak Detector	Maintenance	434
104694	8/16/10	B & H Photo Video, Inc.	Photographic Equipment	School of Arts & Communication	12774
104695	8/16/10	Sehi Computer Products Inc	Printing Paper	Communications Community & Gov Rel	216
104696	8/16/10	On Course Inc	Conference Registration	Basic Skills Initiatives	995
104697	8/16/10	Emergency Services Medical Corp	Medical Services	Risk Management	258
104698	8/16/10	Staples Business Advantage	Office Supplies	Research & Planning	218
104699	8/16/10	Ace Uniforms and Accessories	Police Apparel	College Police	83
104700	8/16/10	Branders.Com	Promotional Items	HEC at National City	242
104701	8/16/10	Donald L. Theriault	2-way Radio & Accessories	College Police	826
104702	8/16/10	Lincoln Commercial Pool Equipment	Equipment Consumables	Maintenance	520
104703	8/16/10	American Express	Airfare	Superintendent/President	354
104704	8/16/10	Trident Technologies Inc	Pool Chemicals	Maintenance	39
104705	8/16/10	B & H Photo Video, Inc.	Photographic Equipment	School of Arts & Communication	600
104706	8/16/10	Athletic Decals Inc	Athletic Decals	School of Health Exercise Science & Athletic	725
104707	8/16/10	Unisource	Paper	Student Employment Services	515
104708	8/16/10	American Express	Airfare	Basic Skills Initiatives	9
104709	8/16/10	Office Depot Business Services Division	Office Supplies	Various	177
104710	8/16/10	Office Depot Business Services Division	Office Supplies	Instructional Support Services	513
104711	8/16/10	Office Depot Business Services Division	Office Supplies	Various	535
104712	8/16/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	515
104713	8/16/10	ABC School Equipment Inc.	Bulletin Board	Maintenance	593
104714	8/16/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	701
104715	8/16/10	Core Support Resources, Inc.	UPS Battery Replacement & Installation	Facilities Operations & Planning	7353
104716	8/16/10	Henry Schein Inc	Dental Training Software	HEC at National City	6057
104717	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	468
104718	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	343
104719	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	893
104720	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	587
104721	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	636
104722	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	1196
104723	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	359
104724	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	479
104725	8/17/10	Hewlett Packard Company	SoundBlaster Audio Cards	Computer Systems & Services	5236
104726	8/17/10	Henry Schein Inc	Dental Training Supplies	HEC at National City	3664
104727	8/17/10	Henry Schein Inc	Dental Training Supplies	HEC at National City	6864
104728	8/17/10	James Palmer	Audio/Video Repairs	HEC at Otay Mesa	275
104729	8/17/10	SWC Cafeteria	Business/Expense Related	Business & Financial Affairs	34
104730	8/17/10	Matthew M. Truitt	Expense Reimbursement	School of Arts & Communication	455

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104731	8/17/10	SWC Student FAF	Institutional Liabilities	Financial Aid	392
104732	8/17/10	Tab's Etc., Inc.	Index Tabs	Printshop	64
104733	8/17/10	Wayne Yanda Custodian of Revolving	Credit Card Purchase	HEC at Otay Mesa	28
104734	8/17/10	Willy's Electronic Supply Co., Inc.	Electronic Supplies	Communications Community & Gov Rel	93
104735	8/17/10	CDW-G	Computer Memory	School of Math Science & Engineering	322
104736	8/17/10	Nelson Photo Supplies	Photographic Equipment	School of Arts & Communication	1988
104737	8/18/10	Art's Lawnmower Shop	Neuton Mower	School of Business Professionals & Tech Ed	589
104738	8/18/10	Better Office Supply, Inc.	Office Supplies	Research & Planning	113
104739	8/18/10	Office Depot Business Services Division	Office Supplies	Various	357
104740	8/18/10	California Community Colleges	Conference Registration	Financial Aid	25
104741	8/18/10	Torrey L. Hubbell	Expense Reimbursement	Bookstore	33
104742	8/18/10	More Direct Inc	Privacy Filters	Risk Management	600
104743	8/18/10	Pine Tree Lumber	Lumber	Program Management	1870
104744	8/19/10	Honeywell International Inc.	eLearning Training Courses	Maintenance	399
104745	8/19/10	Coach America	Transportation Provider	School of Health Exercise Science & Athletic	3180
104746	8/19/10	Coach America	Transportation Provider	School of Health Exercise Science & Athletic	3549
104747	8/19/10	ASBDC	Conference Registration	SBDC	595
104748	8/19/10	SWC Campus Store	Fund Transfer	Fiscal Services	238
104749	8/19/10	Arctic Supply	HVAC Component	Maintenance	418
104750	8/19/10	SWC Campus Store	Bookstore Merchandise	Various	14689
104751	8/19/10	Nexgen	Plumbing Supplies	Maintenance	615
104752	8/19/10	Johnstone Supply	Maintenance Supplies	Maintenance	721
104753	8/19/10	Cart Mart Inc.	Electric Golf Cart	ASO	3099
104754	8/19/10	Time Motion Tools	Telecommunication Tools	Maintenance	1288
104755	8/19/10	Complete Office	Office Supplies	SBDC Network	1107
104756	8/19/10	Dell Marketing L.P.	Toner Cartridge	SDCOC	103
104757	8/19/10	National IWITTS	Recruitment Materials	Women's Resource Center	3369
104758	8/20/10	Department of Social Services	Community Care Licensing Fee	Family Resource Center	700
104759	8/20/10	SANDAG	JPA Fee	College Police	804
104760	8/20/10	Progressive Medical International	Medical Equipment Repair	HEC at National City	313
104761	8/20/10	Septodont	Dental Services	HEC at National City	17
104762	8/20/10	Barry D. Thele	Expense Reimbursement	HEC at National City	44
104763	8/20/10	Rosana K. Pedroza	Expense Reimbursement	School of Math Science & Engineering	298
104764	8/20/10	Keenan & Associates	Property Liability Claims	Risk Management	739
104765	8/20/10	Keenan & Associates	Consulting Services	Risk Management	4977
104766	8/20/10	Sharp Rees Stealy Medical Ctrs	Medical Services	Risk Management	248
104767	8/20/10	Dean Fisher	Lock Repair Services	Maintenance	200
104768	8/20/10	Johnson Controls Inc	HVAC Repair Services	Maintenance	305
104769	8/20/10	Tremco	Building Maintenance	Maintenance	237
104770	8/20/10	Willy's Electronic Supply Co., Inc.	Audio/Video Equipment Parts	Maintenance	117
104771	8/20/10	Void	Void	Void	0
104772	8/20/10	Mia Cella C. McClellan	Expense Reimbursement	Student Services	40
104773	8/20/10	Southland Technology	Consulting Services	Computer Systems & Services	9900
104774	8/20/10	Dannis Woliver Kelley	Legal Services	Superintendent/President	13219
104775	8/20/10	BCA Architecture Planning Interiors	Consulting Services	Program Management	34270
104776	8/20/10	Patricia E. Larkin	Expense Reimbursement	Bookstore	65
104777	8/20/10	Home Depot	Maintenance Supplies	Maintenance	257
104778	8/20/10	B & H Photo Video, Inc.	Photographic Equipment	School of Arts & Communication	4210
104779	8/20/10	Parron Hall Corp.	Office Installation	Program Management	360
104780	8/20/10	Quality Floors by George	Flooring Services	Program Management	6390
104781	8/20/10	Davis Mechanical Systems	Installation of Water Line	Program Management	1166
104782	8/20/10	SWC General Fund	Fund Reimbursement	Program Management	2703
104783	8/20/10	SWC General Fund	Fund Reimbursement	Program Management	258
104784	8/20/10	Seville Construction Services, Inc.	Program Management Services	Program Management	5490
104785	8/20/10	Xnth, Inc	Consulting Services	Program Management	7158
104786	8/20/10	Gerald A. Selah	Expense Reimbursement	School of Business Professionals & Tech Ed	29
104787	8/20/10	Civic Research Institute Inc	Subscription Renewal	Student Services	187
104788	8/20/10	American Society for Clinical Pathology	Subscription Renewal	HEC at National City	95
104789	8/20/10	Southland Technology	Dynasign Software Renewal	HEC at Otay Mesa	630
104790	8/20/10	Danone Waters of North America Inc	Business/Expense Related	SBDC	21

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104791	8/20/10	Seville Construction Services, Inc.	Program Management Services	Program Management	59406
104792	8/20/10	Seville Construction Services, Inc.	Consulting Services	Program Management	64174
104793	8/20/10	Southland Technology	Dynasign Software Renewal	HEC at Otay Mesa	1080
104794	8/20/10	RCP Block & Brick, Inc.	Horticulture Rock	School of Business Professionals & Tech Ed	825
104795	8/20/10	American Red Cross	Lifesaver Completion Cards	Child Development Center	190
104796	8/20/10	American Red Cross	Lifesaver Training Materials	Child Development Center	1120
104797	8/20/10	More Direct Inc	Digital Camera	Grounds	197
104798	8/20/10	Dell Marketing L.P.	Computer Accessories	Program Management	189
104799	8/20/10	Dell Marketing L.P.	Computer Peripherals	Program Management	321
104800	8/20/10	Ace Uniforms and Accessories	Police Apparel	College Police	470
104801	8/20/10	Ace Uniforms and Accessories	Police Apparel	College Police	194
104802	8/20/10	Ace Uniforms and Accessories	Police Apparel	College Police	185
104803	8/20/10	International Teaching Systems	Lab 300 Components	Computer Systems & Services	2048
104804	8/23/10	Phoenix Group	Citation Processing	Parking Services	972
104805	8/23/10	Cynthia K. Nagura	Expense Reimbursement	Family Resource Center	765
104806	8/23/10	HSACCC	Membership	Health Services	150
104807	8/23/10	Keenan and Associates	Insurance Coverage	Risk Management	723196
104808	8/23/10	Richard A. Sherard	Expense Reimbursement	HEC at Otay Mesa	33
104809	8/23/10	Mark Handy, MD	Medical Director	HEC at Otay Mesa	500
104810	8/23/10	Ruff B. Yeager	Expense Reimbursement	School of Arts & Communication	64
104811	8/23/10	ASTD	Membership	Staff Development	225
104812	8/23/10	NCSPD	Membership	Staff Development	350
104813	8/23/10	NASFAA	Membership	Financial Aid	2241
104814	8/23/10	National Cinemedia Llc	Advertising Services	Communications Community & Gov Rel	4005
104815	8/23/10	Mathew Bender & Co	Subscription Renewal	Library	20
104816	8/23/10	Nolo	Book Service	Library	37
104817	8/23/10	Gale	Book Service	Library	305
104818	8/23/10	Films Media Group	Educational Media	Library	926
104819	8/23/10	Infobase Publishing	Educational Media	Library	116
104820	8/23/10	PBS Distribution, LLC	Educational Media	Library	595
104821	8/23/10	Coults Information Services	Publications	Library	4221
104822	8/23/10	Home Depot	Aquatic Center Supplies	HEC at National City	883
104823	8/23/10	More Direct Inc	Toner Cartridge	Research & Planning	203
104824	8/23/10	Johnstone Supply	HVAC Equipment	Maintenance	267
104825	8/23/10	NAFSA	Conference Sessions Recording	Admissions & Records	278
104826	8/23/10	Ace Uniforms and Accessories	Police Apparel	College Police	165
104827	8/23/10	Ace Uniforms and Accessories	Police Apparel	College Police	185
104828	8/23/10	ECO Imaging Systems	Toner Cartridge	Warehouse	3913
104829	8/23/10	Qual Chem Corp	Plumbing Supplies	Maintenance	1664
104830	8/23/10	Sehi Computer Products Inc	Computer Peripherals	School of Arts & Communication	261
104831	8/23/10	Buena Vista Property Services	Window Cleaning Services	Custodial	350
104832	8/23/10	Jist Publishing	Publications	School of Business Professionals & Tech Ed	44
104833	8/23/10	Litho Equipment Service	Printing Equipment Consumables	Printshop	670
104834	8/23/10	San Diego House of Motorcycles	Yamaha Rhino Accessories	College Police	527
104835	8/23/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	727
104836	8/23/10	Pennwell's Bookstore	Publications	HEC at Otay Mesa	96
104837	8/23/10	Dell Marketing L.P.	Toner Cartridges	Research & Planning	1424
104838	8/23/10	Southland Technology	Computer Component	Instructional Support Services	139
104839	8/23/10	Wayne Yanda Custodian of Revolving	Credit Card Purchase	School of Business Professionals & Tech Ed	333
104840	8/24/10	Void	Void	Void	0
104841	8/24/10	Theodore R. Niles	Biological Supplies	HEC at National City	41
104842	8/24/10	Professional First Aid	Athletic Training Supplies	School of Health Exercise Science & Athletic	761
104843	8/24/10	Blue Claw Marketing	Citation Envelopes	College Police	1351
104844	8/24/10	Unisource	Paper	College Police	2323
104845	8/24/10	Sehi Computer Products Inc	Computer Peripherals	Various	503
104846	8/24/10	Southland Technology	Computer Component	School of Health Exercise Science & Athletic	57
104847	8/24/10	Hewlett Packard Company	Computer Peripherals	School of Health Exercise Science & Athletic	242
104848	8/24/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	739
104849	8/24/10	B & H Photo Video, Inc.	Video Equipment Accessories	School of Health Exercise Science & Athletic	168
104850	8/24/10	CDW-G	Computer Components	Computer Systems & Services	1125

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104851	8/25/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	2854
104852	8/25/10	SWC Campus Store	Bookstore Merchandise, Monthly Billing	Fiscal Services	2913
104853	8/25/10	Pacific Parking Systems, Inc.	Battery Charger	College Police	134
104854	8/25/10	Advantage Business Equipment	Time/Date Stamp	Human Resources	790
104855	8/25/10	Guitar Center, Inc.	Recording Equipment	School of Arts & Communication	643
104856	8/25/10	Office Depot Business Services Division	Office Supplies	Various	370
104857	8/25/10	Rydin Decal	Parking Decals	Parking Services	3682
104858	8/25/10	Office Depot Business Services Division	Office Supplies	Various	587
104859	8/25/10	Willy's Electronic Supply Co., Inc.	Electronic Supplies	School of Business Professionals & Tech Ed	1047
104860	8/26/10	Dick Blick Holdings	Art Supplies	School of Arts & Communication	212
104861	8/26/10	Chem Pro Laboratories	Annual Water Treatment Services	Purchasing	9000
104862	8/26/10	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Science & Athletic	261
104863	8/26/10	Cintas First Aid & Safety	First Aid Station	Risk Management	3230
104864	8/26/10	J. A. Sexauer, Inc.	Plumbing Supplies	Maintenance	573
104865	8/26/10	ACS DivCHED	Scientific Study/Test Packets	School of Math Science & Engineering	409
104866	8/26/10	VanSports, LLC	Athletic Uniforms	School of Health Exercise Science & Athletic	1664
104867	8/26/10	Traffic Control Service	Square Posts	Parking Services	523
104868	8/26/10	Harbor Freight	Safety Supplies	School of Business Professionals & Tech Ed	760
104869	8/26/10	Daniel Smith Artist's Materials	Art Supplies	School of Arts & Communication	255
104870	8/26/10	T-Shirt Wholesale Mart	Custom-printed T-Shirts	School of Health Exercise Science & Athletic	127
104871	8/26/10	Hardy Diagnostics	Scientific Supplies	School of Math Science & Engineering	86
104872	8/26/10	More Direct Inc	Toner Cartridges	School of Health Exercise Science & Athletic	390
104873	8/26/10	SWC General Fund	Fund Reimbursement	Fiscal Services	29
104874	8/26/10	Sophia Daly Design	Green Building Brand Design	School of Business Professionals & Tech Ed	2500
104875	8/26/10	Helen R. Elias	Expense Reimbursement	Disability Support Services	37
104876	8/26/10	Dexon Computer, Inc.	Cisco Catalyst Switch	Computer Systems & Services	227
104877	8/26/10	Ace Uniforms and Accessories	Police Apparel	College Police	204
104878	8/26/10	Blackboard Inc	Consulting Services	Computer Systems & Services	2280
104879	8/26/10	Pearson Assessments	WAIS Report	Disability Support Services	495
104880	8/26/10	PlayActive Systems	Playground Structure	Child Development Center	21130
104881	8/26/10	Mitsubishi Electric & Electronics & Escalator	Annual Testing	Risk Management	878
104882	8/27/10	VWR International	Scientific Models	School of Math Science & Engineering	9219
104883	8/27/10	Life Assist, Inc.	Safety Supplies	HEC at National City	1108
104884	8/27/10	Specialty Tire Inc.	Automotive Tires	School of Business Professionals & Tech Ed	177
104885	8/27/10	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Science & Athletic	174
104886	8/27/10	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Science & Athletic	261
104887	8/27/10	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Science & Athletic	87
104888	8/27/10	Graphic Chemical & Ink Co.	Art Supplies	School of Arts & Communication	170
104889	8/27/10	Office Depot Business Services Division	Office Supplies	Various	266
104890	8/27/10	Office Depot Business Services Division	Office Supplies	Various	143
104891	8/27/10	More Direct Inc	Toner Cartridges	Staff Development	525
104892	8/27/10	Office Depot Business Services Division	Office Supplies	Various	409
104893	8/27/10	Southland Envelope	Custom-printed Envelopes	Cashiering	253
104894	8/27/10	Brodart Company	Library Supplies	Library	352
104895	8/27/10	The Library Store, Inc.	Library Supplies	Library	1277
104896	8/30/10	Federal Express	Express Mailing Services	Admissions & Records	161
104897	8/30/10	SWC Student FAF	Institutional Liabilities	Financial Aid	6456
104898	8/30/10	SWC Student FAF	Institutional Liabilities	Financial Aid	7850
104899	8/30/10	SWC Student FAF	Institutional Liabilities	Financial Aid	5463
104900	8/30/10	SWC Student FAF	Institutional Liabilities	Financial Aid	5576
104901	8/30/10	SWC Student FAF	Institutional Liabilities	Financial Aid	8213
104902	8/30/10	CCFC	Membership	Facilities Operations & Planning	1100
104903	8/30/10	Point Loma Nazarene University	Sponsorship, College Expo	Student Activities	1250
104904	8/30/10	Network Interpreting Service	Sign Language Services	Disability Support Services	146
104905	8/30/10	Hydro-Scape Products	Grounds Materials	Grounds	313
104906	8/30/10	Academic Senate for Ca. Comm. Colleges	Conference Registration	Academic Senate	990
104907	8/30/10	Hawthorne Machinery Co.	Heavy Equipment Leasing	School of Business Professionals & Tech Ed	2789
104908	8/30/10	Community College League of Ca	Membership	Governing Board	20331
104909	8/30/10	APPA	Membership	Facilities Operations & Planning	1460
104910	8/30/10	Alldata	Subscription Renewal	School of Business Professionals & Tech Ed	1060

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104911	8/30/10	OSAP	Membership	HEC at National City	110
104912	8/30/10	CPOA	Membership	School of Business Professionals & Tech Ed	85
104913	8/30/10	Sunset Publishing Corp.	Subscription Renewal	School of Business Professionals & Tech Ed	24
104914	8/30/10	SDC Flower and Plant Association	Membership	School of Business Professionals & Tech Ed	35
104915	8/30/10	NISOD	Membership	Staff Development	995
104916	8/30/10	CCCCSSAA	Membership	Student Affairs	450
104917	8/30/10	Keenan and Associates	Protected Insurance Program Contribution	Risk Management	118334
104918	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	750
104919	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	750
104920	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	750
104921	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	750
104922	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	500
104923	8/30/10	Hewlett Packard Company	Computer System	Computer Systems & Services	7714
104924	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	500
104925	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	500
104926	8/30/10	SPSS INC.	Statistics Software	Research & Planning	418
104927	8/30/10	CV Graphics and Printing	Postcards	HEC at National City	680
104928	8/30/10	The Union Tribune Publishing Compan	Subscription Renewal	Superintendent/President	291
104929	8/30/10	National City Chamber of Commerce	Business/Expense Related	SBDITC	20
104930	8/30/10	Jobelephant.Com Inc	Display Advertising	Human Resources	1861
104931	8/30/10	United Parcel Service	Postal Services	Fiscal Services	61
104932	8/30/10	Kimberly M. Holman	Refund, Aqua Adventures Camp	HEC at National City	160
104933	8/30/10	Phoebe Pantages	Consulting Services	SBDITC	280
104934	8/30/10	SWC Cafeteria	Business/Expense Related	SBDITC	221
104935	8/30/10	Education to Go	Training And Seminars	CEEWD	720
104936	8/30/10	ADEC	Tax on Previous Purchase	HEC at National City	6
104937	8/30/10	Haines Centre for Strategic Management	Facilitation, Leadership Retreat	School of Business Professionals & Tech Ed	600
104938	8/30/10	Home Depot	Maintenance Supplies	Maintenance	120
104939	8/30/10	XAP Corporation	BOG Fee Waiver Application	Financial Aid	2186
104940	8/30/10	CAL/OSHA	Conveyance, HEC-SY Elevator	Risk Management	225
104941	8/30/10	Garage Door Enterprises, Inc.	Garage Door Repair	School of Business Professionals & Tech Ed	99
104942	8/30/10	San Diego Horticultural Society	Newsletter Insert	School of Business Professionals & Tech Ed	165
104943	8/30/10	Donald L. Theriault	RCS Radio Base Station Repair	College Police	68
104944	8/30/10	West Group	Publications	School of Business Professionals & Tech Ed	137
104945	8/30/10	Xnth, Inc	Consulting Services	Program Management	35821
104946	8/30/10	TBP Architecture	Consulting Services	Program Management	2250
104947	8/30/10	Penhall Company	Construction Services	Program Management	259
104948	8/30/10	Office Depot Business Services Division	Office Supplies	Various	264
104949	8/30/10	South Bay Fence	Installation, Temporary Fencing	Program Management	2769
104950	8/30/10	O'Connor Construction Management	Consulting Services	Program Management	9500
104951	8/30/10	Chula Vista Blueprint Co.	Blueprints	Program Management	96
104952	8/30/10	Tremco	Repair Services to Flashing	Program Management	237
104953	8/30/10	Bear Eckenroth	Repair Services, Tiles & Greenboards	Program Management	900
104954	8/30/10	Ensley Electric Inc	Emergency Electrical Services	Program Management	14900
104955	8/30/10	Bill Doelman Construction	Construction Repair Services	Program Management	450
104956	8/30/10	Construction Testing & Engineering	Inspection Services	Program Management	1190
104957	8/30/10	BCA Architecture Planning Interiors	Consulting Services	Program Management	948
104958	8/30/10	The San Diego Daily Transcript	Legal Advertising	Program Management	300
104959	8/30/10	La Prensa San Diego	Legal Advertising	Program Management	300
104960	8/30/10	Allstar Demolition Inc	Demolition Services	Program Management	700
104961	8/30/10	Irma J. Alvarez	Expense Reimbursement	HEC at Otay Mesa	33
104962	8/30/10	Nathaniel C. Clark	Expense Reimbursement	School of Arts & Communication	22
104963	8/30/10	Angelica L. Loera-Suarez, Ph.D	Expense Reimbursement	Student Affairs	161
104964	8/30/10	Janell A. Ruiz	Expense Reimbursement	Business & Financial Affairs	13
104965	8/30/10	Patricia L. Hinck	Expense Reimbursement	Staff Development	37
104966	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	250
104967	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	500
104968	8/30/10	Coronado Chamber of Commerce	Membership	Governing Board	225
104969	8/30/10	Southland Technology	Computer Peripherals	Multimedia	106
104970	8/30/10	U.S. Treasury	Telephone Services	HEC at National City	277

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104971	8/30/10	More Direct Inc	Computer Peripherals	HEC at Otay Mesa	1012
104972	8/30/10	Federal Express	Express Mailing Services	Program Management	8
104973	8/30/10	Federal Express	Express Mailing Services	Admissions & Records	183
104974	8/30/10	Sandra B. Orueta	Expense Reimbursement	School of Math Science & Engineering	27
104975	8/31/10	SWC Campus Store	Bookstore Merchandise, Monthly Billing	Fiscal Services	357
104976	8/31/10	Direct Parts	Automotive Parts	Maintenance	1717
104977	8/31/10	Waxie Sanitary Supply	Janitorial Supplies	Custodial	6877
104978	8/31/10	San Diego Pet Supply	Pet Supplies	School of Math Science & Engineering	75
104979	8/31/10	California Electric Supply	Electric Supplies	Maintenance	1593
104980	8/31/10	American Express	Airfare	SBDITC	259
104981	8/31/10	PlayRite	Installation, Playground Structure	Child Development Center	5450
104982	8/31/10	Better Office Supply, Inc.	Office Supplies	HEC at San Ysidro	93
104983	8/31/10	Uline	Shipping Supplies	Bookstore	888
104984	8/31/10	Airsoft Extreme	Police Supplies	College Police	16
104985	8/31/10	Squires Belt Material Co	Art Supplies	School of Arts & Communication	314
104986	8/31/10	Johnstone Supply	HVAC Supplies	Maintenance	818
104987	8/31/10	Complete Office	Office Supplies	Student Affairs	87
104988	8/31/10	Office Depot Business Services Division	Office Supplies	Various	1045
104989	09/01/10	American Express	Airfare	SBDITC	259
104990	09/01/10	Southern Calif. Football Assoc.	Dues	School of Health Exercise Science & Athletic	1800
104991	09/01/10	United Parcel Service	UPS Charges	Fiscal Services	64
104992	09/01/10	Office Depot Business Services Division	Office Supplies	Program Management	67
104993	09/01/10	Spectra	Office Supplies	Program Management	86
104994	09/01/10	FAES	Scientific Supplies	School of Math Science & Engineering	91
104995	09/01/10	Office Depot Business Services Division	Office Supplies	SBDITC	271
104996	09/02/10	Traffic Control Service	Signage	Program Management	99
104997	09/02/10	Chula Vista Blueprint Co.	Printing Services	Program Management	96
104998	09/02/10	Digital I/O Llc	Repair of Printer	Warehouse	75
104999	09/02/10	Frederick G. Latham	Expense Reimbursement	Maintenance	79
105000	09/02/10	Sheila A. Hearvey	Tuition Reimbursement	Human Resources	104
105001	09/02/10	EBSCO Industries Inc.	Subscription	Library	36
105002	09/02/10	West Group	Publications	Library	335
105003	09/02/10	Keenan & Associates	Southern California Relief Premium	Risk Management	986
105004	09/02/10	Void	Void	Void	-
105005	09/02/10	Angelina Stuart	Expense Reimbursement	Academic Senate	643
105006	09/02/10	Waxie Sanitary Supply	Repair of Carpet Extractor and Buffer	Warehouse	542
105007	09/02/10	The Dumbell Man Fitness Equipment	Repair of PE Equipment	Warehouse	215
105008	09/02/10	Med Equip	Repair and Calibration of PE Equipment	Warehouse	200
105009	09/02/10	Sharp Memorial Hospital	Medical Services	Risk Management	737
105010	09/02/10	Dennis J. Petrucci	Expense Reimbursement	School of Health Exercise Science & Athletic	38
105011	09/02/10	Debra A. McHorney	Expense Reimbursement	School of Health Exercise Science & Athletic	88
105012	09/02/10	Digital I/O Llc	Repair of Printers	Warehouse	150
105013	09/02/10	Adriana A. Garibay	Business/Related Expense	EOPS	25
105014	09/02/10	Fuller Ford	Performed Smog Inspection	Police Academy	144
105015	09/02/10	Home Depot	Maintenance Supplies	Maintenance	146
105016	09/02/10	James G. Schalin	Expense Reimbursement	SDCOC	15
105017	09/02/10	Bryan S. Elliott	Official Fee	School of Health Exercise Science & Athletic	93
105018	09/02/10	Rene M. Flores	Official Fee	School of Health Exercise Science & Athletic	78
105019	09/02/10	Denis J. Vargas	Official Fee	School of Health Exercise Science & Athletic	78
105020	09/02/10	Grizzly Industrial	Oscillating Spindle Sander	School of Arts & Communication	801
105021	09/02/10	Freestyle Photographic Supplies	Photographic Supplies and Equip	School of Arts & Communication	2188
105022	09/02/10	Johnstone Supply	HVAC Equipment and Supplies	Maintenance	913
105023	09/02/10	More Direct Inc	Toner Cartridges	School of Arts & Communication	419
105024	09/02/10	Grainger	Maintenance Supplies	Maintenance	494
105025	09/02/10	Plenums Plus	Custom Metal Brackets	Maintenance	350
105026	09/02/10	Bonita Business & Professional Assoc.	Bonita fest Booth Space	Communications Community & Gov Rel	125
105027	09/02/10	HACU	Business/Related Expense	Communications Community & Gov Rel	50
105028	09/02/10	Dixieline Lumber Company	Lumber	Maintenance	230
105029	09/02/10	Glaxo Smithkline	Medical Supplies	Health Services	979
105030	09/02/10	Vaxserve Inc	Medical Supplies	Health Services	4033

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105031	09/03/10	American Express Corporate Purchasing	Kaiser Monthly Premium	Business & Financial Affairs	251738
105032	09/03/10	ASBDC	Conference Registration Fee	SBDC Network	125
105033	09/03/10	More Direct Inc	Canon Color Scanner	Library	90
105034	09/03/10	Southland Envelope	Envelopes	Fiscal Services	163
105035	09/03/10	California Electric Supply	Electrical Supplies	Maintenance	1007
105036	09/03/10	Nexgen	HVAC Supplies	Maintenance	678
105037	09/03/10	Officechairs.Com	Ergonomic Chairs	School of Arts & Communication	1372
105038	09/03/10	Office Depot Business Services Division	Office Supplies	HEC at San Ysidro	161
105039	09/03/10	Office Depot Business Services Division	Office Supplies	Various	983
105040	09/03/10	Office Depot Business Services Division	Office Supplies	Various	877
105041	09/03/10	Office Depot Business Services Division	Office Supplies	Calworks	386
105042	09/03/10	Better Office Supply, Inc.	Office Supplies	SBDITC	136
105043	09/03/10	Clemente Cardenas	Sharpen Reels	Grounds	1400
105044	09/03/10	Arctic Supply	HVAC Supplies	Maintenance	1742
105045	09/03/10	All Star Glass	Windshield	Maintenance	206
105046	09/07/10	American Express	Airfare	Maintenance	358
105047	09/07/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	446
105048	09/07/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	427
105049	09/07/10	Knorr Systems	Rotary Flow switch	Maintenance	315
105050	09/07/10	Claridge Products & Equipment	White Board	HEC at Otay Mesa	684
105051	09/08/10	CSCMP	Conference Registration Fee	SBDITC	9883
105052	09/08/10	Southland Technology	Computer Peripherals	Maintenance/AV	859
105053	09/09/10	Tri-Signal Integration Inc	Hydro Test of Fire Extinguishers	Risk Management	1150
105054	09/09/10	Creation Engine, L.L.C.	Computer Software	SBDITC	88
105055	09/09/10	MCPc	Toner Cartridges	School of Language and Literature	1135
105056	09/09/10	Office Depot Business Services Division	Office Supplies	Various	464
105057	09/09/10	MSC Industrial Supply	Welders Box for Cart	Maintenance	577
105058	09/10/10	Testing Services & Inspection, Inc.	Testing/Inspection Services	Program Management	1560
105059	09/10/10	John Bradshaw Media Group	Video Supplies	Library	145
105060	09/10/10	ASBDC	Conference Registration Fee	SBDITC	1390
105061	09/10/10	Void	Void	Void	-
105062	09/10/10	Robert Hamilton	Expense Reimbursement	SBDC Network	148
105063	09/10/10	United Parcel Service	UPS Charges	Fiscal Services	59
105064	09/10/10	Denis J. Vargas	Official Fee	School of Health Exercise Science & Athletic	78
105065	09/10/10	Rene M. Flores	Official Fee	School of Health Exercise Science & Athletic	78
105066	09/10/10	Charles Zuckerman	Official Fee	School of Health Exercise Science & Athletic	93
105067	09/10/10	Kurt Donaldson	Official Fee	School of Health Exercise Science & Athletic	100
105068	09/10/10	Tim Bonner	Official Fee	School of Health Exercise Science & Athletic	90
105069	09/10/10	Alan Braude	Official Fee	School of Health Exercise Science & Athletic	78
105070	09/10/10	Robert A. Rendon	Official Fee	School of Health Exercise Science & Athletic	78
105071	09/10/10	Rick Hemphill	Official Fee	School of Health Exercise Science & Athletic	93
105072	09/10/10	SWC General Fund	Business/Related Expense	Program Management	210
105073	09/10/10	SWC Student Services	Cotop Allocation	Fiscal Services	197
105074	09/10/10	SWC Campus Store	Cotop Allocation	Fiscal Services	63
105075	09/10/10	James Chrisman	Project Contract Service	SBDC Network	334
105076	09/10/10	Robert Klempen	Project Contract Service	SBDC Network	1500
105077	09/10/10	Michael Johnston	Project Contract Service	SBDC Network	700
105078	09/10/10	Magdalena G. Tavaschi	Expense Reimbursement	Continuing Education	50
105079	09/10/10	Joseph J. Garvey	Expense Reimbursement	Continuing Education	40
105080	09/10/10	Dunn-Edwards Paints	Paint	Maintenance	611
105081	09/10/10	Jose S. Islas	Expense Reimbursement	School of Health Exercise Science & Athletic	228
105082	09/10/10	Rosa E. Jimenez	Business/Related Expense	HEC at Otay Mesa	12
105083	09/10/10	Sandra J. Tyahla	Expense Reimbursement	HEC at Otay Mesa	125
105084	09/10/10	Elsevier	Subscription	HEC at National City	96
105085	09/10/10	Physicians Desk Reference	2011 Physician's Desk Reference	HEC at National City	65
105086	09/10/10	Abigail R. Caschetta	Expense Reimbursement	School of Math Science & Engineering	74
105087	09/10/10	Nadya N. Viveros	Expense Reimbursement	Health Services	83
105088	09/10/10	American Express Corporate Purchasing	Memberships	Business & Financial Affairs	669
105089	09/10/10	Debbie P. Trujillo	Expense Reimbursement	SBDC Network	20
105090	09/10/10	Patricia U. Axsom	Expense Reimbursement	School of Business Professional & Tech Ed	250

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105091	09/10/10	Silvia L. Cornejo-Darcy	Business/Related Expense	HEC at San Ysidro	78
105092	09/10/10	Wayne Yanda Custodian of Revolving	Conference Registration Fees	Various	740
105093	09/10/10	The San Diego Daily Transcript	Advertising Services	Program Management	300
105094	09/10/10	SWC Cafeteria	Gatorade for Football Team	School of Health Exercise Science & Athletic	112
105095	09/10/10	Rachel L. Fischer	Expense Reimbursement	SDCOC	36
105096	09/10/10	SWC General Fund	Internal Fund Transfer	Fiscal Services	374
105097	09/10/10	Dorothy S. Palmer	Business/Related Expense	SBDC Network	226
105098	09/10/10	Allstar Demolition Inc	Remove & Dispose of Drywall	Program Management	1750
105099	09/10/10	Morrow-Meadows Corp	Labor & Material for Power Low Voltage	Program Management	9550
105100	09/10/10	ICM	Fabricate Cabinetry	Program Management	14095
105101	09/10/10	Quality Floors by George	Labor & Material Moisture Tests	Program Management	100
105102	09/10/10	Lee and Sakahara Architects, Inc.	Provide CD of Before Photos of Rooftops	Program Management	795
105103	09/10/10	Stephanie D. Ortega	Refund DMV Payment for Citation	Parking Services	75
105104	09/10/10	ACBO	Conference Registration Fee	Business & Financial Affairs	285
105105	09/10/10	Void	Void	Void	-
105106	09/10/10	Imperial Valley College	Reimbursement of Vacation Payout	SBDC Network	3240
105107	09/10/10	Data Solutions	Computer Software	SBDITC	1510
105108	09/10/10	Kathy Tyner	Business/Related Expense	School of Math Science & Engineering	370
105109	09/10/10	Community College League of California	Conference Registration Fee	Governing Board	240
105110	09/10/10	Education to Go	Online Classes	Continuing Education	1080
105111	09/10/10	SWC General Fund	Reissue Warrant	Student Accounts & Cashiering	64
105112	09/10/10	Mark W. Sisson	Expense Reimbursement	School of Arts & Communication	5
105113	09/10/10	SWC Student FAF	Internal Fund Transfer	Financial Aid	5
105114	09/10/10	Durra Ink	Printing Services	Communications Community & Gov Rel	2579
105115	09/10/10	The Union Tribune Publishing Compan	Advertising Services	Communications Community & Gov Rel	4883
105116	09/10/10	Chula Vista Chamber of Commerce	Advertising Services	Communications Community & Gov Rel	2995
105117	09/10/10	National City Chamber of Commerce	Advertising Services	Communications Community & Gov Rel	1695
105118	09/10/10	San Diego Neighborhood	Advertising Services	Communications Community & Gov Rel	1000
105119	09/10/10	The San Diego Daily Transcript	Advertising Services	Communications Community & Gov Rel	132
105120	09/10/10	PBS Distribution, LLC	Video Supplies	Library	48
105121	09/10/10	John Wiley & Sons Inc.	Subscription	Library	279
105122	09/10/10	Grainger	Maintenance Supplies	School of Business Professional & Tech Ed	148
105123	09/10/10	Amazon.Com	Books	Library	523
105124	09/10/10	Coutts Information Services	Books	Library	29
105125	09/10/10	Infobase Publishing	Video Supplies	Library	301
105126	09/10/10	Coutts Information Services	Books	Library	221
105127	09/10/10	Grizzly Industrial	Art Supplies	School of Arts & Communication	85
105128	09/10/10	MSC Industrial Supply	Maintenance Supplies	Maintenance	324
105129	09/10/10	MSC Industrial Supply	Maintenance Supplies	Maintenance	276
105130	09/10/10	Professional First Aid	Athletic Supplies and Equipment	School of Health Exercise Science & Athletic	396
105131	09/10/10	Bruce M. Boman	Expense Reimbursement	Grounds	135
105132	09/10/10	Johnson & Associates	Contract Services	Human Resources	985
105133	09/10/10	Steele Plumbing, Inc	Construction Services	Program Management	4303
105134	09/10/10	Wet and Wear	Athletic Supplies and Equipment	School of Health Exercise Science & Athletic	761
105135	09/10/10	MSC Industrial Supply	Welding Supplies	Maintenance	152
105136	09/13/10	Chula Vista Blueprint Co.	Commercial Printing	Program Management	7943
105137	09/13/10	Raga M. Bakhiet, Ph.D	Expense Reimbursement	School of Math Science & Engineering	594
105138	09/13/10	Siemens Enterprise Communications,	Training HP4K System	Maintenance	6156
105139	09/13/10	CV Graphics and Printing	Polo Shirts and T-shirts	Various	1421
105140	09/13/10	Home Depot	Grounds Supplies	Grounds	623
105141	09/13/10	Cart Mart Inc.	Service Call	Maintenance	89
105142	09/13/10	Eric M. Rai	Expense Reimbursement	Health Services	60
105143	09/13/10	Keenan and Associates	Protected Insurance Program	Risk Management	118334
105144	09/13/10	San Diego Country Club	Business/Related Expense	Business & Financial Affairs	488
105145	09/13/10	Johnson & Associates	Contract Services	Human Resources	14066
105146	09/13/10	Jobelephant.Com Inc	Advertising Services	Human Resources	1355
105147	09/13/10	Sharp Rees Stealy Medical Ctrs	Pre-employment Physicals	Human Resources	202
105148	09/13/10	Clark Security Products, Inc.	Master lock Padlock	School of Business Professional & Tech Ed	212
105149	09/13/10	Aire Filter Products	Pleated Filters	Maintenance	554
105150	09/13/10	Sehi Computer Products Inc	Toner Cartridges	HEC at Otay Mesa	379

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PO #	Date	Vendor	Description	Department	Amount
105151	09/13/10	Sureride Incorporated	Charter Bus Service	School of Arts & Communication	1200
105152	09/13/10	Waxle Sanitary Supply	Janitorial Supplies	Custodial	22492
105153	09/13/10	Hardy Diagnostics	Educational Supplies	HEC at Olay Mesa	40
105154	09/13/10	Graybar Electric Company	Electrical Supplies	School of Business Professional & Tech Ed	276
105155	09/13/10	CDW-G	Samsung Netbook Battery	Computer Systems & Services	183
105156	09/13/10	Synergy Telcom, Inc.	Telephone Supplies and Equipment	Human Resources	293
105157	09/13/10	Mission Pools	Maintenance Services	Maintenance	1000
105158	09/13/10	Niles Biological	Educational Supplies	HEC at National City	131
105159	09/13/10	Modern Biology, Inc.	Educational Supplies	School of Math Science & Engineering	194
105160	09/13/10	Blackboard Inc	Paper Supplies	HEC at San Ysidro	119
105161	09/13/10	Dick Blick Holdings	Art Supplies	School of Arts & Communication	325
105162	09/13/10	Mc Master-Carr Supply Company	Maintenance Supplies	Maintenance	102
105163	09/13/10	Creation Engine, L.L.C.	Computer Software	School of Arts & Communication	281
105164	09/13/10	Mission Janitorial	Janitorial Supplies	Custodial	406
105165	09/13/10	Kids Included Together	Conference Registration Fee	Child Development Center	295
105166	09/13/10	Next Day Printed Tees	Sport Teck Side Blocked Sport Shirt	School of Health Exercise Science & Athletic	2127
105167	09/14/10	Secure-It	Masterlock	School of Math Science & Engineering	49
105168	09/14/10	Creation Engine, L.L.C.	Computer Software	Student Employment Services	145
105169	09/14/10	B & H Photo Video, Inc.	Photographic Supplies and Equip	School of Arts & Communication	393
105170	09/14/10	Office Depot Business Services Division	Office Supplies	Various	563
105171	09/14/10	Verisign Inc	Verisign SSL Certificates for Online Req	Computer Systems & Services	798
105172	09/14/10	Office Depot Business Services Division	Office Supplies	Various	266
105173	09/14/10	Advantage Business Equipment	Time Stamp Ribbon	Fiscal Services	18
105174	09/14/10	San Diego Neighborhood	Advertising Services	Fiscal Services	64
105175	09/14/10	Cintas Document Management	Shredding of Confidential Files	Police Academy	110
105176	09/14/10	Office Depot Business Services Division	Office Supplies	Financial Aid	672
105177	09/14/10	Niles Biological	Educational Supplies	School of Math Science & Engineering	3828
105178	09/14/10	Refrigerant Handling Inc	Refrigerant Recycle Services	Maintenance	300
105179	09/14/10	Material Sales Inc	Shear Metal	Maintenance	290
105180	09/14/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	1017
105181	09/14/10	Unisource	Paper Supplies	Office Support Services	175
105182	09/14/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	1782
105183	09/14/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	672
105184	09/14/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	694
105185	09/14/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	931
105186	09/15/10	BCA Architecture Planning Interiors	Professional Services for Corner Lot	Program Management	274887
105187	09/15/10	Arctic Supply	Copeland Compressor	Food Services	645
105188	09/15/10	Xerox Corporation	Duplicating Supplies	Office Support Services	598
105189	09/15/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	1534
105190	09/15/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	1118
105191	09/15/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	843
105192	09/15/10	Law Enforcement Targets, Inc.	Law Enforcement Supplies & Equip	College Police	1112
105193	09/15/10	Chem Pro Laboratory, Inc.	Water Treatment Service	Maintenance	1078
105194	09/15/10	Office Depot Business Services Division	Office Supplies	School of Language and Literature	704
105195	09/15/10	Office Depot Business Services Division	Office Supplies	Various	366
105196	09/15/10	Better Office Supply, Inc.	Office Supplies	Various	277
B1863	8/17/10	The Trane Company	Open Order, Mechanical Items	Maintenance	5000
B1864	8/20/10	Point Loma Nazarene University	Open Order, Office Lease	SDCOC	13770
B1865	8/23/10	Willy's Electronic Supply Co., Inc.	Open Order, Electronic Supplies	Maintenance	5000
B1866	8/23/10	Allison J. Green	Open Order, Expense Reimbursement	School of Math Science & Engineering	500
B1867	8/23/10	Cox Communications	Open Order, Business Internet	SDCOC	720
B1868	8/26/10	Point Loma Nazarene University	Open Order, Office Lease	SDCOC	6270
B1869	8/30/10	Amigo Realty Management	Open Order, Rent Payment	SBDC	3500
B1870	09/07/10	Federal Express	Open Order for Express Mailing Service	School of Math Science & Engineering	300
B1871	09/07/10	Nouna M. Bakhiet	Open Order for Business/Related Expense	School of Math Science & Engineering	500
B1872	09/07/10	Cell Serv	Open Order for Chromosome Spread Kits	School of Math Science & Engineering	500
B1873	09/07/10	Nouna M. Bakhiet	Open Order for Office Supplies Perkins	School of Math Science & Engineering	250
B1874	09/13/10	PSI Payphone Stations Innovations	Open Order for Pay Phone Service	Purchasing	10920
B1875	09/13/10	Mission Linen & Uniform Service	Open Order for Lab Coats	ROP	800
B1876	09/14/10	Sparkletts	Open Order for Water Service	SBDC Network	220

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104906	8/30/10	Academic Senate for Ca. Comm. Colleges	Conference Registration	Academic Senate	990
105005	09/02/10	Angelina Stuart	Expense Reimbursement	Academic Senate	643
104825	8/23/10	NAFSA	Conference Sessions Recording	Admissions & Records	278
104896	8/30/10	Federal Express	Express Mailing Services	Admissions & Records	161
104973	8/30/10	Federal Express	Express Mailing Services	Admissions & Records	183
104753	8/19/10	Cart Mart Inc.	Electric Golf Cart	ASO	3099
104696	8/16/10	On Course Inc	Conference Registration	Basic Skills Initiatives	995
104708	8/16/10	American Express	Airfare	Basic Skills Initiatives	9
104741	8/18/10	Torrey L. Hubbell	Expense Reimbursement	Bookstore	33
104776	8/20/10	Patricia E. Larkin	Expense Reimbursement	Bookstore	65
104983	8/31/10	Uline	Shipping Supplies	Bookstore	888
104729	8/17/10	SWC Cafeteria	Business/Expense Related	Business & Financial Affairs	34
104964	8/30/10	Janell A. Ruiz	Expense Reimbursement	Business & Financial Affairs	13
105031	09/03/10	American Express Corporate Purchasing	Kaiser Monthly Premium	Business & Financial Affairs	251738
105088	09/10/10	American Express Corporate Purchasing	Memberships	Business & Financial Affairs	669
105104	09/10/10	ACBO	Conference Registration Fee	Business & Financial Affairs	285
105144	09/13/10	San Diego Country Club	Business/Related Expense	Business & Financial Affairs	488
105041	09/03/10	Office Depot Business Services Division	Office Supplies	Calworks	386
104893	8/27/10	Southland Envelope	Custom-printed Envelopes	Cashiering	253
104935	8/30/10	Education to Go	Training And Seminars	CEEWD	720
104675	8/16/10	Pamela S. Solis	Expense Reimbursement	Child Development Center	105
104795	8/20/10	American Red Cross	Lifesaver Completion Cards	Child Development Center	190
104796	8/20/10	American Red Cross	Lifesaver Training Materials	Child Development Center	1120
104880	8/26/10	PlayActive Systems	Playground Structure	Child Development Center	21130
104981	8/31/10	PlayRite	Installation, Playground Structure	Child Development Center	5450
105165	09/13/10	Kids Included Together	Conference Registration Fee	Child Development Center	295
104699	8/16/10	Ace Uniforms and Accessories	Police Apparel	College Police	83
104701	8/16/10	Donald L. Theriault	2-way Radio & Accessories	College Police	826
104759	8/20/10	SANDAG	JPA Fee	College Police	804
104800	8/20/10	Ace Uniforms and Accessories	Police Apparel	College Police	470
104801	8/20/10	Ace Uniforms and Accessories	Police Apparel	College Police	194
104802	8/20/10	Ace Uniforms and Accessories	Police Apparel	College Police	185
104826	8/23/10	Ace Uniforms and Accessories	Police Apparel	College Police	165
104827	8/23/10	Ace Uniforms and Accessories	Police Apparel	College Police	185
104834	8/23/10	San Diego House of Motorcycles	Yamaha Rhino Accessories	College Police	527
104843	8/24/10	Blue Claw Marketing	Citation Envelopes	College Police	1351
104844	8/24/10	Unisource	Paper	College Police	2323
104853	8/25/10	Pacific Parking Systems, Inc.	Battery Charger	College Police	134
104877	8/26/10	Ace Uniforms and Accessories	Police Apparel	College Police	204
104943	8/30/10	Donald L. Theriault	RCS Radio Base Station Repair	College Police	68
104984	8/31/10	Airsoft Extreme	Police Supplies	College Police	16
105192	09/15/10	Law Enforcement Targets, Inc.	Law Enforcement Supplies & Equip	College Police	1112
104695	8/16/10	Sehi Computer Products Inc	Printing Paper	Communications Community & Gov Rel	216
104734	8/17/10	Willy's Electronic Supply Co., Inc.	Electronic Supplies	Communications Community & Gov Rel	93
104814	8/23/10	National Cinemedia Llc	Advertising Services	Communications Community & Gov Rel	4005
105026	09/02/10	Bonita Business & Professional Assoc.	Bonita fest Booth Space	Communications Community & Gov Rel	125
105027	09/02/10	HACU	Business/Related Expense	Communications Community & Gov Rel	50
105114	09/10/10	Durra Ink	Printing Services	Communications Community & Gov Rel	2579
105115	09/10/10	The Union Tribune Publishing Compan	Advertising Services	Communications Community & Gov Rel	4883
105116	09/10/10	Chula Vista Chamber of Commerce	Advertising Services	Communications Community & Gov Rel	2995
105117	09/10/10	National City Chamber of Commerce	Advertising Services	Communications Community & Gov Rel	1695
105118	09/10/10	San Diego Neighborhood	Advertising Services	Communications Community & Gov Rel	1000
105119	09/10/10	The San Diego Daily Transcript	Advertising Services	Communications Community & Gov Rel	132
104725	8/17/10	Hewlett Packard Company	SoundBlaster Audio Cards	Computer Systems & Services	5236
104773	8/20/10	Southland Technology	Consulting Services	Computer Systems & Services	9900
104803	8/20/10	International Teaching Systems	Lab 300 Components	Computer Systems & Services	2048
104850	8/24/10	CDW-G	Computer Components	Computer Systems & Services	1125
104876	8/26/10	Dexon Computer, Inc.	Cisco Catalyst Switch	Computer Systems & Services	227
104878	8/26/10	Blackboard Inc	Consulting Services	Computer Systems & Services	2280
104923	8/30/10	Hewlett Packard Company	Computer System	Computer Systems & Services	7714

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105155	09/13/10	CDW-G	Samsung Netbook Battery	Computer Systems & Services	183
105171	09/14/10	Verisign Inc	Verisign SSL Certificates for Online Req	Computer Systems & Services	798
105078	09/10/10	Magdalena G. Tavaschi	Expense Reimbursement	Continuing Education	50
105079	09/10/10	Joseph J. Garvey	Expense Reimbursement	Continuing Education	40
105110	09/10/10	Education to Go	Online Classes	Continuing Education	1080
104831	8/23/10	Buena Vista Property Services	Window Cleaning Services	Custodial	350
104977	8/31/10	Waxie Sanitary Supply	Janitorial Supplies	Custodial	6877
105152	09/13/10	Waxie Sanitary Supply	Janitorial Supplies	Custodial	22492
105164	09/13/10	Mission Janitorial	Janitorial Supplies	Custodial	406
104875	8/26/10	Helen R. Elias	Expense Reimbursement	Disability Support Services	37
104879	8/26/10	Pearson Assessments	WAIS Report	Disability Support Services	495
104904	8/30/10	Network Interpreting Service	Sign Language Services	Disability Support Services	146
105013	09/02/10	Adriana A. Garibay	Business/Related Expense	EOPS	25
104715	8/16/10	Core Support Resources, Inc.	UPS Battery Replacement & Installation	Facilities Operations & Planning	7353
104902	8/30/10	CCFC	Membership	Facilities Operations & Planning	1100
104909	8/30/10	APPA	Membership	Facilities Operations & Planning	1460
104758	8/20/10	Department of Social Services	Community Care Licensing Fee	Family Resource Center	700
104805	8/23/10	Cynthia K. Nagura	Expense Reimbursement	Family Resource Center	765
104731	8/17/10	SWC Student FAF	Institutional Liabilities	Financial Aid	392
104740	8/18/10	California Community Colleges	Conference Registration	Financial Aid	25
104813	8/23/10	NASFAA	Membership	Financial Aid	2241
104897	8/30/10	SWC Student FAF	Institutional Liabilities	Financial Aid	6456
104898	8/30/10	SWC Student FAF	Institutional Liabilities	Financial Aid	7850
104899	8/30/10	SWC Student FAF	Institutional Liabilities	Financial Aid	5463
104900	8/30/10	SWC Student FAF	Institutional Liabilities	Financial Aid	5576
104901	8/30/10	SWC Student FAF	Institutional Liabilities	Financial Aid	8213
104939	8/30/10	XAP Corporation	BOG Fee Waiver Application	Financial Aid	2186
105113	09/10/10	SWC Student FAF	Internal Fund Transfer	Financial Aid	5
105176	09/14/10	Office Depot Business Services Division	Office Supplies	Financial Aid	672
104686	8/16/10	United Parcel Service	Postal Services	Fiscal Services	47
104748	8/19/10	SWC Campus Store	Fund Transfer	Fiscal Services	238
104852	8/25/10	SWC Campus Store	Bookstore Merchandise, Monthly Billing	Fiscal Services	2913
104873	8/26/10	SWC General Fund	Fund Reimbursement	Fiscal Services	29
104931	8/30/10	United Parcel Service	Postal Services	Fiscal Services	61
104975	8/31/10	SWC Campus Store	Bookstore Merchandise, Monthly Billing	Fiscal Services	357
104991	09/01/10	United Parcel Service	UPS Charges	Fiscal Services	64
105034	09/03/10	Southland Envelope	Envelopes	Fiscal Services	163
105063	09/10/10	United Parcel Service	UPS Charges	Fiscal Services	59
105073	09/10/10	SWC Student Services	Cotop Allocation	Fiscal Services	197
105074	09/10/10	SWC Campus Store	Cotop Allocation	Fiscal Services	63
105096	09/10/10	SWC General Fund	Internal Fund Transfer	Fiscal Services	374
105173	09/14/10	Advantage Business Equipment	Time Stamp Ribbon	Fiscal Services	18
105174	09/14/10	San Diego Neighborhood	Advertising Services	Fiscal Services	64
105187	09/15/10	Arctic Supply	Copeland Compressor	Food Services	645
104908	8/30/10	Community College League of Ca	Membership	Governing Board	20331
104968	8/30/10	Coronado Chamber of Commerce	Membership	Governing Board	225
105109	09/10/10	Community College League of California	Conference Registration Fee	Governing Board	240
104797	8/20/10	More Direct Inc	Digital Camera	Grounds	197
104905	8/30/10	Hydro-Scape Products	Grounds Materials	Grounds	313
105043	09/03/10	Clemente Cardenas	Sharpen Reels	Grounds	1400
105131	09/10/10	Bruce M. Boman	Expense Reimbursement	Grounds	135
105140	09/13/10	Home Depot	Grounds Supplies	Grounds	623
104806	8/23/10	HSACCC	Membership	Health Services	150
105029	09/02/10	Glaxo Smithkline	Medical Supplies	Health Services	979
105030	09/02/10	Vaxserve Inc	Medical Supplies	Health Services	4033
105087	09/10/10	Nadya N. Viveros	Expense Reimbursement	Health Services	83
105142	09/13/10	Eric M. Rai	Expense Reimbursement	Health Services	60
104700	8/16/10	Branders.Com	Promotional Items	HEC at National City	242
104716	8/16/10	Henry Schein Inc	Dental Training Software	HEC at National City	6057
104726	8/17/10	Henry Schein Inc	Dental Training Supplies	HEC at National City	3664

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104727	8/17/10	Henry Schein Inc	Dental Training Supplies	HEC at National City	6864
104760	8/20/10	Progressive Medical International	Medical Equipment Repair	HEC at National City	313
104761	8/20/10	Septodont	Dental Services	HEC at National City	17
104762	8/20/10	Barry D. Thele	Expense Reimbursement	HEC at National City	44
104788	8/20/10	American Society for Clinical Pathology	Subscription Renewal	HEC at National City	95
104822	8/23/10	Home Depot	Aquatic Center Supplies	HEC at National City	883
104841	8/24/10	Theodore R. Niles	Biological Supplies	HEC at National City	41
104883	8/27/10	Life Assist, Inc.	Safety Supplies	HEC at National City	1108
104911	8/30/10	OSAP	Membership	HEC at National City	110
104927	8/30/10	CV Graphics and Printing	Postcards	HEC at National City	680
104932	8/30/10	Kimberly M. Holman	Refund, Aqua Adventures Camp	HEC at National City	160
104936	8/30/10	ADEC	Tax on Previous Purchase	HEC at National City	6
104970	8/30/10	U.S. Treasury	Telephone Services	HEC at National City	277
105084	09/10/10	Elsevier	Subscription	HEC at National City	96
105085	09/10/10	Physicians Desk Reference	2011 Physician's Desk Reference	HEC at National City	65
105158	09/13/10	Niles Biological	Educational Supplies	HEC at National City	131
104728	8/17/10	James Palmer	Audio/Video Repairs	HEC at Otay Mesa	275
104733	8/17/10	Wayne Yanda Custodian of Revolving	Credit Card Purchase	HEC at Otay Mesa	28
104789	8/20/10	Southland Technology	Dynasign Software Renewal	HEC at Otay Mesa	630
104793	8/20/10	Southland Technology	Dynasign Software Renewal	HEC at Otay Mesa	1080
104808	8/23/10	Richard A. Sherard	Expense Reimbursement	HEC at Otay Mesa	33
104809	8/23/10	Mark Handy, MD	Medical Director	HEC at Otay Mesa	500
104836	8/23/10	Pennwell's Bookstore	Publications	HEC at Otay Mesa	96
104918	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	750
104919	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	750
104920	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	750
104921	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	750
104922	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	500
104924	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	500
104925	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	500
104961	8/30/10	Irma J. Alvarez	Expense Reimbursement	HEC at Otay Mesa	33
104966	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	250
104967	8/30/10	Student Award	Scholarship Award	HEC at Otay Mesa	500
104971	8/30/10	More Direct Inc	Computer Peripherals	HEC at Otay Mesa	1012
105050	09/07/10	Claridge Products & Equipment	White Board	HEC at Otay Mesa	684
105082	09/10/10	Rosa E. Jimenez	Business/Related Expense	HEC at Otay Mesa	12
105083	09/10/10	Sandra J. Tyahla	Expense Reimbursement	HEC at Otay Mesa	125
105150	09/13/10	Sehi Computer Products Inc	Toner Cartridges	HEC at Otay Mesa	379
105153	09/13/10	Hardy Diagnostics	Educational Supplies	HEC at Otay Mesa	40
104982	8/31/10	Better Office Supply, Inc.	Office Supplies	HEC at San Ysidro	93
105038	09/03/10	Office Depot Business Services Division	Office Supplies	HEC at San Ysidro	161
105091	09/10/10	Silvia L. Cornejo-Darcy	Business/Related Expense	HEC at San Ysidro	78
105160	09/13/10	Blackboard Inc	Paper Supplies	HEC at San Ysidro	119
104854	8/25/10	Advantage Business Equipment	Time/Date Stamp	Human Resources	780
104930	8/30/10	Jobelephant.Com Inc	Display Advertising	Human Resources	1861
105000	09/02/10	Sheila A. Hearvey	Tuition Reimbursement	Human Resources	104
105132	09/10/10	Johnson & Associates	Contract Services	Human Resources	985
105145	09/13/10	Johnson & Associates	Contract Services	Human Resources	14066
105146	09/13/10	Jobelephant.Com Inc	Advertising Services	Human Resources	1355
105147	09/13/10	Sharp Rees Stealy Medical Ctrs	Pre-employment Physicals	Human Resources	202
105156	09/13/10	Synergy Telcom, Inc.	Telephone Supplies and Equipment	Human Resources	293
104710	8/16/10	Office Depot Business Services Division	Office Supplies	Instructional Support Services	513
104838	8/23/10	Southland Technology	Computer Component	Instructional Support Services	139
104815	8/23/10	Mathew Bender & Co	Subscription Renewal	Library	20
104816	8/23/10	Nolo	Book Service	Library	37
104817	8/23/10	Gale	Book Service	Library	305
104818	8/23/10	Films Media Group	Educational Media	Library	926
104819	8/23/10	Infobase Publishing	Educational Media	Library	116
104820	8/23/10	PBS Distribution, LLC	Educational Media	Library	595
104821	8/23/10	Coutts Information Services	Publications	Library	4221

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104894	8/27/10	Brodart Company	Library Supplies	Library	352
104895	8/27/10	The Library Store, Inc.	Library Supplies	Library	1277
105001	09/02/10	EBSCO Industries Inc.	Subscription	Library	36
105002	09/02/10	West Group	Publications	Library	335
105033	09/03/10	More Direct Inc	Canon Color Scanner	Library	90
105059	09/10/10	John Bradshaw Media Group	Video Supplies	Library	145
105120	09/10/10	PBS Distribution, LLC	Video Supplies	Library	48
105121	09/10/10	John Wiley & Sons Inc.	Subscription	Library	279
105123	09/10/10	Amazon.Com	Books	Library	523
105124	09/10/10	Coutts Information Services	Books	Library	29
105125	09/10/10	Infobase Publishing	Video Supplies	Library	301
105126	09/10/10	Coutts Information Services	Books	Library	221
104677	8/16/10	Dunn-Edwards Paints	Paint & Supplies	Maintenance	2173
104684	8/16/10	Grainger	Maintenance Items	Maintenance	3540
104687	8/16/10	All Makes Office Machine Co	Office Equipment Repair Part	Maintenance	202
104693	8/16/10	Johnstone Supply	Leak Detector	Maintenance	434
104702	8/16/10	Lincoln Commercial Pool Equipment	Equipment Consumables	Maintenance	520
104704	8/16/10	Trident Technologies Inc	Pool Chemicals	Maintenance	39
104712	8/16/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	515
104713	8/16/10	ABC School Equipment Inc.	Bulletin Board	Maintenance	593
104714	8/16/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	701
104744	8/19/10	Honeywell International Inc.	eLearning Training Courses	Maintenance	399
104749	8/19/10	Arctic Supply	HVAC Component	Maintenance	418
104751	8/19/10	Nexgen	Plumbing Supplies	Maintenance	615
104752	8/19/10	Johnstone Supply	Maintenance Supplies	Maintenance	721
104754	8/19/10	Time Motion Tools	Telecommunication Tools	Maintenance	1288
104767	8/20/10	Dean Fisher	Lock Repair Services	Maintenance	200
104768	8/20/10	Johnson Controls Inc	HVAC Repair Services	Maintenance	305
104769	8/20/10	Tremco	Building Maintenance	Maintenance	237
104770	8/20/10	Willy's Electronic Supply Co., Inc.	Audio/Video Equipment Parts	Maintenance	117
104777	8/20/10	Home Depot	Maintenance Supplies	Maintenance	257
104824	8/23/10	Johnstone Supply	HVAC Equipment	Maintenance	267
104829	8/23/10	Qual Chem Corp	Plumbing Supplies	Maintenance	1664
104835	8/23/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	727
104851	8/25/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	2854
104864	8/26/10	J. A. Sexauer, Inc.	Plumbing Supplies	Maintenance	573
104938	8/30/10	Home Depot	Maintenance Supplies	Maintenance	120
104976	8/31/10	Direct Parts	Automotive Parts	Maintenance	1717
104979	8/31/10	California Electric Supply	Electric Supplies	Maintenance	1593
104986	8/31/10	Johnstone Supply	HVAC Supplies	Maintenance	818
104999	09/02/10	Frederick G. Latham	Expense Reimbursement	Maintenance	79
105015	09/02/10	Home Depot	Maintenance Supplies	Maintenance	146
105022	09/02/10	Johnstone Supply	HVAC Equipment and Supplies	Maintenance	913
105024	09/02/10	Grainger	Maintenance Supplies	Maintenance	494
105025	09/02/10	Plenums Plus	Custom Metal Brackets	Maintenance	350
105028	09/02/10	Dixieline Lumber Company	Lumber	Maintenance	230
105035	09/03/10	California Electric Supply	Electrical Supplies	Maintenance	1007
105036	09/03/10	Nexgen	HVAC Supplies	Maintenance	678
105044	09/03/10	Arctic Supply	HVAC Supplies	Maintenance	1742
105045	09/03/10	All Star Glass	Windshield	Maintenance	206
105046	09/07/10	American Express	Airfare	Maintenance	358
105047	09/07/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	446
105048	09/07/10	Ferguson Enterprises, Inc.	Plumbing Supplies	Maintenance	427
105049	09/07/10	Knorr Systems	Rotary Flow switch	Maintenance	315
105057	09/09/10	MSC Industrial Supply	Welders Box for Cart	Maintenance	577
105080	09/10/10	Dunn-Edwards Paints	Paint	Maintenance	611
105128	09/10/10	MSC Industrial Supply	Maintenance Supplies	Maintenance	324
105129	09/10/10	MSC Industrial Supply	Maintenance Supplies	Maintenance	276
105135	09/10/10	MSC Industrial Supply	Welding Supplies	Maintenance	152
105138	09/13/10	Siemens Enterprise Communications,	Training HP4K System	Maintenance	6156

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105141	09/13/10	Cart Mart Inc.	Service Call	Maintenance	89
105149	09/13/10	Aire Filter Products	Pleated Filters	Maintenance	554
105157	09/13/10	Mission Pools	Maintenance Services	Maintenance	1000
105162	09/13/10	Mc Master-Carr Supply Company	Maintenance Supplies	Maintenance	102
105178	09/14/10	Refrigerant Handling Inc	Refrigerant Recycle Services	Maintenance	300
105179	09/14/10	Material Sales Inc	Shear Metal	Maintenance	290
105193	09/15/10	Chem Pro Laboratory, Inc.	Water Treatment Service	Maintenance	1078
B1863	8/17/10	The Trane Company	Open Order, Mechanical Items	Maintenance	5000
B1865	8/23/10	Willy's Electronic Supply Co., Inc.	Open Order, Electronic Supplies	Maintenance	5000
105052	09/08/10	Southland Technology	Computer Peripherals	Maintenance/AV	859
104969	8/30/10	Southland Technology	Computer Peripherals	Multimedia	106
105181	09/14/10	Unisource	Paper Supplies	Office Support Services	175
105188	09/15/10	Xerox Corporation	Duplicating Supplies	Office Support Services	598
104804	8/23/10	Phoenix Group	Citation Processing	Parking Services	972
104857	8/25/10	Rydin Decal	Parking Decals	Parking Services	3682
104867	8/26/10	Traffic Control Service	Square Posts	Parking Services	523
105103	09/10/10	Stephanie D. Ortega	Refund DMV Payment for Citation	Parking Services	75
105014	09/02/10	Fuller Ford	Performed Smog Inspection	Police Academy	144
105175	09/14/10	Cintas Document Management	Shredding of Confidential Files	Police Academy	110
104732	8/17/10	Tabs Etc., Inc.	Index Tabs	Printshop	64
104833	8/23/10	Litho Equipment Service	Printing Equipment Consumables	Printshop	670
104673	8/16/10	Allstar Demolition Inc	Classroom Demolition Services	Program Management	875
104674	8/16/10	The San Diego Daily Transcript	Display Advertising	Program Management	2500
104676	8/16/10	GKK Works	Roofing Services	Program Management	24006
104678	8/16/10	Consulting & Inspection Services	Project Inspection Services	Program Management	13250
104679	8/16/10	National Air & Energy	HVAC Services	Program Management	2295
104680	8/16/10	BRG Consulting, Inc.	Consulting Services	Program Management	570
104692	8/16/10	OCB Reprographics	Printing of Plans & Specs	Program Management	60
104743	8/18/10	Pine Tree Lumber	Lumber	Program Management	1870
104775	8/20/10	BCA Architecture Planning Interiors	Consulting Services	Program Management	34270
104779	8/20/10	Parron Hall Corp.	Office Installation	Program Management	360
104780	8/20/10	Quality Floors by George	Flooring Services	Program Management	6390
104781	8/20/10	Davis Mechanical Systems	Installation of Water Line	Program Management	1166
104782	8/20/10	SWC General Fund	Fund Reimbursement	Program Management	2703
104783	8/20/10	SWC General Fund	Fund Reimbursement	Program Management	258
104784	8/20/10	Seville Construction Services, Inc.	Program Management Services	Program Management	5490
104785	8/20/10	Xnth, Inc	Consulting Services	Program Management	7158
104791	8/20/10	Seville Construction Services, Inc.	Program Management Services	Program Management	59406
104792	8/20/10	Seville Construction Services, Inc.	Consulting Services	Program Management	64174
104798	8/20/10	Dell Marketing L.P.	Computer Accessories	Program Management	189
104799	8/20/10	Dell Marketing L.P.	Computer Peripherals	Program Management	321
104945	8/30/10	Xnth, Inc	Consulting Services	Program Management	35821
104946	8/30/10	TBP Architecture	Consulting Services	Program Management	2250
104947	8/30/10	Penhall Company	Construction Services	Program Management	259
104949	8/30/10	South Bay Fence	Installation, Temporary Fencing	Program Management	2769
104950	8/30/10	O'Connor Construction Management	Consulting Services	Program Management	9500
104951	8/30/10	Chula Vista Blueprint Co.	Blueprints	Program Management	96
104952	8/30/10	Tremco	Repair Services to Flashing	Program Management	237
104953	8/30/10	Bear Eckenroth	Repair Services, Tiles & Greenboards	Program Management	900
104954	8/30/10	Ensley Electric Inc	Emergency Electrical Services	Program Management	14900
104955	8/30/10	Bill Doelman Construction	Construction Repair Services	Program Management	450
104956	8/30/10	Construction Testing & Engineering	Inspection Services	Program Management	1190
104957	8/30/10	BCA Architecture Planning Interiors	Consulting Services	Program Management	948
104958	8/30/10	The San Diego Daily Transcript	Legal Advertising	Program Management	300
104959	8/30/10	La Prensa San Diego	Legal Advertising	Program Management	300
104960	8/30/10	Allstar Demolition Inc	Demolition Services	Program Management	700
104972	8/30/10	Federal Express	Express Mailing Services	Program Management	8
104992	09/01/10	Office Depot Business Services Division	Office Supplies	Program Management	67
104993	09/01/10	Spectra	Office Supplies	Program Management	86
104996	09/02/10	Traffic Control Service	Signage	Program Management	99

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104997	09/02/10	Chula Vista Blueprint Co.	Printing Services	Program Management	96
105058	09/10/10	Testing Services & Inspection, Inc.	Testing/Inspection Services	Program Management	1560
105072	09/10/10	SWC General Fund	Business/Related Expense	Program Management	210
105093	09/10/10	The San Diego Daily Transcript	Advertising Services	Program Management	300
105098	09/10/10	Allstar Demolition Inc	Remove & Dispose of Drywall	Program Management	1750
105099	09/10/10	Morrow-Meadows Corp	Labor & Material for Power Low Voltage	Program Management	9550
105100	09/10/10	ICM	Fabricate Cabinetry	Program Management	14095
105101	09/10/10	Quality Floors by George	Labor & Material Moisture Tests	Program Management	100
105102	09/10/10	Lee and Sakahara Architects, Inc.	Provide CD of Before Photos of Rooftops	Program Management	795
105133	09/10/10	Steele Plumbing, Inc	Construction Services	Program Management	4303
105136	09/13/10	Chula Vista Blueprint Co.	Commercial Printing	Program Management	7943
105186	09/15/10	BCA Architecture Planning Interiors	Professional Services for Corner Lot	Program Management	274887
104861	8/26/10	Chem Pro Laboratories	Annual Water Treatment Services	Purchasing	9000
B1874	09/13/10	PSI Payphone Stations Innovations	Open Order for Pay Phone Service	Purchasing	10920
104698	8/16/10	Staples Business Advantage	Office Supplies	Research & Planning	218
104738	8/18/10	Better Office Supply, Inc.	Office Supplies	Research & Planning	113
104823	8/23/10	More Direct Inc	Toner Cartridge	Research & Planning	203
104837	8/23/10	Dell Marketing L.P.	Toner Cartridges	Research & Planning	1424
104926	8/30/10	SPSS INC.	Statistics Software	Research & Planning	418
104683	8/16/10	Sharp Rees Stealy Medical Ctrs	Medical Services	Risk Management	394
104685	8/16/10	Winet Patrick & Weaver	Consulting Services	Risk Management	1096
104697	8/16/10	Emergency Services Medical Corp	Medical Services	Risk Management	258
104717	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	468
104718	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	343
104719	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	893
104720	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	587
104721	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	636
104722	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	1196
104723	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	359
104724	8/17/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	479
104742	8/18/10	More Direct Inc	Privacy Filters	Risk Management	600
104764	8/20/10	Keenan & Associates	Property Liability Claims	Risk Management	739
104765	8/20/10	Keenan & Associates	Consulting Services	Risk Management	4977
104766	8/20/10	Sharp Rees Stealy Medical Ctrs	Medical Services	Risk Management	248
104807	8/23/10	Keenan and Associates	Insurance Coverage	Risk Management	723196
104848	8/24/10	Pacific Ergonomics	Ergonomic Office Items	Risk Management	739
104863	8/26/10	Cintas First Aid & Safety	First Aid Station	Risk Management	3230
104881	8/26/10	Mitsubishi Electric & Electronics & Escalator	Annual Testing	Risk Management	878
104917	8/30/10	Keenan and Associates	Protected Insurance Program Contribution	Risk Management	118334
104940	8/30/10	CAL/OSHA	Conveyance, HEC-SY Elevator	Risk Management	225
105003	09/02/10	Keenan & Associates	Southern California Relief Premium	Risk Management	986
105009	09/02/10	Sharp Memorial Hospital	Medical Services	Risk Management	737
105053	09/09/10	Tri-Signal Integration Inc	Hydro Test of Fire Extinguishers	Risk Management	1150
105143	09/13/10	Keenan and Associates	Protected Insurance Program	Risk Management	118334
105180	09/14/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	1017
105182	09/14/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	1782
105183	09/14/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	672
105184	09/14/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	694
105185	09/14/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	931
105189	09/15/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	1534
105190	09/15/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	1118
105191	09/15/10	Pacific Ergonomics	Ergonomic Chair and Supplies	Risk Management	843
B1875	09/13/10	Mission Linen & Uniform Service	Open Order for Lab Coats	ROP	800
104747	8/19/10	ASBDC	Conference Registration	SBDC	595
104790	8/20/10	Danone Waters of North America Inc	Business/Expense Related	SBDC	21
B1869	8/30/10	Amigo Realty Management	Open Order, Rent Payment	SBDC	3500
104755	8/19/10	Complete Office	Office Supplies	SBDC Network	1107
105032	09/03/10	ASBDC	Conference Registration Fee	SBDC Network	125
105062	09/10/10	Robert Hamilton	Expense Reimbursement	SBDC Network	148
105075	09/10/10	James Chrisman	Project Contract Service	SBDC Network	334

SWC Purchase Order/Blanket Order Report
Board Date: October 13, 2010
Purchase Orders Sorted by Department

PO #	Date	Vendor	Description	Department	Amount
105076	09/10/10	Robert Klempen	Project Contract Service	SBDC Network	1500
105077	09/10/10	Michael Johnston	Project Contract Service	SBDC Network	700
105089	09/10/10	Debbie P. Trujillo	Expense Reimbursement	SBDC Network	20
105097	09/10/10	Dorothy S. Palmer	Business/Related Expense	SBDC Network	226
105106	09/10/10	Imperial Valley College	Reimbursement of Vacation Payout	SBDC Network	3240
B1876	09/14/10	Sparkletts	Open Order for Water Service	SBDC Network	220
104929	8/30/10	National City Chamber of Commerce	Business/Expense Related	SBDITC	20
104933	8/30/10	Phoebe Pantages	Consulting Services	SBDITC	280
104934	8/30/10	SWC Cafeteria	Business/Expense Related	SBDITC	221
104980	8/31/10	American Express	Airfare	SBDITC	259
104989	09/01/10	American Express	Airfare	SBDITC	259
104995	09/01/10	Office Depot Business Services Division	Office Supplies	SBDITC	271
105042	09/03/10	Better Office Supply, Inc.	Office Supplies	SBDITC	136
105051	09/08/10	CSCMP	Conference Registration Fee	SBDITC	9883
105054	09/09/10	Creation Engine, L.L.C.	Computer Software	SBDITC	88
105060	09/10/10	ASBDC	Conference Registration Fee	SBDITC	1390
105107	09/10/10	Data Solutions	Computer Software	SBDITC	1510
104671	8/16/10	JACC	Membership	School of Arts & Communication	540
104688	8/16/10	San Diego Press Club	Membership	School of Arts & Communication	250
104690	8/16/10	Home Depot	Miscellaneous Theater Supplies	School of Arts & Communication	1003
104694	8/16/10	B & H Photo Video, Inc.	Photographic Equipment	School of Arts & Communication	12774
104705	8/16/10	B & H Photo Video, Inc.	Photographic Equipment	School of Arts & Communication	600
104730	8/17/10	Matthew M. Truitt	Expense Reimbursement	School of Arts & Communication	455
104736	8/17/10	Nelson Photo Supplies	Photographic Equipment	School of Arts & Communication	1988
104778	8/20/10	B & H Photo Video, Inc.	Photographic Equipment	School of Arts & Communication	4210
104810	8/23/10	Ruff B. Yeager	Expense Reimbursement	School of Arts & Communication	64
104830	8/23/10	Sehi Computer Products Inc	Computer Peripherals	School of Arts & Communication	261
104855	8/25/10	Guitar Center, Inc.	Recording Equipment	School of Arts & Communication	643
104860	8/26/10	Dick Blick Holdings	Art Supplies	School of Arts & Communication	212
104869	8/26/10	Daniel Smith Artist's Materials	Art Supplies	School of Arts & Communication	255
104888	8/27/10	Graphic Chemical & Ink Co.	Art Supplies	School of Arts & Communication	170
104962	8/30/10	Nathaniel C. Clark	Expense Reimbursement	School of Arts & Communication	22
104985	8/31/10	Squires Belt Material Co	Art Supplies	School of Arts & Communication	314
105020	09/02/10	Grizzly Industrial	Oscillating Spindle Sander	School of Arts & Communication	801
105021	09/02/10	Freestyle Photographic Supplies	Photographic Supplies and Equip	School of Arts & Communication	2188
105023	09/02/10	More Direct Inc	Toner Cartridges	School of Arts & Communication	419
105037	09/03/10	Officechairs.Com	Ergonomic Chairs	School of Arts & Communication	1372
105112	09/10/10	Mark W. Sisson	Expense Reimbursement	School of Arts & Communication	5
105127	09/10/10	Grizzly Industrial	Art Supplies	School of Arts & Communication	85
105151	09/13/10	Sureride Incorporated	Charter Bus Service	School of Arts & Communication	1200
105161	09/13/10	Dick Blick Holdings	Art Supplies	School of Arts & Communication	325
105163	09/13/10	Creation Engine, L.L.C.	Computer Software	School of Arts & Communication	281
105169	09/14/10	B & H Photo Video, Inc.	Photographic Supplies and Equip	School of Arts & Communication	393
105090	09/10/10	Patricia U. Axsom	Expense Reimbursement	School of Business Professional & Tech Ed	250
105122	09/10/10	Grainger	Maintenance Supplies	School of Business Professional & Tech Ed	148
105148	09/13/10	Clark Security Products, Inc.	Master lock Padlock	School of Business Professional & Tech Ed	212
105154	09/13/10	Graybar Electric Company	Electrical Supplies	School of Business Professional & Tech Ed	276
104682	8/16/10	Moore Medical, LLC	Medical Training Supplies	School of Business Professionals & Tech Ed	1284
104737	8/18/10	Art's Lawnmower Shop	Neuton Mower	School of Business Professionals & Tech Ed	589
104786	8/20/10	Gerald A. Selah	Expense Reimbursement	School of Business Professionals & Tech Ed	29
104794	8/20/10	RCP Block & Brick, Inc.	Horticulture Rock	School of Business Professionals & Tech Ed	825
104832	8/23/10	Jist Publishing	Publications	School of Business Professionals & Tech Ed	44
104839	8/23/10	Wayne Yanda Custodian of Revolving	Credit Card Purchase	School of Business Professionals & Tech Ed	333
104859	8/25/10	Willy's Electronic Supply Co., Inc.	Electronic Supplies	School of Business Professionals & Tech Ed	1047
104868	8/26/10	Harbor Freight	Safety Supplies	School of Business Professionals & Tech Ed	760
104874	8/26/10	Sophia Daly Design	Green Building Brand Design	School of Business Professionals & Tech Ed	2500
104884	8/27/10	Specialty Tire Inc.	Automotive Tires	School of Business Professionals & Tech Ed	177
104907	8/30/10	Hawthorne Machinery Co.	Heavy Equipment Leasing	School of Business Professionals & Tech Ed	2789
104910	8/30/10	Alldata	Subscription Renewal	School of Business Professionals & Tech Ed	1060
104912	8/30/10	CPOA	Membership	School of Business Professionals & Tech Ed	85

SWC Purchase Order/Blanket Order Report

Board Date: October 13, 2010

Purchase Orders Sorted by Department

PO #	Date	Vendor	Description	Department	Amount
104913	8/30/10	Sunset Publishing Corp.	Subscription Renewal	School of Business Professionals & Tech Ed	24
104914	8/30/10	SDC Flower and Plant Association	Membership	School of Business Professionals & Tech Ed	35
104937	8/30/10	Haines Centre for Strategic Management	Facilitation, Leadership Retreat	School of Business Professionals & Tech Ed	600
104941	8/30/10	Garage Door Enterprises, Inc.	Garage Door Repair	School of Business Professionals & Tech Ed	99
104942	8/30/10	San Diego Horticultural Society	Newsletter Insert	School of Business Professionals & Tech Ed	165
104944	8/30/10	West Group	Publications	School of Business Professionals & Tech Ed	137
104689	8/16/10	Real Volleyball	Athletic Equipment	School of Health Exercise Science & Athletic	1034
104691	8/16/10	HRM USA, Inc.	Athletic Training Device	School of Health Exercise Science & Athletic	475
104706	8/16/10	Athletic Decals Inc	Athletic Decals	School of Health Exercise Science & Athletic	725
104745	8/19/10	Coach America	Transportation Provider	School of Health Exercise Science & Athletic	3180
104746	8/19/10	Coach America	Transportation Provider	School of Health Exercise Science & Athletic	3549
104842	8/24/10	Professional First Aid	Athletic Training Supplies	School of Health Exercise Science & Athletic	761
104846	8/24/10	Southland Technology	Computer Component	School of Health Exercise Science & Athletic	57
104847	8/24/10	Hewlett Packard Company	Computer Peripherals	School of Health Exercise Science & Athletic	242
104849	8/24/10	B & H Photo Video, Inc.	Video Equipment Accessories	School of Health Exercise Science & Athletic	168
104862	8/26/10	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Science & Athletic	261
104866	8/26/10	VanSports, LLC	Athletic Uniforms	School of Health Exercise Science & Athletic	1664
104870	8/26/10	T-Shirt Wholesale Mart	Custom-printed T-Shirts	School of Health Exercise Science & Athletic	127
104872	8/26/10	More Direct Inc	Toner Cartridges	School of Health Exercise Science & Athletic	390
104885	8/27/10	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Science & Athletic	174
104886	8/27/10	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Science & Athletic	261
104887	8/27/10	Enterprise Rent a Car	Passenger Van Rental	School of Health Exercise Science & Athletic	87
104990	09/01/10	Southern Calif. Football Assoc.	Dues	School of Health Exercise Science & Athletic	1800
105010	09/02/10	Dennis J. Petrucci	Expense Reimbursement	School of Health Exercise Science & Athletic	38
105011	09/02/10	Debra A. McHorney	Expense Reimbursement	School of Health Exercise Science & Athletic	88
105017	09/02/10	Bryan S. Elliott	Official Fee	School of Health Exercise Science & Athletic	93
105018	09/02/10	Rene M. Flores	Official Fee	School of Health Exercise Science & Athletic	78
105019	09/02/10	Denis J. Vargas	Official Fee	School of Health Exercise Science & Athletic	78
105064	09/10/10	Denis J. Vargas	Official Fee	School of Health Exercise Science & Athletic	78
105065	09/10/10	Rene M. Flores	Official Fee	School of Health Exercise Science & Athletic	78
105066	09/10/10	Charles Zuckerman	Official Fee	School of Health Exercise Science & Athletic	93
105067	09/10/10	Kurt Donaldson	Official Fee	School of Health Exercise Science & Athletic	100
105068	09/10/10	Tim Bonner	Official Fee	School of Health Exercise Science & Athletic	90
105069	09/10/10	Alan Braude	Official Fee	School of Health Exercise Science & Athletic	78
105070	09/10/10	Robert A. Rendon	Official Fee	School of Health Exercise Science & Athletic	78
105071	09/10/10	Rick Hemphill	Official Fee	School of Health Exercise Science & Athletic	93
105081	09/10/10	Jose S. Islas	Expense Reimbursement	School of Health Exercise Science & Athletic	228
105094	09/10/10	SWC Cafeteria	Gatorade for Football Team	School of Health Exercise Science & Athletic	112
105130	09/10/10	Professional First Aid	Athletic Supplies and Equipment	School of Health Exercise Science & Athletic	396
105134	09/10/10	Wet and Wear	Athletic Supplies and Equipment	School of Health Exercise Science & Athletic	761
105166	09/13/10	Next Day Printed Tees	Sport Teck Side Blocked Sport Shirt	School of Health Exercise Science & Athletic	2127
105055	09/09/10	MCPc	Toner Cartridges	School of Language and Literature	1135
105194	09/15/10	Office Depot Business Services Division	Office Supplies	School of Language and Literature	704
104735	8/17/10	CDW-G	Computer Memory	School of Math Science & Engineering	322
104763	8/20/10	Rosana K. Pedroza	Expense Reimbursement	School of Math Science & Engineering	298
104865	8/26/10	ACS DivCHED	Scientific Study/Test Packets	School of Math Science & Engineering	409
104871	8/26/10	Hardy Diagnostics	Scientific Supplies	School of Math Science & Engineering	86
104882	8/27/10	VWR International	Scientific Models	School of Math Science & Engineering	9219
104974	8/30/10	Sandra B. Orueta	Expense Reimbursement	School of Math Science & Engineering	27
104978	8/31/10	San Diego Pet Supply	Pet Supplies	School of Math Science & Engineering	75
104994	09/01/10	FAES	Scientific Supplies	School of Math Science & Engineering	91
105086	09/10/10	Abigail R. Caschetta	Expense Reimbursement	School of Math Science & Engineering	74
105108	09/10/10	Kathy Tyner	Business/Related Expense	School of Math Science & Engineering	370
105137	09/13/10	Raga M. Bakhiet, Ph.D	Expense Reimbursement	School of Math Science & Engineering	594
105159	09/13/10	Modern Biology, Inc.	Educational Supplies	School of Math Science & Engineering	194
105167	09/14/10	Secure-It	Masterlock	School of Math Science & Engineering	49
105177	09/14/10	Niles Biological	Educational Supplies	School of Math Science & Engineering	3828
B1866	8/23/10	Allison J. Green	Open Order, Expense Reimbursement	School of Math Science & Engineering	500
B1870	09/07/10	Federal Express	Open Order for Express Mailing Service	School of Math Science & Engineering	300
B1871	09/07/10	Nouna M. Bakhiet	Open Order for Business/Related Expense	School of Math Science & Engineering	500

SWC Purchase Order/Blanket Order Report
Board Date: October 13, 2010
Purchase Orders Sorted by Department

PO #	Date	Vendor	Description	Department	Amount
B1872	09/07/10	Cell Serv	Open Order for Chromosome Spread Kits	School of Math Science & Engineering	500
B1873	09/07/10	Nouna M. Bakhtet	Open Order for Office Supplies Perkins	School of Math Science & Engineering	250
104756	8/19/10	Dell Marketing L.P.	Toner Cartridge	SDCOC	103
105016	09/02/10	James G. Schalin	Expense Reimbursement	SDCOC	15
105095	09/10/10	Rachel L. Fischer	Expense Reimbursement	SDCOC	36
B1864	8/20/10	Point Loma Nazarene University	Open Order, Office Lease	SDCOC	13770
B1867	8/23/10	Cox Communications	Open Order, Business Internet	SDCOC	720
B1868	8/26/10	Point Loma Nazarene University	Open Order, Office Lease	SDCOC	6270
104811	8/23/10	ASTD	Membership	Staff Development	225
104812	8/23/10	NCSPOD	Membership	Staff Development	350
104891	8/27/10	More Direct Inc	Toner Cartridges	Staff Development	525
104915	8/30/10	NISOD	Membership	Staff Development	995
104965	8/30/10	Patricia L. Hinck	Expense Reimbursement	Staff Development	37
105111	09/10/10	SWC General Fund	Reissue Warrant	Student Accounts & Cashiering	64
104903	8/30/10	Point Loma Nazarene University	Sponsorship, College Expo	Student Activities	1250
104916	8/30/10	CCCCSSAA	Membership	Student Affairs	450
104963	8/30/10	Angelica L. Loera-Suarez, Ph.D	Expense Reimbursement	Student Affairs	161
104987	8/31/10	Complete Office	Office Supplies	Student Affairs	87
104707	8/16/10	Unisource	Paper	Student Employment Services	515
105168	09/14/10	Creation Engine, L.L.C.	Computer Software	Student Employment Services	145
104772	8/20/10	Mia Celia C. McClellan	Expense Reimbursement	Student Services	40
104787	8/20/10	Civic Research Institute Inc	Subscription Renewal	Student Services	187
104672	8/16/10	AAC & U	Conference Registration	Superintendent/President	515
104681	8/16/10	Stutz Artiano Shinoff & Holtz	Legal Services	Superintendent/President	17565
104703	8/16/10	American Express	Airfare	Superintendent/President	354
104774	8/20/10	Dannis Woliver Kelley	Legal Services	Superintendent/President	13219
104928	8/30/10	The Union Tribune Publishing Compan	Subscription Renewal	Superintendent/President	291
104709	8/16/10	Office Depot Business Services Division	Office Supplies	Various	177
104711	8/16/10	Office Depot Business Services Division	Office Supplies	Various	535
104739	8/18/10	Office Depot Business Services Division	Office Supplies	Various	357
104750	8/19/10	SWC Campus Store	Bookstore Merchandise	Various	14689
104845	8/24/10	Sehl Computer Products Inc	Computer Peripherals	Various	503
104856	8/25/10	Office Depot Business Services Division	Office Supplies	Various	370
104858	8/25/10	Office Depot Business Services Division	Office Supplies	Various	587
104889	8/27/10	Office Depot Business Services Division	Office Supplies	Various	266
104890	8/27/10	Office Depot Business Services Division	Office Supplies	Various	143
104892	8/27/10	Office Depot Business Services Division	Office Supplies	Various	409
104948	8/30/10	Office Depot Business Services Division	Office Supplies	Various	264
104988	8/31/10	Office Depot Business Services Division	Office Supplies	Various	1045
105039	09/03/10	Office Depot Business Services Division	Office Supplies	Various	983
105040	09/03/10	Office Depot Business Services Division	Office Supplies	Various	877
105056	09/09/10	Office Depot Business Services Division	Office Supplies	Various	464
105092	09/10/10	Wayne Yanda Custodian of Revolving	Conference Registration Fees	Various	740
105139	09/13/10	CV Graphics and Printing	Polo Shirts and T-shirts	Various	1421
105170	09/14/10	Office Depot Business Services Division	Office Supplies	Various	563
105172	09/14/10	Office Depot Business Services Division	Office Supplies	Various	266
105195	09/15/10	Office Depot Business Services Division	Office Supplies	Various	366
105196	09/15/10	Better Office Supply, Inc.	Office Supplies	Various	277
104771	8/20/10	Void	Void	Void	0
104840	8/24/10	Void	Void	Void	0
105004	09/02/10	Void	Void	Void	-
105061	09/10/10	Void	Void	Void	-
105105	09/10/10	Void	Void	Void	-
104828	8/23/10	ECO Imaging Systems	Toner Cartridge	Warehouse	3913
104998	09/02/10	Digital I/O Llc	Repair of Printer	Warehouse	75
105006	09/02/10	Waxie Sanitary Supply	Repair of Carpet Extractor and Buffer	Warehouse	542
105007	09/02/10	The Dumbell Man Fitness Equipment	Repair of PE Equipment	Warehouse	215
105008	09/02/10	Med Equip	Repair and Calibration of PE Equipment	Warehouse	200
105012	09/02/10	Digital I/O Llc	Repair of Printers	Warehouse	150
104757	8/19/10	National IWITTS	Recruitment Materials	Women's Resource Center	3369

ITEM #10 L

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
PAYMENT OF BILLS

PERIOD: August 1-31, 2010

FUND		DATE	WARRANT OR BANK CHECK NUMBERS		SUB-TOTAL AMOUNT	TOTAL
GENERAL	PAYROLL	8/5/2010	899160	899593		
		8/3/2010	900368	900382		
		8/10/2010	900506	900544		
		8/5/2010	222430	222739	\$	1,068,346.83
		8/3/2010	900301	900309		
		8/10/2010	900506	900484		
		8/31/2010	904439	904502		
		8/31/2010	248129	248750	\$	4,290,665.24
Sub-Total				\$	5,359,012.07	
GENERAL FUND	COMMERCIAL					
(Fund 01)		8/2/2010	235637	235666	\$	72,063.93
		8/3/2010	235669	23571	\$	27,200.91
		8/3/2010	235714	236163	\$	61,606.20
		8/4/2010	236164	236184	\$	13,842.42
		8/5/2010	236185	236198	\$	25,329.01
		8/9/2010	236203	236223	\$	159,120.15
		8/10/2010	236226	236244	\$	298,646.55
		8/11/2010	236245	236289	\$	80,154.96
		8/12/2010	236300	236353	\$	43,745.02
		8/13/2010	236361	236397	\$	26,605.46
		8/16/2010	236400	236416	\$	78,934.28
		8/17/2010	236417	236456	\$	116,734.12
		8/18/2010	236457	236510	\$	65,011.68
		8/18/2010	236521	236900	\$	59,933.31
		8/19/2010	236901	236926	\$	28,125.98
		8/20/2010	236928	236974	\$	41,515.23
		8/23/2010	236977	237007	\$	773,563.10
		8/24/2010	237010	237037	\$	40,653.47
		8/25/2010	237042	237072	\$	17,786.19
		8/26/2010	237074	237115	\$	81,846.76
		8/27/2010	237119	237140	\$	16,522.65
		8/27/2010	237143	237261	\$	21,722.30
		8/30/2010	237262	237289	\$	26,485.14
		8/31/2010	237303	237338	\$	72,302.14
Sub-Total					\$	2,249,450.96
CAPITAL OUTLAY						
(Fund 05)		8/18/2010	236516	236516	\$	2,295.00
Sub-Total					\$	2,295.00

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
PAYMENT OF BILLS

FUND	WARRANT OR BANK		SUB-TOTAL AMOUNT	TOTAL
	DATE	CHECK NUMBERS		
PROP. AA				
(Fund 10)	8/2/2010	235667	\$ 797.49	
	8/11/2010	236290	\$ 99,394.94	
	8/11/2010	236360	\$ 2,960.00	
	8/18/2010	236511	\$ 70,341.70	
	8/23/2010	237008	\$ 6,750.00	
	8/24/2010	237038	\$ 15,350.41	
	8/24/2010	237041	\$ 258.17	
	8/25/2010	237073	\$ 1,166.00	
	8/26/2010	237116	\$ 192,522.42	
	8/27/2010	237141	\$ 454.43	
	8/30/2010	237290	\$ 1,879.74	
			\$ 391,875.30	
PROP. R				
(Fund 25)	8/2/2010	235667	\$ 99.69	
	8/2/2010	235668	\$ 422.37	
	8/3/2010	235713	\$ 6.48	
	8/5/2010	236199	\$ 54.74	
	8/5/2010	236201	\$ 666.64	
	8/9/2010	236224	\$ 6.48	
	8/9/2010	236225	\$ 402.31	
	8/11/2010	236299	\$ 108.79	
	8/12/2010	236354	\$ 29,253.02	
	8/13/2010	236398	\$ 138.99	
	8/18/2010	236517	\$ 3,343.93	
	8/19/2010	236927	\$ 3,894.34	
	8/20/2010	236975	\$ 577.54	
	8/26/2010	237117	\$ 59,736.02	
Sub-Total			\$ 98,711.34	
SELF-INSURANCE	8/5/2010	236202	\$ 51,160.00	
(Fund 16)			\$ 51,160.00	
BOOKSTORE		48353	\$ 148,840.72	
Sub-Total			\$ 148,840.72	
FOOD SERVICES		12831	\$ 22,126.13	
Sub-Total			\$ 22,126.13	
<u>TOTAL DISBURSEMENT BY WARRANT/CHECK FOR THE PERIOD:</u>				<u>\$ 8,323,471.52</u>

ITEM #11



Follow Up Report

*Submitted to the Accrediting Commission
For Community and Junior Colleges,
Western Association of Schools and Colleges
October 15, 2010*

Southwestern Community College District
900 Otay Lakes Road
Chula Vista, CA 91910

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Certification of Accreditation Follow Up Report

October 13, 2010

To: Accrediting Commission for Community and Junior Colleges
Western Association of Schools

From: Southwestern Community College District
900 Otay Lakes Road
Chula Vista, CA 91910-7299

The Accreditation Follow Up Report is submitted for the purpose of addressing the recommendations cited in the Commission letter and providing a statement of progress on those recommendations.

We certify that there was broad participation by the College community, and we believe the Follow Up Report accurately reflects the facts and events herein described as of September 30, 2010. Facts and events after September 30 will be addressed in an addendum to this Follow Up Report.

Signed:

Yolanda Salcido, Governing Board President

Raj K. Chopra, Ph.D., Superintendent/President

Angelina E. Stuart, Academic Senate President

Ron Vess, Accreditation Faculty Co-Chair

Terry Davis, Southwestern Community College District Administrators Association

Bruce MacNintch, President, Classified School Employees Association

Andrew MacNeill, President, Southwestern College Education Association

Manuel R. López, Jr., Associated Student Organization President, Student Trustee

Mink Stavenga, DBA, Accreditation Liaison Officer

1. Statement of Report Preparation

This report is submitted to the Accrediting Commission for Community and Junior Colleges (ACCJC) in response to the Action Letter dated January 29, 2010 whereby Southwestern College was placed on probation (1.1). The College has made progress to comply with the initial recommendations (5, 6, 8(b), 9, and 10) required by the Commission for the October 2010 Follow Up Report, and welcomes the opportunity to identify progress to date and provide action plans on areas still in need of attention.

After receiving the Commission's Action Letter on February 1, 2010, town hall forums were scheduled at the Chula Vista campus and each Higher Education Center (HEC) campus to assist with disseminating the findings and recommendations of the Commission to the college community, students, and community at large (1.2). The College Superintendent/President, a Cabinet member and/or the Accreditation Liaison Officer (ALO) attended each forum to discuss the recommendations and answer questions raised by the audience. All constituent groups expressed a desire to work together to correct the deficiencies expressed in the site visit team report.

To address the inquiries the College began to receive regarding the College's probationary status, a set of Frequently Asked Questions (FAQs) was developed and posted on the College website (1.3). The FAQs were made available to all constituencies in order for them to provide the most up-to-date information to students.

A committee of key College personnel was convened to assist in addressing the recommendations and findings cited in both the Commission Letter and the Evaluation Report. The Accreditation Liaison Officer (ALO) worked with the Academic Senate President (AS President) and the Vice President for Academic Affairs (VPAA) to identify faculty, staff, students, and administrators to serve on this committee (1.4). The members selected represent a cross-constituency of individuals who hold historical College reference, previously worked on the self-study, have prior experience working on Accreditation Teams, and/or co-chaired Steering Committees.

The Committee held their first meeting on February 4, 2010 and reached consensus on the following outcomes (1.5): 1) committee composition (1.6); 2) name; 3) purpose, mission and vision statement (1.7); 4) formation of work groups to address the ten (10) individual ACCJC recommendations (1.8); and 5) preparation of the meeting schedule (1.9).

The mission and vision statement of the Accreditation Oversight Committee (AOC) are as follows:

Mission: Oversight and coordination of Southwestern College's ongoing accreditation process; development and review of responses to ACCJC recommendations and action plans.

Vision: Achieve ongoing reaffirmation of accreditation.*

*This vision statement was subsequently changed to read as follows:

Ensure that the college is meeting the AACJC Standards to achieve ongoing reaffirmation of accreditation.

The composition of the AOC includes Co-Leads for each respective work group and work group members representing all constituencies. To ensure broad representation, and to start rebuilding an environment of trust and respect, each consistency group was asked to appoint its own representatives. The initial members were as follows (full titles of members are listed in the appendices):

Mink Stavenga, Accreditation Liaison Officer
(AOC Co-Chair)
Valerie Goodwin-Colbert (Academic Senate)
Angelina E. Stuart (Academic Senate)
Philip Lopez (faculty)
Michele Fenlon (classified)
Kathy Tyner (administrator)
Randy Beach (faculty)
Margie Stinson (faculty, SLOs)
Angelica Suarez (administrator)
Nicholas Alioto (administrator)
Gilbert Songalia (student)

Ron Vess, Faculty
(AOC Co-Chair)
Diane Gustafson (faculty)
Alexis Davidson (faculty)
Mia McClellan (administrator)
Bruce MacNintch (classified)
Terry Davis (administrator)
Kimberlie Rader (confidential)
Marsha Rutter (adjunct faculty)
Mark Meadows (administrator)
Michael Kerns (administrator)
Veronica Burton (faculty)

There has been some change in composition of the membership as new leaders of the constituent groups came on board for the 2010–2011 academic year. A list of current members of the AOC is also shown in the appendices.

The AOC formed ten work groups to address the ten recommendations identified in the Commission's Action Letter. Co-Leads and members for each work group were identified by the AOC, and faculty, staff, administrators, and students were invited to join any work group in which they had interest in participating. Work group Co-Leads dialogued within their work groups to interpret the recommendation, plan strategy, and develop a meeting schedule and timeline. In addition, the Accreditation Office prepared guides for the work groups to follow as they addressed each recommendation (1.10).

The AOC was later recognized as an official standing committee of the College and moved under the Shared Consultation Council (SCC) on February 18, 2010, the College's shared planning and decision making committee (1.11). A process for recommendation, communication, and approval was developed by the members (1.12). This approval process included the work groups, AOC, SCC, President's Cabinet, and finally the Governing Board where required. The Governing Board's role in the approval process was to act as a policy-making body. Defining a process, as well as a clear path to consultation, proved beneficial in addressing shared planning and decision making.

On March 1, 2010, a special Governing Board meeting was scheduled to: 1) update the Board on the findings of the Accrediting Commission and 2) to describe the plan and timeline developed by College leaders to address each of the recommendations by their respective due dates. The update was provided by the ALO and Faculty Co-Chair (1.13). Subsequent status reports were provided to the Governing Board by the AOC Co-Chairs at a special Board meeting on

April 28, 2010 (1.14), as well as regular Board meetings on July 14, 2010 (1.15) and September 8, 2010 (1.16). During the July Governing Board meeting Board members requested a status report of our response to Recommendation 6 regarding Technology. In addition, a one-hour Accreditation Presentation was made to the entire college during the Opening Day Program (1.17) on August 16, 2010. The AOC Co-Chairs presented a final draft of the Follow Up Report to the Governing Board on September 29, 2010.

In an effort to create transparent processes and communications, all AOC minutes and agendas were posted to the Outlook email system (1.18), the College website (1.19), and BlackBoard (1.20). The Superintendent/President provided accreditation updates to the college community and the community-at-large (1.21). The Governing Board highlighted the accreditation progress and accomplishments in its monthly GB News (1.22). The ALO and the Community & Media Relations Office (1.23) prepared a variety of communiqués to keep the college community and community-at-large informed and up-to-date. Constituencies were updated and informed through their respective representatives on the work groups and the AOC. Effort was made to use the College website as a central location in which to post all communications, reports, newsletters, and minutes in order to make information accessible to both internal and external parties.

The meetings of the AOC were occasions for robust dialogue. Bringing everyone to the table to work through issues brought constituency points-of-view to the forefront. Although agreement was sometimes difficult to reach, and topics were sometimes brought back for further discussion, many committee members exhibited commitment to the process. The AOC met throughout the spring semester on the second, third, and fourth Wednesdays of each month.

It became evident to the AOC that all of the Commission's recommendations, even though addressed individually, are interdependent. It was determined the review of the mission statement, integrated planning, and program review should be addressed together by combining Work Groups 1, 2, and 3. Details on these activities will be provided in the March 15, 2011 Follow Up Report.

The ALO recognized the need to continue AOC meetings during the summer session when most faculty would be off-contract (1.24). Funding was identified and provided for faculty to participate in the AOC meetings during the summer. AOC summer meetings were conducted twice a month so that the rate of progress could be maintained.

The individual work groups assigned to address the recommendations due by October 15, 2010 submitted their draft reports on June 23, 2010. These drafts were initially distributed among the AOC members for input and comments. The drafts were constantly updated as progress was made and a Pre-Final Draft of this Follow Up Report was eventually distributed to the entire college community on August 25, 2010.

The Accreditation Office was responsible for forwarding all input to each work group Co-Lead for discussion and/or inclusion. The community members were encouraged to direct their comments and suggestions to the Accreditation Office.

The timelines for final completion and approval of the report are attached (1.25). The full Governing Board reviewed the content of this Follow Up Report at a special Governing Board meeting on September 29, 2010. After final edits are completed and supporting evidence is collected, the Governing Board President and the Superintendent/President are expected to provide their final approvals on October 13, 2010.

Throughout the process of preparing this report the ALO consulted regularly with ACCJC staff for clarification and direction. The Accreditation Oversight Committee Co-Chairs held regular meetings with the Superintendent/President to seek advice, communicate progress, and solicit input (1.26). In addition, consultants from Professional Personnel Leasing, Inc. (PPL) were retained in early September (1.27) to provide suggestions and advice regarding this Follow Up Report, and to provide accreditation assistance to the College as it works to resolve all ten recommendations by March 15, 2011.

Raj K. Chopra, Ph.D.
Superintendent/President, Southwestern College

Evidence:

1	
1.1	ACCJC Action Letter: January 29, 2010
1.2	Town Hall Forums
1.3	Accreditation FAQs
1.4	VPAA Accreditation Email Invitation
1.5	AOC Minutes: February 4, 2010
1.6	AOC Committee Composition (February 2010)
1.7	AOC Vision Statement
1.8	AOC Work Group Composition
1.9	AOC Weekly Activity Calendar
1.10	AOC Work Group Guides
1.11	SCC Agenda and Minutes: February 18, 2010
1.12	AOC Recommendation, Process, and Approval Chart
1.13	Governing Board Presentation: March
1.14	Governing Board Presentation: April
1.15	Governing Board Presentation: July
1.16	Governing Board Presentation: September
1.17	AOC Opening Day Presentation
1.18	Public Folders: Accreditation
1.19	SWCCD Accreditation Link
1.20	SWCCD BlackBoard Accreditation Organization Link

SECTION 1: (continued)

1.21	Community Updates: Dr. Chopra
1.22	Governing Board Newsletters
1.23	CMR Communications: Outlook, General
1.24	AOC Agendas and Minutes: Summer Meetings
1.25	Follow Up Report Project Timeline
1.26	AOC Co-Chairs – Dr. Chopra Meetings
1.27	Governing Board Agenda – PPL Contract Approval: September 8, 2010

2. Responses to Team Recommendations

The College's response to the Accrediting Commission Recommendations follows below.

a. Recommendation Five:

The team recommends that, in order to comply with the Commission's policies on distance learning and substantive change, the college submit a substantive change report for those programs that currently offer more than 50 percent of a program through distance education [Eligibility Requirement 21].

To assist in addressing Recommendation 5, Southwestern College's Accreditation Oversight Committee (AOC), established Work Group 5 representing a cross-constituency from all sectors of the campus community.

Work Group (5) Membership:

Eva Hedger* (administration)
Viara Giraffe (administration)
Michele Fenlon (classified)
Diane Gustafson (faculty)

Mink Stavenga* (administration)
Mary Wylie (administration)
Lisa Ballesteros (faculty)
Gloria Castro (classified)

*Work Group 5 Co-Leads

The work group was charged with researching, preparing, and submitting a Substantive Change Proposal for Distance Education. The Proposal was submitted to the Commission's Substantive Change Committee for review at its June meeting. On July 13, 2010, the College received confirmation that the Proposal had been accepted.

Relevant Excerpts from the Evaluation Report:

The college was not able to provide documentation that a substantive change proposal to allow more than 50 percent of a program using distance learning had been submitted and approved despite having such a program in place.

The College was not in compliance with Eligibility Requirement 21 cited below:

Commission Eligibility Requirement 21:

The institution provides assurance that it adheres to the eligibility requirements and accreditation standards and policies of the Commission, describes itself in identical terms to all its accrediting agencies, communicates any changes in its accredited status, and agrees to disclose information required by the Commission to carry out its accrediting responsibilities. The institution will comply with Commission requests, directives, decisions, and policies, and will make complete, accurate, and honest disclosure. Failure to do so is sufficient reason, in and of itself, for the Commission to impose a sanction, or to deny or revoke candidacy or accreditation.

Resolution of Recommendation 5:

A Substantive Change Proposal was submitted on May 5, 2010. The College received confirmation that the substantive change was accepted by the Commission (2.a.1). Based on the acceptance of the Substantive Change Proposal, full compliance with this recommendation has been achieved.

Description of Progress:

During the Site Visit Team exit interview, the College learned that it was considered to be out of compliance with one of the Accrediting Commission's eligibility requirements. ACCJC Accredited Colleges are required to submit for approval a Substantive Change Proposal in advance of offering 50 percent of a program using a distance learning mode of delivery.

Southwestern College responded promptly to the comments from the visiting accreditation team during the exit interview. On October 21, 2009 (2.a.2) the ALO met with the Self Study Accreditation Steering Committee Co-Chairs and other key personnel to develop a strategy for submitting a Substantive Change Proposal to the Commission. A work group was identified to explore the courses and programs that were offered at 50 percent using a distance learning mode of delivery.

During the period leading up to the Commission's Action Letter, the Office of Instructional Support Services (ISS) conducted research and prepared data to submit for the required Substantive Change Proposal. A complete audit was conducted of all distance education programs offered by Southwestern College. In addition, the College examined the curriculum approval process which applies to all College locations.

After the Commission's Action Letter was received in early February, the Substantive Change work group was assigned Recommendation 5 and became an official work group of the Accreditation Oversight Committee (AOC). Work Group 5 was tasked with addressing the submission of a Substantive Change Proposal for Distance Education. The preliminary report was completed in March 2010 and was distributed to the college constituencies for input and review. After constituent feedback was reviewed and incorporated by Work Group 5, the draft proposal was then submitted to the AOC for review and approval and to the campus Shared Consultation Council (SCC) for input and approval as well. After receiving AOC and SCC approval, the ALO submitted the draft report to representatives from WASC. Their feedback and recommendations

were incorporated into the proposal. The report was completed and finalized in May 2010 and submitted to the Accrediting Commission's Substantive Change Committee on May 5, 2010 for their June meeting (2.a.3).

Analysis of Results:

The College was notified on July 13, 2010 with an official letter of confirmation that the Commission had approved its Substantive Change Proposal (2.a.1).

The College will continue to monitor programs to preclude such substantive change violations from happening in the future. The Office of Instructional Support Services and the Curriculum Committee have been tasked with the monitoring responsibilities.

Additional Plans:

Commencing with the 2010/2011 academic year, Southwestern College's Office of Instructional Support Services (ISS) will review new Distance Education Course Proposals and make a determination whether or not the action being requested would potentially require that a Substantive Change Proposal be filed with the ACCJC. If a Substantive Change Proposal is triggered, the Office of ISS will inform the Curriculum Committee (CC) of this situation and ask that the CC take this into consideration as it reviews the new Distance Education course. If the CC approves the new Distance Education course, the Office of ISS will work with the program generating the new Distance Education course to make an assessment whether or not the program can adequately meet the requirements of an ACCJC Substantive Change Proposal. If it is determined that the program proposing to offer 50% of the units via Distance Education is ready to submit a Substantive Change Proposal, it will be prepared by the Office of ISS and presented to the ACCJC for approval.

As per the Substantive Change Committee's recommendation, any future Substantive Change Proposals related to distance education will contain a comparative analysis of face-to-face and distance education student success and retention. Future proposals will also address the ability of new distance education programs to provide equivalent levels of student services as those provided in the face-to-face program offerings.

Evidence:

SECTION 2.a	
2.a.1	ACCJC Action Letter re: Substantive Change Proposal Acceptance: July 13, 2010
2.a.2	SCP Task Force Meeting: October 21, 2009
2.a.3	Substantive Change Proposal Report: Distance Education

b. Recommendation Six:

As previously identified in the 1996 and 2003 ACCJC WASC Accreditation Reports, the team recommends that the college implement a Technology Plan that is integrated with the Strategic Plan and college goals; relies on Program Review; and provides reliable budgetary process for renewing technology and for providing appropriate technology staffing, support, and training college wide [II.C.1.a, III.C.1.a, and II.C.1.c].

To assist in addressing Recommendation 6, SWC's Accreditation Oversight Committee established Work Group 6 representing a cross-constituency from all sectors of the college community. Work Group 6 Co-Leads started meeting on March 3, 2010. Additional constituent group members were added later in the spring semester.

Work Group (6) Membership:

Nicholas Alioto* (administration)

Tom Luibel* (faculty)

Larry Lambert (classified)

Christopher Martinez (classified)

Terry Davis* (administration)

Caree Lesh (faculty)

Tom Bugzavich (classified)

*Work Group Co-Leads

The work group was charged with developing and implementing a Technology Plan that supports college goals. Once approved, the Technology Plan will be integrated with the Strategic Plan and program review process. The program review process will drive technology planning and will inform the budgetary process to support the upgrading of technology, provide for appropriate technology staffing, and offer training opportunities college-wide.

Relevant Excerpts from the Evaluation Report:

The College supplies technology to support the needs of learning, teaching, and operational systems. However, technology, professional support, and technical staffing levels appear to have been reduced significantly by recent budget cuts.

The College currently is assuring that technology support is meeting college needs (III.C.1.a). Committees are in place, but there is question regarding efficacy. The structure for technology services is not effective and the ability for Computer Support Services to replace computers is stymied by these processes, as evidenced by the inadequate Technology Plan 2005–2010.

The team feels that technology support, facilities, hardware, and software are not supporting the operation of the college. Staffing levels seem to be inadequate for the size of the institution. The college is not planning, acquiring, maintaining, upgrading, or replacing technology infrastructure or equipment to meet college needs, as evidenced by a college-wide crisis of outdated equipment. There is also no evidence that this plan has been properly vetted through the appropriate committees (III.C.1.c).

The team observed that technology planning is not aligned with college planning. Administrative program review is vital in this area and is conspicuously absent. While efforts have been initiated to integrate the college technology plan with other plans at the college, no evidence of evaluation, assessment, or analysis of how well they integrate or their efficacy was found (III.C.2).

Resolution of Recommendation 6:

Although the College has made progress towards complying with Recommendation 6, the required integration with the Strategic Plan, Mission Statement, and Institutional Program Review is not expected to be fully resolved until March 2011. Work Group 2 has made progress towards developing an integrated model for college planning.

Description of Progress:

The Division of Business and Financial Affairs was given oversight of the Computer Systems and Services (CSS) Department so that it would report directly to a Vice President.

In January 2010, all faculty, staff and administrators were invited to review the current Technology Plan and were asked to verify their current needs in the areas of hardware, software, maintenance and programming. Those requests were submitted to CSS. Subsequent to the WASC Team visit, approximately 752 new computers were installed based on the 2005-2010 Technology Plan.

An additional 791 computers were purchased and installed during summer 2010 (2.b.1). In addition to the new computers and in order to ensure that the technology infrastructure continues to support the College needs, the following purchases were made:

Item	Cost (\$)
Upgrade/Replace Storage Area Network	\$304,720
Upgrade/Replace Back-up System	\$128,247
Replace and Add Blades	\$22,929
Purchase additional WebAdvisor Licenses and update IBM AIX system to address performance problems in registration	\$84,003

During the past two years, the College has invested in desktop systems as part of a concerted effort to upgrade faculty, staff, and instructional lab systems. The College will continue working to develop upgrade and replacement cycles for these systems during the 2010-2011 planning and prioritization process (2.b.2). Additionally, the College will explore resource management approaches such as supporting multiple levels of systems and recycling systems as ways to deploy systems more cost effectively. The process for input of technology recommendations identified by the Institutional Program Review process is now part of the draft Technology Plan (2.b.3).

In summary, the College has made a financial investment in excess of \$2.1 million in technology replacement and enhancement in the past twelve months to upgrade instructional technology and to ensure the College's infrastructure can support present and future information technology.

The staffing level and skill set required for the present and future needs of technology within CSS will require a thorough evaluative process of current and future needs of the College. A consulting firm, WTC Inc., has been hired to assess the skill sets, training requirements and

staffing needs of CSS staff, and assess the technology needs of the College (2.b.4, 2.b.5, 2.b.6). The consulting firm is revising the 2005–2010 Technology Plan with input from college constituencies. The consulting firm identified two community colleges whose technology plans had recently received favorable commendations in WASC site visit reports. In the meantime, the College recruited and filled a programmer position to provide assistance in the Web and Colleague programming areas (2.b.7).

The consulting firm emailed a series of focus group questions regarding technology needs and concerns to all employees as well as to student leadership. Those questions were returned directly to the consulting firm (2.b.8). The consulting firm conducted two “open-door” forums in late spring so that individuals could provide input and/or express concerns (2.b.9). With the assistance of the SCC Technology Committee and Accreditation Work Group 6, twelve constituencies were identified to meet with the consulting firm in order to participate and provide input in the development of the new Technology Plan. Those constituencies were:

- Associated Student Organization Executive Committee
- Academic Technology Committee
- SCC Technology Committee
- AOC Work Group 6
- Deans Council
- Council of Chairs
- Classified Executive Committee
- Student Services Council
- CSS Staff
- Business Directors Council
- Center Deans/Directors and their technology coordinators

The consulting firm conducted group, in-person, and/or teleconference calls with members of constituent groups and distributed questionnaires to each in order to ensure confidential input as well as to ensure that anyone not in attendance had an opportunity for input (2.b.10). The consulting firm’s analysis of the Computer System & Services Department is expected to be completed before the end of October, 2010.

In the current budgeting process, budget assumptions were submitted to fill a vacant software trainer position in Staff Development and to increase the staff development training budget for CSS (2.b.11). Both of these recommendations were accepted and were included in the College 2010–2011 budget which was approved by the Governing Board on September 8, 2010 (2.b.12).

Analysis of Results:

The College has made progress on several issues related to the enhancement of technology. The College mission statement is currently under review to ensure the integration of technology components as prescribed by WASC Recommendations 1, 2, 3 & 6. The linkage of technology needs with other key processes such as strategic priorities and budgeting will be initiated through the program review process. The institutional planning processes including the process for

determining technology needs will be evaluated yearly to ensure comprehensive participation by all constituent groups.

The College has identified and implemented funding for a technology replacement and improvement plan. The College has also made a major upgrade to the college data center with the addition of several servers and data storage capacity (2.b.13). In addition, a formalized replacement component has been implemented to ensure the timely replacement of instructional and administrative technology.

Additional Plans:

The draft Technology Plan will continue to be reviewed by constituent groups within the College and a final plan will be presented to the Governing Board before the end of this year. During this review, the workgroups that are developing processes for integrated planning and budgeting will work in conjunction with Work Group 6 to ensure that the interdependency between budgeting, program review and technology acquisition and shared planning and decision making is in place. Additionally, the College plans to implement an electronic purchase order system. This will ensure the timely purchasing process driven by institutional program review.

The proposed Computer Replacement Process originally presented for approval in 2008 will be examined and analyzed in regards to purpose, scope, background, procedure, annual budget recommendation, and transition (2.b.14). This process will support and integrate the Strategic Plan and college goals and will rely on Program Review as recommended by the WASC Evaluation Report. Work Group 6 will recommend that this process be re-submitted through the consultation process.

By March 2011 the College intends to have its new Technology Plan implemented and integrated with the Strategic Plan and college goals. Work Group 6 will work closely with the work group charged with responding to the need for integrated planning to ensure that the Technology Plan is fully integrated. It is also intended that the new Plan will rely on Program Review and will provide a reliable budgetary process for renewing and/or upgrading technology and for providing appropriate technology staffing, support, and training.

Evidence:

SECTION 2.b	
2.b.1	PC Purchase Invoices
2.b.2	Updated Technology Plan Prioritization Process
2.b.3	Draft Technology Plan
2.b.4	GB Meeting Minutes 4/14/10 re: WTC Contract Approval
2.b.5	WTC Contract
2.b.6	WTC Weekly Reports
2.b.7	GB Meeting Minutes 8/11/10 re: Hiring of Programmer
2.b.8	WTC Focus Group Questions/Responses
2.b.9	Forum Flyers
2.b.10	Agendas/Notes from Constituent Group Meetings

2.b.11	Budget Assumptions
2.b.12	GB Agenda 9/8/10 re: Approval of Budget
2.b.13	Invoices for servers and data storage
2.b.14	Computer Replacement Process

c. Recommendation Eight (B):

The team further recommends that the college establish and follow a written process and structure providing faculty, staff, administrators, and students a substantial voice in decision making processes [IV.A; and IV.B.2.b].

The AOC separated Recommendation 8 into 8 (a), “fostering and environment of trust and respect” and 8 (b), “shared decision making” as outlined in the WASC Action Letter in order to address the development of approved written policy and procedure for shared planning and decision making. The College has identified Recommendation 8 (a) as the section to be met by the March 2011 deadline. A series of events has taken place since the October 2009 WASC site visit that has caused a schism challenging efforts to foster “an environment of trust and respect.” The College is committed to addressing these issues and the results of our efforts will be reported in the March 2011 Follow Up Report. Professional Personnel Leasing, Inc. (PPL) was retained in early September 2010 to assist in addressing Recommendation 8 (a).

To address this recommendation by October 2010 Work Group 8 (b) was charged with reviewing, revising, and strengthening the language of Policy 2510: Participation in Local Decision Making, and developing an accompanying procedure to provide “faculty, staff, administrators, and students a substantial voice in decision making processes.”

Work Group 8 (b) represents a cross-constituency from all sectors of the campus community.

Current Work Group 8 (b) Membership:

Faculty:

Valerie Goodwin-Colbert (Past Academic Senate President)
Randy Beach (Academic Senate President-Elect)
Angelina Stuart (current Academic Senate President)
Diane Gustafson* (Work Group 8 Co-Lead)

Staff:

Bruce MacNintch (Classified Staff Union President)
Patti Blevins (Confidential staff)

Administrators:

Mark Meadows (Vice President for Academic Affairs)
Michael Kerns* (Vice President for Human Resources)
Terry Davis (Administrator’s Association President)
Joel Levine (Dean for Language & Literature)

Student Representative: (new to the committee since May)

Manuel López, Jr., ASO President

*Work Group Co-Leads

Relevant Excerpts from the Evaluation Report:

In response to the last visit, the college created policies for more widespread input. Faculty and administration were given a prescribed role in governance and a voice in their areas of responsibility and expertise. Policies provided for student and staff input. However, college constituents report that, subsequent to the hiring of the current Superintendent/President, the policies which specify how information is brought forward from one committee or task force to the next level in the process have not been followed (IV.A.2, IV.A.3).

Despite policies and processes designed for college-wide participating in decision making, these structures have not resulted in everyone working together for the good of the college. As a result of a collective inability to work together, the college has not carried through on many important issues identified in the last accreditation cycle. Faculty and students appear to want the last word on college decisions; administration appears to take a hard-line top-down approach to decisions [IV.A.1].

The 2003 team recommendations include "...that the college define the purpose and function of collegial consultation committees and councils, effectively involving faculty, staff, administrators, and students..." as well as ensuring a "...support environment of trust and respect for all employees..." While such consultation committees have either been instituted or re-purposed, it is apparent their purpose and function is unclear, and, in the midst of this confusion, collegial processes are rendered ineffective (IV.A.2). It could be construed that the college either is making a good faith effort to address the recommendation and foster collegiality, or that the college is merely, paying lip service; it is evident that too many within the campus community presume the latter. The obvious adversarial climate that exists on campus is destructive and disruptive to student learning. The college does not meet Standard IV.A. [2009 WASC Evaluation Report, pp. 33-34].

Resolution of Recommendation 8(b):

Policy 2510: Shared Decision Making has been reviewed and modified to meet the October 15 deadline; in addition, procedures for 2510 have been created, reviewed, and are pending approval by the Governing Board on October 13, 2010. Resolution of Recommendation 8(b), as related to the establishment of written policy and procedures, are living documents that may change as the College addresses the first part of the recommendation regarding building trust relationships. The College is investigating additional methods to support the implementation of the newly written definitions. One of the methods the College is exploring is the development of a Shared Planning and Decision Making Handbook.

Description of Progress:

Policy 0009: Shared Governance Philosophy and Policy 0011: Academic Senate Shared Governance Guidelines were replaced in January 2007 by Policy 2510: Participation in Local Decision Making; however, the new policy did not contain the 10 + 1 Agreement and had not gone through proper consultation with the Academic Senate. The Academic Senate President (AS President), Vice President for Academic Affairs (VPAA), and the Vice President for Human Resources (VPHR) met in October 2009 to discuss how to proceed with their mutual concern regarding the current shared governance policy and the lack of procedures. It was decided that the District Policy 2510 needed to be revised, accompanying procedures needed to be developed, and that all stakeholders should be involved in the process.

In December 2009, invitations were sent to representatives of staff, faculty, and administrators to form the Shared Governance Policy & Procedure Task Group. In that same month, the AS President collected policies and procedures from other California Community Colleges that dealt with Shared Governance, Delegation of Authority, and the Role and Scope of the Academic Senate.

On January 28, 2010 (2.c.1) the Shared Governance Policy and Procedure Task Group met to develop a statement of purpose, tasks to be accomplished, a timeline, meeting structure, and an aggressive spring 2010 meeting schedule. The purpose was to revise District Policy 2510 and to develop procedures that were deemed necessary to modify and implement the policy.

The Southwestern College Education Association (SCEA) President and Work Group 8 Co-Chairs, joined the group after the WASC evaluation report was received at the beginning of February when the work groups were created. The Shared Governance Policy and Procedure Task Group then became Work Group 8B.

From January 28, 2010 and continuing through summer (2.c.2), meetings occurred every two to three weeks in order to stay on task to revise District Policy 2510 and develop corresponding procedures.

Resolution:

During that time the task group accomplished the following goals:

- Revised and renamed Policy 2510: Participation in Local Decision Making, now called District Policy 2510: Shared Planning and Decision Making (2.c.3 and 2.c.4).
- Developed District Procedures 2510: Shared Planning and Decision making to accompany revised policy (2.c.5).
- Developed a new District Policy 2515: The Role and Scope of Academic Senate: 10 + 1 Agreement (2.c.6).
- Developed a new corresponding District Procedure 2515: The Role and Scope of Academic Senate: 10 + 1 Agreement (2.c.7).

The revised and new policies and procedures were sent out in late April and early May to the college community for review, consultation, and input (2.c.8). The VPHR and Human Resources Compliance Coordinator presented the approved policy and procedures as recommended language to the Governing Board Policy Review Committee (made up of two SWC Governing Board members) on May 19, 2010 (2.c.9). At that meeting, the President of the Governing Board directed that Procedures for Policy 2510 be returned to the work group as there was no language for staff, students and administrators as required by Recommendation 8.

A Work Group 8 Co-Lead and most of Work Group 8B membership met on July 6, 2010 to discuss necessary changes to the documents. It was agreed that Policy and Procedure 2510 needed revision to include representation from all constituencies in line with Recommendation 8 guidelines. The recommendation to change Policy and Procedure 2510 was then taken to the AOC, where after some discussion, it was approved, revised, and forwarded to SCC for approval

as a separate item from the Academic Senate 10 + 1 Agreement. Revised Policy 2510 language with all the drafted changes was sent out to each constituency group for approval before it was forwarded to the SCC for approval.

At the AOC meeting on July 14, 2010, it was decided that Policy 2510 needed to be bifurcated from the new 10 + 1 Agreement because the 10 + 1 Agreement requires agreement between only two bodies, the Governing Board or its sole designee and the Academic Senate, not constituency approval (2.c.10). The new 10 + 1 Agreement policy and procedures were drafted and titled "The Role and the Scope of the Academic Senate: 10 + 1 Agreement."

At the August 5, 2010 SCC Retreat (2.c.11), a presentation on participatory decision making was given by Scott Lay, President and CEO of the CCLC, and Jane Patton, President of the Statewide Academic Senate (2.c.12). The Governing Board was invited and all attended along with all constituency leaders and committee members. After this presentation, there was an Accreditation report in which the ALO reported that Policy 2510 was ready for SCC review and approval. However, he stated that the Academic Senate had given its approval for Policy 2510 to proceed through the process for Governing Board approval only if the new "Role and the Scope of the Academic Senate: 10 + 1" Policy and Procedures was approved simultaneously. The SCC reviewed, discussed, edited and approved new Policy 2510 language with only minor changes: a friendly amendment to include the items of student purview under each of the student sections in policy and procedures, and a change of the language "shared governance" to "participatory decision making" throughout the documents. At the SCC retreat, the new 10 + 1 Agreement policy was shared for information only and forwarded through the consultation process, which included approval by the Governing Board designee, Superintendent/President, and the Academic Senate. This new 10 + 1 Agreement policy was then given its own unique policy number, 2515, by Human Resources.

Appropriate consultation for Policy 2515 continued when the Superintendent/President and the AS President met on July 26, 2010 (2.c.13), to discuss Policy 2515 and its procedures as they relate to participatory decision making. The Superintendent/President reported that he was "in principle, in agreement with having this agreement in policy." He requested that the AS President meet with the VPAA and VPHR to work on the legal language and then bring it back to him once agreed upon. The VPAA, VPHR, and AS President met on August 5, 2010 to review the draft language of the proposed 10 +1 Agreement policy and procedure.

The revised Policy and Procedures 2515 were approved by the Academic Senate Executive Committee on August 11, 2010 (2.c.14). Copies of these documents were provided to the VPAA and the VPHR as well as to the Superintendent/President on August 12, 2010. Subsequently, these documents were agreed upon by the Superintendent/President and the AS President on August 20, 2010.

On August 24, 2010, the following policies and procedures regarding participatory decision making were presented to the Governing Board Policy Review Committee (GBPR) (2.c.15):

- 1) 2510: Shared Planning and Decision Making
- 2) 2515: The Role & Scope of the Academic Senate: 10 + 1 Agreement

At that meeting, Policy 2515: Role and Scope of the Academic Senate: 10 + 1 Agreement was reviewed by the GBPR Committee and a recommendation was made to move the Policy to the next Governing Board meeting. On August 26, the GBPR Committee reconvened to review, approve, and recommend moving Policy and Procedure 2510 for a first reading at the next Governing Board meeting (2.c.16). The September 8, 2010 Governing Board meeting adjourned at 10:00 p.m. as per Policy 2310: Regular Meetings of the Governing Board, which states that the Governing Board meeting "shall be adjourned by 10:00 p.m. unless otherwise specified." As a result, the first reading of these policies and procedures did not take place (2.c.17).

Both Policy 2510 and its procedures for Shared Planning and Decision Making and Policy 2515 and its procedures "The Role & The Scope of the Academic Senate: 10 + 1 Agreement" were reviewed on the Governing Board agenda for first reading at the Governing Board meeting on September 29, 2010, with second reading and approval anticipated at the October 13, 2010 Board meeting (2.c.18).

Analysis of the Results:

Since the changes described above are in the process of implementation, the college community has not had the opportunity to put the policy and procedures into practice. Behaviors, attitudes, and process alignment can be evaluated as early as fall 2010. The changes in Policy 2510, the creation of the procedures for 2510, the creation of Policy 2515 as well as corresponding procedures for 2515, and the changes in the process for approval of these documents reflect a move towards more participatory decision making by all stakeholders.

Additional Plans:

The AOC will consider recommendations from Work Group 8 (b) to request that the Governing Board revise policy 2310 to allow for the completion of the agenda. Policy 2310 states that the Governing Board meeting "shall be adjourned by 10:00 p.m. unless otherwise specified." As a result, some agenda items are not always covered, including reports from constituency leaders, vice presidents, Superintendent/President, and the Governing Board. A second recommendation to the Governing Board will include the placement of constituency leader reports at the beginning of the agenda in order to a) provide the Governing Board the benefit of important information before taking action on agenda items and b) sharing information with members of the public who may be unable to stay until the end of the meeting. These revisions to the policy are encouraged in the spirit of Recommendation 8 to "provide faculty, staff, administrators, and students a substantial voice in decision making processes."

At the AOC meeting on August 25, 2010, it was suggested that the College now develop a Shared Planning and Decision Making Handbook. Work Group 2 Co-Leads stated that they had already been working on a draft for a Shared Planning and Decision Making Handbook. They will bring this forward to a future AOC meeting. Such a Handbook will establish a clearer process for shared planning and decision making. The President of the Governing Board has also expressed to the VPHR at the Governing Board Policy Committee on August 26, 2010, the Board's interest in seeing such a document created for the College. It is expected that the Shared Planning and

Decision Making Handbook will be a living document that the College constituencies will review and update on a cyclical basis.

Evidence:

SECTION 2.c	
2.c.1	Minutes of the Shared Governance Policy and Procedure Task Group (SGPPTP): January 28, 2010
2.c.2	Minutes of the SGPPTP-various
2.c.3	Previous District Policy 2510: Participation in Local Decision Making
2.c.4	Revised District Policy 2510: Shared Planning and Decision Making-August 2010
2.c.5	New District Procedure 2510: Shared Planning and Decision Making
2.c.6	New District Policy 2515: Role and Scope of the Academic Senate 10 + 1
2.c.7	New District Procedure 2515: Role and Scope of the Academic Senate 10 + 1
2.c.8	Constituent Email for 2510 Policy and Procedure Review
2.c.9	Governing Board Policy Review Committee (GBPRC) Meeting Agenda: 5/19/2010
2.c.10	Minutes of AOC meeting 7/14/10
2.c.11	Agenda and Minutes of the SCC Retreat 8/5/10
2.c.12	SCC Shared Planning Presentation: Scott Lay
2.c.13	AS Agenda for Superintendent/President: 7/26/10
2.c.14	AS Executive Committee Meeting Notes: August 11, 2010
2.c.15	Agenda of the GBPRC: 8/24/10
2.c.16	Agenda of the GBPRC: 8/26/10
2.c.17	Governing Board Agenda: 9/08/10
2.c.18	Governing Board Agenda: 9/29/10

d. Recommendation Nine:

As previously identified in the 2003 ACCJC WASC Accreditation Report, the team recommends the Governing Board adhere to its role as a policy-making body and not interfere with the authority and responsibility of the Superintendent/President for college operations. The team further recommends that the Governing Board act as a whole once it reaches a decision and as an advocate for the college [IV.B.1.a and IV.B.1.j].

To assist in addressing Recommendation 9, SWC Accreditation Oversight Committee established Work Group 9 representing a cross-constituency from all sectors of the college community.

Work Group (9) Membership:

Ron Vess* (faculty)

Patti Blevins (confidential)

Michele Ferlon (classified)

Mink Stavenga* (administration)

Kimberlie Rader (confidential)

Bruce MacNintch* (classified)

***Work Group Co-Leads**

The work group worked closely with the Superintendent/President to make sure the Governing Board was in agreement with the direction it was taking.

Relevant Excerpts from the Evaluation Report:

There is disagreement among trustees on how the Board's role as a policy-making body reflecting the public interest is manifest. Some see themselves as budget watchdogs attending to small details of the operations of the District. Several interpret their role as a conduit for concerns from the college community, seeing a need to meet privately with college personnel (IV.B.1.a, IV.B.1.c).

There seems to be confusion among the board members over its role in setting college goals versus setting board and superintendent/president goals (IV.B.1.b).

The Board has an approved policy specifically delegating operational functions of the college to the Superintendent/President. Nevertheless, some college policies are inconsistent with the effective application of this policy. There is evidence that the Board has been kept apprised of the development of the self study (IV.B.1.i, IV.B.1.j).

Another example of Board interference occurred in 2006 when the Board insinuated itself into the hiring of the Vice President of Academic Affairs by not accepting the recommendation of the Superintendent/President and interviewing three finalists. As an apparent result of the Board selecting its own candidate, the Superintendent/President resigned. The current Superintendent/President reports that the Board elected to retain the right to interview finalists for vice president positions in its policy. According to multiple sources, under the current Superintendent/President the Board has not interviewed candidate in the hiring of the last four vice presidents. Trustees reported that they wanted the policy to remain in place until the newly hired Superintendent/President was established; the Superintendent/President has left the policy in place to build trust (IV.B.1.j).

Trustees interact regularly with college staff and think this direct communication is important; they report feedback to the rest of the Board and Superintendent/President. The Board reports that it seeks communication between its members and the college staff (IV.B.1.j).

Resolution of Recommendation 9:

Progress has been made towards addressing this recommendation. The Board has participated in two training sessions specifically addressing issues identified in this recommendation and several Governing Board policies and procedures have been revised in response to issues identified in the Evaluation Report (2.d.1).

Description of Progress:

The Superintendent/President, the ALO, and the Governing Board responded to the findings and recommendations of the site visitors and Accrediting Commission. In early March 2010, the ALO met with the Superintendent/President to develop goals, objectives, and timelines in order to address the recommendations regarding the Governing Board. The strategy included the scheduling of two separate Board training sessions. The first Board training session was sponsored by the Community College League of California and included the Superintendent/President and each of the Board members. Several outcomes were achieved as a result of the first training session (2.d.2) which took place on May 18, 2010 (2.d.3, 2.d.4):

- 1) The Board was given the opportunity to review and discuss its prescribed role with an objective and knowledgeable facilitator, Bill McGinnis;
- 2) The facilitator was aware and familiar with the concerns expressed in the Accreditation Report;
- 3) The Trustees were given handouts and guides to assist them throughout their tenure as members of the Governing Board; and
- 4) Trustees were provided training on topics that included the following:
 - Ground Rules for discussions, meetings, and interactions
 - Board Governance
 - Board Goals
 - Accreditation Standards and Commission Recommendations
 - Achieving High Performance
 - Board Accountability

All five Governing Board members also attended a presentation made at a Shared Consultation Council Retreat on August 5, 2010 (2.d.5, 2.d.6) by the President of the CCLC, Scott Lay, and the President of the Statewide Academic Senate, Jane Patton. The presentation focused on shared decision making in California Community Colleges and addressed the roles of the Governing Board, the Administration, and faculty in the process (2.d.7).

The ALO also arranged for an intensive Board training session by Dr. Barbara A. Beno, President of the Accrediting Commission for Community and Junior Colleges, on September 23, 2010, which was attended by the Superintendent/President and all Governing Board members. Dr. Beno communicated in advance with the CCLC facilitator to make sure that they were not duplicating their efforts. Dr. Beno's presentation is included in the appendices (2.d.8, 2.d.9, 2.d.10).

The Superintendent/President's Office scheduled periodic Special Governing Board meetings to stay abreast of progress and Accreditation Oversight Committee work group updates (evidence cited in Section 1). During the Special Governing Board meetings, the trustees were able to discuss their concerns and receive feedback to their questions regarding the report as a whole, and this standard in particular.

As a result of the Visiting Team's report, the College has taken a closer look at policies related to the Governing Board and their role in fulfilling the requirements of service to the College. Following the release of the Commissions Actions, the Governing Board took the following actions: 1) discontinued participation on the SCC Budget Committee (formerly known as the College Budget Task Force) and 2) deleted Policy 2432, Selection of Vice Presidents (2.d.11). In addition, the work groups assigned to this recommendation followed up on other instances of Governing Board involvement mentioned in the evaluation report. It was confirmed that Board members no longer serve on, or sit in on, College committee meetings and at several Governing Board meetings it was made clear that communications between Board members and College staff need to be channeled through the Superintendent/President's Office.

The following table provides a status report of relevant policies and/or procedures which have been reviewed, revised, approved, or eliminated:

#	Policy/Procedure	Status	GB Approval Date
2432	Selection of Vice Presidents	Eliminated	May 12, 2010
2710	Conflict of Interest Procedure (2.d.12, 2.d.13, 2.d.14)	Approved	June 9, 2010

Analysis of Results:

As a result of the activities described above, there is awareness among constituency groups that the role of Governing Board is to be a policy-making body and that it is not to interfere with the authority and responsibility of the Superintendent/President for College operations.

More work needs to be done (see additional plans below) to address all of the standards cited in the Evaluation Report. The Co-Chairs of the Accreditation Oversight Committee (AOC) are committed to working with the Superintendent/President and the Governing Board to ensure that the concerns expressed in the Evaluation Report are addressed on an ongoing basis. The AOC is now a permanent standing committee of the Shared Consultation Council (SCC), the College's principal shared planning and decision making vehicle, and will continue to make recommendations to remain in compliance with the ACCJC Standards (2.d.15).

Additional Plans:

- In preparing the 2010-2011 budget assumptions, additional funding was approved for ongoing workshops and training sessions for the Governing Board (2.d.16).
- As mentioned in the previous Recommendation 8(b), plans are underway to develop a College Shared Planning and Decision Making Handbook. This handbook would further clarify the role of the Governing Board and its individual members.
- The AOC, as a standing sub-committee of the SCC, is charged with ongoing oversight of the recommendations provided in the Evaluation Report Findings that led to this recommendation. The AOC will be responsible for bringing any potential deviation from the ACCJC Standards to the attention of the Governing Board, through the Superintendent/President, so that corrective action can be taken. The Accreditation Oversight Committee's vision is to "Ensure that the College is meeting the AACJC Standards to achieve ongoing reaffirmation of accreditation." The AOC takes this charge very seriously and is committed to working to remain in compliance with the ACCJC Standards.

Evidence:

SECTION 2.d	
2.d.1	SWC Policy 2410: Policies and Administrative Procedure
2.d.2	CCLC Board Training
2.d.3	GB Agenda 5/18/10 re: CCLC Board Training
2.d.4	GB Minutes 5/18/10 re: CCLC Board Training
2.d.5	SCC Retreat: Agenda
2.d.6	SCC Retreat: Minutes
2.d.7	SCC Retreat Presentation: Participating Effectively in College Governance

2.d.8	ACCJC Board Training – Dr. Barbara Beno: Presentation
2.d.9	ACCJC Board Training: Annotated Standards
2.d.10	ACCJC Board Training: Holding Board Presidents Accountable
2.d.11	SWC Policy 2432: Selection of Vice Presidents
2.d.12	SWC Procedure 2710: Conflict of Interest
2.d.13	Governing Board Agenda: June 9, 2010 re: 2710 Conflict of Interest Procedure
2.d.14	Governing Board Minutes: June 9, 2010 re: Approval of 2710
2.d.15	SCC Minutes 2/18/10 re: Approval of AOC as Standing Committee
2.d.16	Accreditation Budget Assumptions

e. Recommendation Ten:

The Team recommends that the Governing Board establish and implement a formal procedure for handling potential conflict of interest and ethics policy violations and document adherence to the protocol [IV.B.1.a and IV.B.1.j].

To assist in addressing Recommendation 10, the Accreditation Oversight Committee established Work Group 10 representing a cross-constituency from all sectors of the college community (see WG 10 membership list).

Work Group (10) Membership:

Ron Vess* (faculty)

Patti Blevins (confidential)

Michele Fenlon (classified)

Mink Stavenga* (administration)

Kimberlie Rader (confidential)

Bruce MacNintch* (classified)

*Work Group Co-Leads

The work group worked with the Superintendent/President to assure the Governing Board was in agreement with the direction it was taking.

Relevant Excerpts from the Evaluation Report:

An ethics code and policy are in place, but the self study indicates that the Board does not deal with violations effectively. There is at least the appearance of a conflict of interest with a board member and senior administrator of the District having a personal relationship and with trustees sitting on another board that is responsible for the oversight of a fellow trustee's employer. However, there is no evidence that a recusal process is followed when decisions arise that may be impacted by these conflicts (IV.B.1.h).

Resolution of Recommendation 10:

Progress has been made towards addressing this recommendation. The new Procedure 2710: Conflict of Interest was approved by the Governing Board on June 9, 2010. A revised Code of Ethics Policy and a new accompanying procedure (2.e.1), are in the final phases of approval.

Description of Progress:

A subcommittee of Work Groups 9 & 10 was formed to review the two Governing Board Policies referenced in Recommendation 10: No. 2710: Conflict of Interest and No. 2715: Code of Ethics (2.e.2, 2.e.3). Upon review of the existing policies, the WASC recommendations, and sample policies and procedures from the Community College League of California (CCLC) and other community college districts, the subcommittee determined the following (2.e.4, 2.e.5, 2.e.6, 2.e.7):

1. No revisions were necessary to Policy 2710: Conflict of Interest, which was approved by the Governing Board in March 2008 [Item 17A](2.e.8, 2.e.9).
2. Procedure 2710: Conflict of Interest, needed to be drafted by the work group and recommended to the Governing Board;
3. Policy 2715: Code of Ethics, approved by the Governing Board in March 2008, required revision; and
4. Procedure 2715: Code of Ethics, needed to be drafted by the work group and recommended to the Governing Board (2.e.10).

In addition to the policies and procedures described above there has been an awareness on the part of the Governing Board to recuse themselves from any Governing Board agenda items that would potentially be regarded as a conflict of interest (2.e.11).

Analysis of Results:

▪ Procedure 2710: Conflict of Interest

The work group found that the majority of California community colleges with a Conflict of Interest procedure used the sample language provided by the CCLC, and therefore, decided to use similar language.

Because the WASC recommendation specifically stated the Board should “establish and implement a formal procedure for handling potential conflict of interest,” the work group decided to strengthen the CCLC language in two ways (2.e.12):

1. Include a reference to Government Code Section 1097 which states the legal consequences of violations of conflict of interest laws; and
2. Include a procedure for monitoring and handling allegations of conflict of interest. The work group used as its model the language provided in the CCLC sample Policy 2715 regarding potential violations of the Governing Board code of ethics.

The Governing Board approved this Procedure at its June 9, 2010 meeting (2.e.13).

▪ Policy 2715: Code of Ethics

This policy, initially adopted by the Governing Board in March 2008, incorporated language regarding the process for handling violations. The work group removed this procedural language from the Policy. In addition to using the existing policy and the CCLC sample policy as a template, the work group also used as resources the Code of Ethics policies and procedures of West Hills Community College District and Mira Costa Community College District (2.e.14). The revised Policy 2715 was approved by the Accreditation Oversight

Committee (AOC) on July 14, 2010 and by the Governing Board Policy Review Committee on August 24, 2010. It went before the Governing Board for first reading at a special meeting on September 29, 2010; second reading and approval is expected to occur at the Board Meeting on October 13, 2010.

▪ Procedure 2715: Code of Ethics

The new Code of Ethics Procedure 2715 is a comprehensive document supporting the Code of Ethics Policy. The work group recommended language stating the Governing Board's commitment to the importance of using and complying with the Code of Ethics. Again, the Code of Ethics policies and procedures of West Hills Community College District and Mira Costa Community College District were vital resources. Noting the WASC Team's recommendation to include a procedure for monitoring and handling violations of the Code of Ethics, the work group used as its model the language provided in the CCLC sample Policy 2715 regarding potential violations of the Governing Board Code of Ethics. The new procedure No. 2715 was approved by the AOC on July 14, 2010 and by the Governing Board Policy Review Committee on August 24, 2010. It went before the full Board for first reading on September 29, 2010; second reading and approval is expected to occur at the Board Meeting on October 13, 2010. The new Code of Ethics Procedure, once approved by the Governing Board, will address how the policy will be enforced and how sanctions will be determined if the Policy is violated.

In order to avoid any potential appearances of conflicts of interest, Governing Board members have followed a recusal process when decisions arose that may have been impacted by these conflicts.

Additional Plans:

- The Code of Ethics Policy and Procedure was scheduled for a first reading at the September 29, 2010 Governing Board meeting and is scheduled for a second reading and anticipated approval at the Governing Board meeting on October 13, 2010.
- The work group determined that a Conflict of Interest Code would enhance the policy and procedures and has begun to develop the language.

Evidence:

#	Evidence Cited
2.e	
2.e.1	SWC 2715 Policy and Procedure: Code of Ethics
2.e.2	Letter from Accrediting Commission for Community and Junior Colleges to Dr. Raj K. Chopra, President Southwestern College, January 29, 2010 – Commission action to impose Probation on Southwestern College
2.e.3	Timeline for Work Group 9 & 10 – March 16, 2010
2.e.4	Meeting Notes Work Group 9 & 10 March 12, 2010 – Discussion of history and development of Board Policy and Procedure

2.e.5	Meeting Notes Work Group 9 & 10 March 23, 2010 – The group's two recommendations will be put in writing for presentation to AOC on 3/24/10.
2.e.6	Meeting Notes Work Group 9 & 10 April 13, 2010 – developing language regarding the Code of Ethics Policy #2715 and Conflict of Interest Policy #2710
2.e.7	Meeting Notes Work Group 9 & 10 April 20, 2010 – Draft procedures for Policy 2710 "Conflict of Interest" was reviewed and discussed. The draft incorporates language from the CCLC Procedure will be placed on the April 21 agenda for AOC.
2.e.8	SWC Procedure 2710: Conflict of Interest
2.e.9	Governing Board Minutes for Approval of Governing Board Policy 2710 – Conflict of Interest, March 12, 2008
2.e.10	AOC Recommendation, Communication, and Approval Process
2.e.11	Governing Board minutes noting Recusal
2.e.12	Description of violations from Evaluation Report; Southwestern College accreditation visit. This report represents the findings of the evaluation team that visited Southwestern College on October 5–8, 2009, p. 35, 38
2.e.13	Governing Board Minutes for Approval of Procedures regarding Board Policy 2710 – Conflict of Interest, June 9, 2010
2.e.14	Community College League of California, Board Policy and Administrative Procedure Subscription Service. Models available via web access: http://www.ccleague.org/files/public/HowToGuide.pdf Board Policy 2710 & 2715, Administrative Policy 2710 & 2715, October 2007

Concluding Statement

It is the opinion of the college community and the signatories to this Follow Up Report that the Southwestern Community College District has made progress responding to the recommendations in the Commission's Action Letter and the Site Visit Team's Evaluation Report.

College constituent groups are committed to addressing the recommendations and implementing the changes that are necessary to address the recommendations.

Although not required for inclusion in this Follow Up Report, work groups have been formed and are addressing the remaining recommendations by March 15, 2011.

On behalf of all College constituents, the Accreditation Oversight Committee (AOC) wants to assure the Commission that each one of the recommendations is being addressed. Several recommendations are in need of some external assistance, hence the retention of Professional Personnel Leasing, Inc. (PPL) to assist the College with professional advice on additional courses of action.

As identified in the Statement of Report Preparation the College understands that all of the Commission's recommendations are inter-related and need to be successfully resolved simultaneously. Recommendation 6, and its integration with the Strategic Plan, Program Review, and budgetary actions, is a case in point. The Technology Plan cannot be integrated with institutional plans until those recommendations are addressed.

The Southwestern Community College District recognizes that much work needs to be done to come into compliance with the ACCJC Standards and believes that it is on track to do so within the timelines established by the Commission.

In addition, all of the College's constituent groups are working together toward our common vision to ensure that the college is meeting the AACJC Standards to achieve ongoing reaffirmation of accreditation. Our ultimate goal is to provide students with the best possible educational opportunities for achieving success.

MASTER EVIDENCE LIST:

Evidence Code	Evidence Cited
1	
1.1	ACCJC Action Letter: January 29, 2010
1.2	Town Hall Forums
1.3	Accreditation FAQs
1.4	Dr. Meadows Accreditation Email Invitation
1.5	AOC Minutes: February 4, 2010
1.6	AOC Committee Composition
1.7	AOC Vision Statement
1.8	AOC Work Group Composition
1.9	AOC Weekly Activity Calendar
1.10	AOC Work Group Guides
1.11	SCC Agenda and Minutes: February 18, 2010
1.12	AOC Recommendation, Process, and Approval Chart
1.13	Governing Board Presentation: March
1.14	Governing Board Presentation: April
1.15	Governing Board Presentation: July
1.16	Governing Board Presentation: September
1.17	Governing Board Presentation: August 6, 2010 Work Group 6
1.18	AOC Opening Day Presentation
1.19	Public Folders: Accreditation
1.20	SWCCD Accreditation Link
1.21	SWCCD BlackBoard Accreditation Organization Link
1.22	Community Updates: Dr. Chopra
1.23	Governing Board Newsletters
1.24	CMR Communications: Outlook, General
1.25	AOC Agendas and Minutes: Summer Meetings
1.26	Follow Up Report Project Timeline
1.27	AOC Co-Chairs – Dr. Chopra Meetings
1.28	Governing Board Agenda – PPL Contract Approval: September 8, 2010
SECTION 2.a	
2.a.1	ACCJC Action Letter re: Substantive Change Proposal Acceptance: July 13, 2010
2.a.2	SCP Task Force Meeting: October 21, 2009
2.a.3	Substantive Change Proposal Report: Distance Education
SECTION 2.b	
2.b.1	PC Purchase Invoices
2.b.2	Updated Technology Plan Prioritization Process
2.b.3	Draft Technology Plan
2.b.4	GB Meeting Minutes 4/14/10 re: WTC Contract Approval
2.b.5	WTC Contract
2.b.6	WTC Weekly Reports
2.b.7	GB Meeting Minutes 8/11/10 re: Hiring of Programmer

#	Evidence Cited
2.b.8	WTC Focus Group Questions/Responses
2.b.9	Forum Flyers
2.b.10	Agendas/Notes from Constituent Group Meetings
2.b.11	Budget Assumptions
2.b.12	GB Agenda 9/8/10 re: Approval of Budget
2.b.13	Invoices for servers and data storage
2.b.14	Computer Replacement Process
SECTION 2.c	
2.c.1	Minutes of the Shared Governance Policy and Procedure Task Group (SGPPTP): January 28, 2010
2.c.2	Minutes of the SGPPTP-various
2.c.3	Previous District Policy 2510: Participation in Local Decision Making
2.c.4	Revised District Policy 2510: Shared Planning and Decision Making-August 2010
2.c.5	New District Procedure 2510: Shared Planning and Decision Making
2.c.6	New District Policy 2515: Role and Scope of the Academic Senate 10 + 1
2.c.7	New District Procedure 2515: Role and Scope of the Academic Senate 10 + 1
2.c.8	Constituent Email for 2510 Policy and Procedure Review
2.c.9	Governing Board Policy Review Committee (GBPRC) Meeting Minutes: 5/19/2010
2.c.10	Minutes of AOC meeting 7/14/10
2.c.11	Agenda and Minutes of the SCC Retreat 8/5/10
2.c.12	SCC Shared Planning Presentation: Scott Lay
2.c.13	AS Agenda for Superintendent/President: 7/26/10
2.c.14	AS Executive Committee Meeting Notes: August 11, 2010
2.c.15	Agenda of the GBPRC: 8/24/10
2.c.16	Agenda of the GBPRC: 8/26/10
2.c.17	Governing Board Agenda: 9/08/10
2.c.18	Governing Board Agenda: 9/29/10
SECTION 2.d	
2.d.1	SWC Policy 2410: Policies and Administrative Procedure
2.d.2	CCLC Board Training
2.d.3	GB Agenda 5/18/10 re: CCLC Board Training
2.d.4	GB Minutes 5/18/10 re: CCLC Board Training
2.d.5	SCC Retreat: Agenda
2.d.6	SCC Retreat: Minutes
2.d.7	SCC Retreat Presentation: Participating Effectively in College Governance
2.d.8	ACCJC Board Training – Dr. Barbara Beno: Presentation
2.d.9	ACCJC Board Training: Annotated Standards
2.d.10	ACCJC Board Training: Holding Board Presidents Accountable
2.d.11	SWC Policy 2432: Selection of Vice Presidents
2.d.12	SWC Procedure 2710: Conflict of Interest
2.d.13	Governing Board Agenda: June 9, 2010 re: 2710 Conflict of Interest Procedure
2.d.14	Governing Board Minutes: June 9, 2010 re: Approval of 2710
2.d.15	SWC Policy 2430: Delegation of Authority to Superintendent/President


#	Evidence Cited
2.d.16	SCC Minutes 2/18/10 re: Approval of AOC as Standing Committee
	Accreditation Budget Assumptions
SECTION 2.e	
2.e.1	SWC 2715 Policy and Procedure: Code of Ethics
2.e.2	Letter from Accrediting Commission for Community and Junior Colleges to Dr. Raj K. Chopra, President Southwestern College, January 29, 2010 – Commission action to impose Probation on Southwestern College
2.e.3	Timeline for Work Group 9 & 10 – March 16, 2010
2.e.4	Meeting Notes Work Group 9 & 10 March 12, 2010 – Discussion of history and development of Board Policy and Procedure
2.e.5	Meeting Notes Work Group 9 & 10 March 23, 2010 – The group's two recommendations will be put in writing for presentation to AOC on 3/24/10.
2.e.6	Meeting Notes Work Group 9 & 10 April 13, 2010 – developing language regarding the Code of Ethics Policy #2715 and Conflict of Interest Policy #2710
2.e.7	Meeting Notes Work Group 9 & 10 April 20, 2010 – Draft procedures for Policy 2710 "Conflict of Interest" was reviewed and discussed. The draft incorporates language from the CCLC Procedure will be placed on the April 21 agenda for AOC.
2.e.8	SWC Policy 2710: Conflict of Interest
2.e.9	Governing Board Minutes for Approval of Governing Board Policy 2710 – Conflict of Interest, March 12, 2008
2.e.10	AOC Recommendation, Communication, and Approval Process
2.e.11	Governing Board minutes noting Recusal
2.e.12	Description of violations from Evaluation Report; Southwestern College accreditation visit. This report represents the findings of the evaluation team that visited Southwestern College on October 5–8, 2009, p. 35, 38
2.e.13	Governing Board Minutes for Approval of Procedures regarding Board Policy 2710 – Conflict of Interest, June 9, 2010
2.e.14	Community College League of California, Board Policy and Administrative Procedure Subscription Service. Models available via web access: http://www.ccleague.org/files/public/HowToGuide.pdf Board Policy 2710 & 2715, Administrative Policy 2710 & 2715, October 2007


ITEM #12 B

October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Michael Kerns 
Vice President for Human Resources

SUBJECT: Employment of Vernell Dunkley

I recommend the employment of Vernell Dunkley as Assistant Professor of Surgical Technology, effective October 14, 2010. This is a 10-month, tenure-track position.

Ms. Dunkley has earned the following degree:

- Associate of Science in Nursing, Southwestern College in 2005

Ms. Dunkley has held the following positions:

- 2009 – Present, Operating Room Nurse, Palomar Pomerado Healthcare
- 2005 – Present, Operating Room Nurse/Educator, Sharp Healthcare
- 1998 – 2006, Operating Room Nurse & Surgical Technologist, Kaiser Permanente

RC:MK

ITEM #12 C

1. Academic Assignments/Stipends**1a. Non-Contractual (Project/Grant/Fee Funded)**

Notification of following project/grant/fee funded academic assignments; funding previously approved by the Governing Board:

2009-10

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>PROJECT</u>	<u>DURATION</u>	<u>COST</u>
Cliffe, Karen	Developmental Math Final Exam Analysis	BSI	01/13/10-05/21/10	\$1,100.00
Villegas, Val	Developmental Math Final Exam Analysis	BSI	01/13/10-05/21/10	\$1,100.00
				<u>\$2,200.00</u>

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>PROJECT</u>	<u>DURATION</u>	<u>COST</u>
Mansfield, Gabriela	Curriculum Developer	ARRA	10/01/10-05/31/11	\$7,650.00
Torres, Osvaldo	ESL LEAPS Project Counselor	BSI	07/01/10-08/05/10	\$2,520.00
Ramirez, Sany	Intake Counselor	Enrollment Grant	09/01/10-06/30/11	\$4,800.00
Barongan, Arlene	Student Success & Remediation Project	Enrollment Grant	07/01/10-06/30/11	\$5,266.00
Boland, Judy	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$4,800.00
Chong Kee, Lacy	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$4,800.00
Dauz, Dulce	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$4,800.00
DePerio, Lourdes	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$5,266.00
Esteybar, Jason	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$4,800.00
Fall, Andrea	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$4,800.00
Feria-Bataller, Zaydie	Student Success & Remediation Project	Enrollment Grant	07/01/10-06/30/11	\$5,444.00
Fernando, Helen	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$5,014.00
Jackson, Michael	Student Success & Remediation Project	Enrollment Grant	07/01/10-06/30/11	\$5,014.00
Johnson, Marquet	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$4,800.00
Legaspi, Vanessa	Student Success & Remediation Project	Enrollment Grant	07/01/10-06/30/11	\$4,800.00
Mäyo, Alex	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$4,800.00
McDonald, Linda	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$5,663.00
McManus, Alison	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$5,014.00
Novencido, Erlinda	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$5,014.00
Peppard, Sandra	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$5,266.00
Ramira, Arlin	Student Success & Remediation Project	Enrollment Grant	07/01/10-06/30/11	\$5,444.00
Russell, Teresa	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$5,444.00
Tyahla, Sandra	Student Success & Remediation Project	Enrollment Grant	07/01/10-06/30/11	\$5,444.00
Villarica, Michelle	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$5,014.00
Viloria, Marielex	Student Success & Remediation Project	Enrollment Grant	08/01/10-06/30/11	\$4,800.00
Ballon, Felipe	Counselor	L&T Grant	09/08/10-06/30/11	\$1,000.00
Solis-Matson, Maria Elena	Counselor	L&T Grant	09/08/10-06/30/11	\$1,000.00
Baza, Ronald	Faculty Liaison	L&T Grant	09/08/10-06/30/11	\$500.00
Bonilla, George	Faculty Liaison	L&T Grant	09/08/10-06/30/11	\$500.00
Andrade, Bernardo	Internship Developer	L&T Grant	09/08/10-06/30/11	\$2,000.00
Maginn, William	Staff Development Projects	L&T Grant	09/08/10-06/30/11	\$500.00
Weisblat, Irina	Staff Development Projects	L&T Grant	09/08/10-06/30/11	\$500.00
Soler-McElwain, Luz Marisa	Information Contact	L&T Grant	09/08/10-06/30/11	\$1,000.00
Selah, Gerald	Instructor	MAAC	08/07/10-08/11/10	\$1,932.00
Atwater, Jonathan	Biotechnology Director	Perkins	01/11/11-05/20/11	\$5,512.50

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>PROJECT</u>	<u>DURATION</u>	<u>COST</u>
Bidinger, Kurt	Community Liaison	Perkins	09/10/10-06/30/11	\$500.00
Hogueisson, Lawrence	Community Liaison	Perkins	09/10/10-06/30/11	\$800.00
Hall, Darren	Curriculum Development	Perkins	09/10/10-06/30/11	\$1,000.00
Bidinger, Kurt	Interim Coord, Fire Science	Perkins	09/10/10-06/30/11	\$1,500.00
Yanow, Ken	Project Participant	Perkins	09/09/10-04/30/11	\$2,340.00
Rodriguez, Lisa	Counselor	Tech Prep Grant	07/01/10-06/30/11	\$10,000.00
Finn, Scott	Tech Prep Project Director	Tech Prep Grant	07/01/10-06/30/11	\$12,000.00
Sands, Sandra	Tech Prep Specialist	Tech Prep Grant	07/01/10-06/30/11	\$12,000.00
Smith, Spencer	Contemporary Jazz Dance Technique	Trust	10/28/10-10/28/10	\$100.00
Boskin-Mullen, Nancy	Fall 2010 Dance Concert Choreography	Trust	10/17/10-12/04/10	\$400.00
Green-Williams, Lesa	Fall 2010 Dance Concert Choreography	Trust	10/17/10-12/04/10	\$400.00
Hughes, Marybeth	Fall 2010 Dance Concert Choreography	Trust	10/17/10-12/04/10	\$400.00
Leff, Francisca	Fall 2010 Dance Concert Choreography	Trust	10/17/10-12/04/10	\$400.00
Maue, Dana	Fall 2010 Dance Concert Choreography	Trust	10/14/10-12/04/10	\$400.00
Shipkowski, Colleen	Fall 2010 Dance Concert Choreography	Trust	10/17/10-12/04/10	\$400.00
Macias, Lorena	Jazz Dance Technique	Trust	10/19/10-10/19/10	\$100.00
Valardi, Natalia	Modern Dance Choreography	Trust	10/14/10-12/04/10	\$400.00
Bezkrivnijs, Vadims	Orchestra & Choir	Trust	10/30/10-10/30/10	\$150.00
				<u>\$184,211.50</u>

1b. Non-Contractual (District Funded)

Request approval of the following academic assignments(s):

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPT</u>	<u>DURATION</u>	<u>COST</u>
Arroyo, Annalinda	Orientation Meeting	MSE	08/11/10-08/11/10	\$48.00
Gloria, Rachel	Orientation Meeting	MSE	08/11/10-08/11/10	\$48.00
Hernandez, Mayra	Orientation Meeting	MSE	08/11/10-08/11/10	\$50.14
Al-Fekri, Dheya	Safety Training	MSE	08/11/10-08/11/10	\$113.26
Bowle, Bryan	Safety Training	MSE	08/11/10-08/11/10	\$105.32
Brinton, Karen	Safety Training	MSE	08/11/10-08/11/10	\$105.32
Chambers, Fred	Safety Training	MSE	08/11/10-08/11/10	\$100.28
Olivier-Lilley, Gay	Safety Training	MSE	08/11/10-08/11/10	\$105.32
Sena, Kathryn	Safety Training	MSE	08/11/10-08/11/10	\$105.32
Small, Rachel	Safety Training	MSE	08/11/10-08/11/10	\$105.32
Trejo, Ruth	Safety Training	MSE	08/11/10-08/11/10	\$96.00
Tschopp, Juerg	Safety Training	MSE	08/11/10-08/11/10	\$105.32
Um, Joann	Safety Training	MSE	08/11/10-08/11/10	\$100.28
Vassilev, Vassil	Safety Training	MSE	08/11/10-08/11/10	\$96.00
Maddox, William	Surgical Tech Coord	NURS	07/01/10-10/30/10	\$2,843.64
				<u>\$4,127.52</u>

2. Minimum Qualifications Equivalency

Request approval for equivalency of minimum qualifications recommended by the Equivalency Committee for the following academic employees in accordance with District Policy No. 5317, "Minimum Qualifications Equivalency":

2010-11

<u>NAME</u>	<u>DISCIPLINE</u>
Jennings, Glenna	ART (Until May 2011)
Rayos, Ofelia	Reading (Until December 2011)
Sweeney, Heather	English (Until December 2010)

SUMMARY

2009-10

1. Academic Assignments/Stipends	
a. Non-Contractual (Project/Grant/Fee Funded)	\$2,200.00
GRAND TOTAL:	<u>\$2,200.00</u>

2010-11

1. Academic Assignments/Stipends	
a. Non-Contractual (Project/Grant/Fee Funded)	\$184,211.50
b. Non-Contractual (District Funded)	\$4,127.52
2. Minimum Qualifications Equivalency	\$0.00
GRAND TOTAL:	<u>\$188,339.02</u>

ASTERISK

LEGEND

- * Annual salary amount includes \$2,000 doctoral stipend.
- ** Average cost for adjunct to backfill for full-time faculty reassigned time.

<u>LEGEND</u> <u>ABBREVIATION</u>	<u>DESCRIPTION</u>
ACAF	Academic Affairs
ACCT	Accounting
ACE/WAL	ACE/Walmart Success for Veteran Award Grants Program
AJ	Administration of Justice
AOC	Accreditation Oversight Committee
APT	Applied Technologies
ART	Arts & Communication
ARRA	American Recovery & Reinvestment Act
ASC	Academic Success Center
BETSI	Biotechnology Education & Training Sequence Investment
BPA	Basic Police Academy
BPTE	Business, Professional & Technical Education
BRN	Board of Registered Nurses
BSCI	Behavioral Sciences
BSI	Basic Skills Initiative
BUSA	Business Administration
CD	Child Development
CDCG	Child Development Consortium Grant
COMM	Communication
COUN	Counseling & Personal Development
CSTU	Cultural Studies
CTELA	Career/Technical Education & Learning Assistance
CEEWD	Continuing Education, Economic & Workforce Development
DH	Dental Hygiene
DSS	Disability Support Services
ELEC	Electronics
EMT/P	Emergency Medical Technician/Paramedic
ENGL	English
ES/A	Exercise Science/Athletics
ESL	English-as-a-Second Language
FS	Fire Science
FSP	Fitness Specialist Program
HEC-NC	Higher Education Center at National City & Crown Cove Aquatic Center at Coronado
HEC-OM	Higher Education Center at Otay Mesa
HEC-SY	Higher Education Center at San Ysidro

<u>LEGEND</u> <u>ABBREVIATION</u>	<u>DESCRIPTION</u>
HESA	Health, Exercise Science & Athletics
HLTH	Health
HUM	Humanities
IP	International Programs
ISS	Instructional Support Services
KC1	Kern County 1
KC2	Kern County 2
LANG	Language & Literature
LEAPS	Learning English for Academic Purposes
LEAPT	Learning English for Academic Purpose Teaching
LIB	Library
LS	Life Science
L&T	Logistics & Transportation
MAAC	Metropolitan Area Advisory Committee
MATH	Mathematics
MLT	Medical Lab Technology
MSE	Mathematics, Science & Engineering
NGST	National Geospatial Technology
NSF	National Science Foundation
NURS	Nursing
OIS	Office Information Systems
PA	Performing Arts
PD	Personal Development
PS	Physical Sciences
PSP	Power Study Program
RDG	Reading
ROP	Regional Occupations Program
SCI	Sciences
SDICCCA	San Diego Imperial County Community Colleges Association
SDWP	San Diego Workforce Partnership
SMT	Sierra Medical Technology
SOC	Social Sciences & Humanities
SSCI	Social Sciences
STEPUP	STEP UP Biotech
TA	Teaching Assistant
UO	University of Oklahoma
VA	Visual Arts
VESL	Vocational English Second Language
WC	Writing Center
WELC	Writing Essentials Learning Communities Control
WL	World Languages

ITEM #13 D

1. Short-Term, Non-Academic Hourly Assignments

Request approval of the following assignments pursuant to Education Code §88003.

1a. Emergency Assignments

Pursuant to Education Code §70902 (d), notification of emergency assignments which will provide support of student services, instruction services and/or safety:

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Coutts, Amanda	Tutor-WC	ASC	\$10.00	09/09/10-06/30/11	\$1,796.55
Esquivel, Maria	Test Proctor	ASC	\$12.50	09/09/10-06/30/11	\$2,423.52
Go, Darlene	Tutor-Nursing Lab	ASC	\$10.00	09/01/10-06/30/11	\$4,239.55
Puentes, Yolanda	Test Proctor	ASC	\$12.50	09/09/10-06/30/11	\$2,245.69
Safaei, Mehdi	Tutor-HEC-NC	ASC	\$15.00	09/09/10-06/30/11	\$3,590.40
Safaei, Mehdi	Tutor-T3	ASC	\$15.00	09/09/10-06/30/11	\$1,795.20
Torres, Armida***	Counseling Ctr Oper Supr	Counseling	\$22.74	09/01/10-09/30/10	\$4,575.60
Mistry, Arun	Test Proctor	DSS	\$15.00	09/13/10-06/30/11	\$3,088.82
Sablan, Margarita	Tutor-Medical Assisting	HEC-NC	\$20.00	09/13/10-06/30/11	\$5,984.00
Blanco, Jesse	Business Consultant	HEC-NC/FRC	\$30.00	09/09/10-06/30/11	\$3,590.40
Ybarra-Leduc, Lydia	Business Consultant	HEC-NC/FRC	\$30.00	09/09/10-06/30/11	\$3,590.40
MacNeill, Chioko	Interpreter	HESA	\$35.00	10/04/10-06/30/11	\$5,696.77
Sasaki-Agbede, Kotomi	Interpreter	HESA	\$35.00	10/04/10-06/30/11	\$5,696.77
Yamamoto, Yuki	Interpreter	HESA	\$35.00	10/04/10-06/30/11	\$5,696.77
Felex, Rene	Hourly Custodian	Maintenance	\$12.00	09/17/10-06/30/11	\$7,267.80
Higa, Jonathan**	Senior Project Clerk I	Student Activities	\$13.00	09/20/10-03/25/11	\$14,959.56
					<u>\$76,237.80</u>

1b. District-Funded Assignments

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Holaday, Ian	Art Model	Arts & Comm	\$20.00	10/15/10-06/30/11	\$1,437.24
Acosta, Janet**	Lead Teacher	CDC	\$19.00	10/14/10-02/15/11	\$20,480.67
Maldonado, Nydia*	TA	CDC	\$12.00	10/14/10-06/30/11	\$17,246.88

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Trujillo, Carla*	TA	CDC	\$12.00	10/14/10-06/30/11	\$20,121.36
Martinez, Demetrius	TA	HEC-NC	\$25.00	10/20/10-10/30/10	\$299.20
Belloli, Gabriel	TA	HEC-OM	\$15.00	10/14/10-06/30/11	\$581.42
Belloli, Gabriel	TA-Skills Test	HEC-OM	\$15.00	10/14/10-06/30/11	\$145.36
Litchfield, Troy	TA	HEC-OM	\$15.00	10/14/10-06/30/11	\$581.42
Litchfield, Troy	TA-Skills Test	HEC-OM	\$15.00	10/14/10-06/30/11	\$145.36
Marganski, Philip	TA-EMT Lab	HEC-OM	\$15.00	10/14/10-06/30/11	\$545.09
Marganski, Philip	TA-EMT Testing	HEC-OM	\$15.00	10/14/10-06/30/11	\$145.26
Ward, Shaun	TA	HEC-OM	\$15.00	10/14/10-06/30/11	\$908.48
Ward, Shaun	TA-Skills Test	HEC-OM	\$15.00	10/14/10-06/30/11	\$145.36
Givens, Whitney	Scorekeeper-Volleyball	HESA	\$10.00	10/14/10-11/30/10	\$239.54
Lorenz, Joe	Asst Coach-Women's Soccer	HESA	\$25.00	10/14/10-12/18/10	\$898.28
Stotts, Julie	Athletic Trainer	HESA	\$20.00	10/14/10-06/30/11	\$4,845.20
Oropeza, Ruth	Multimedia Clerk	Library	\$12.50	11/08/10-11/11/10	\$484.52
Lea, Kerry	Instructional Design Tech	MSE	\$25.00	10/14/10-12/14/10	\$300.00
Fairbrother, Jane	Purchasing Clerk	Purchasing	\$15.00	10/14/10-06/30/11	\$16,352.55
					<u>\$85,903.19</u>

1c. Fee-Based/Project/Grant Funded Assignments

Notification of the following short-term, non-academic hourly assignments; funding previously approved by the Governing Board:

2009-10

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Weaver, Michele	ESL Student Advocate	Lang & Lit	\$30.00	06/07/10-06/30/10	\$2,310.00
Pan, Yang	Peer Tutor	MSE/MESA	\$10.00	06/07/10-06/30/10	\$5,398.00
Pan, Yang	Workshop Facilitator	MSE/MESA	\$12.00	06/07/10-06/30/10	\$900.00
					<u>\$8,608.00</u>

2010-11

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Boucher, Cecilia	Tutor-ASC	ASC	\$15.00	10/14/10-06/30/11	\$3,633.90
Contreras, Sonia	Project Mgr-Administrator	BETSI/MSE	\$65.00	09/15/10-06/30/11	\$34,176.37
Perez, Saida	Project Mgr-Science	BETSI/MSE	\$34.00	09/15/10-06/30/11	\$34,206.31

<u>NAME</u>	<u>ASSIGNMENT</u>	<u>DEPARTMENT/ SCHOOL</u>	<u>PAY RATE</u>	<u>START-END DATE</u>	<u>COST</u>
Sabas, Jenny	Student Lab TA	Child Development	\$16.00	07/01/10-06/30/11	\$8,616.96
Richardson, Nellie	Business Advisor	COC	\$29.00	08/31/10-06/30/11	\$12,226.12
Bucholtz, Jeffrey	Violence Prev Specialist	CTECS	\$75.00	10/19/10-05/10/11	\$3,088.82
Estrella, Maribel	TA	HEC-NC	\$16.00	09/20/10-06/30/11	\$7,665.28
Velazquez, Florence	Tutor-Medical Assisting	HEC-NC	\$20.00	09/20/10-06/30/11	\$5,984.00
Weaver, Michele	ESL Student Advocate	Lang & Lit	\$30.00	07/01/10-05/20/11	\$41,245.95
Ascencio, Ana	Peer Tutor	MESA/MSE	\$10.00	10/14/10-06/30/11	\$647.00
Ascencio, Ana	Workshop Facilitator	MESA/MSE	\$12.00	10/14/10-06/30/11	\$756.00
Bogart, Frank	Peer Tutor	MESA/MSE	\$10.00	07/01/10-06/30/11	\$1,102.00
Bogart, Frank	Workshop Facilitator	MESA/MSE	\$12.00	07/01/10-06/30/11	\$756.00
Herath, Chathura	Peer Tutor	MESA/MSE	\$10.00	07/01/10-06/30/11	\$814.00
Herath, Chathura	Workshop Facilitator	MESA/MSE	\$12.00	07/01/10-06/30/11	\$671.71
Pan, Yang	Peer Tutor	MESA/MSE	\$10.00	07/01/10-06/30/11	\$5,398.00
Pan, Yang	Workshop Facilitator	MESA/MSE	\$12.00	07/01/10-06/30/11	\$900.00
Ramon, Paco	Peer Tutor	MESA/MSE	\$10.00	10/14/10-06/30/11	\$12,460.00
Smith, Gianna	Student Intern	MSE	Stipend	07/01/10-08/31/10	\$2,000.00
					<hr/> \$176,348.42

Summary:

2009-10

1. Short-Term, Non Academic Hourly Assignments:
 - c. Fee-Based/Project/Grant-Funded Assignments

	\$8,608.00
GRAND TOTAL:	<hr/> \$8,608.00

2010-11

1. Short-Term, Non Academic Hourly Assignments:
 - a. Notification of Emergency Assignments
 - b. District Funded Assignments
 - c. Fee-Based/Project/Grant-Funded Assignments

	\$76,237.80
	\$85,903.19
	\$176,348.42
GRAND TOTAL:	<hr/> \$338,489.41

ASTERISK LEGEND

* Full-time student
 ** Substitute
 *** 60 Day recruitment

<u>LEGEND</u> <u>ABBREVIATION</u>	<u>DESCRIPTION</u>
ACLS	Advance Cardiac Life Support
AND	Associate Degree Nursing
ARRA	American Recovery & Reinvestment Act
A&R	Admissions & Records
ASC	Academic Success Center
BETSI II	Biotechnology Education & Training Sequence Investment II
BFAP	Board of Financial Assistance Program
BPTC	School of Business, Professional and Technical Education
BSI	Basic Skills Initiative
CCGR	Communications, Community & Government Relations
CDBG	Community Development Block Grant
CEEWD	School of Continuing Education, Economic & Workforce Development
COC	Contracting Opportunity Center
CTECS	Center for Technical Education & Career Success
DH	Dental Hygiene
DSS	Disability Support Services
EOPS	Extended Opportunities Services
HEC-NC	Higher Education Center at National City & Crown Cove Aquatic Center at Coronado
HEC-NC/FRC	Higher Education Center at National City/Family Resource Center

<u>LEGEND</u> <u>ABBREVIATION</u>	<u>DESCRIPTION</u>
HEC-OM	Higher Education Center at Otay Mesa
HEC-SY	Higher Education Center at San Ysidro
iLeap	Introduction to Learning English for Academic Purposes
ISS	Instructional Support Services
ITC	Interdisciplinary Tutorial Center
Lang & Lit	School of Language & Literature
LRC	Learning Resource Center
MSE	School of Mathematics, Sciences & Engineering
MW	Men & Women
NAP	Navy Apprenticeship Program
NGTC	National Geospatial Technology Center
OWL	Online Writing Lab
PSP	Peer Study Program
Res, Eval & Plan	Research, Evaluation & Planning
SBDC Network	Small Business Development Center
SBDITC	Small Business Development & International Trade Center
SCPD	School of Counseling & Personal Development
SDCWA	San Diego County Water Authority
TA	Teaching Assistant
WC	Writing Center

ITEM #14 A1

PLEASE COMPLETE THIS INFORMATION

RECORDING REQUESTED BY:

John R. Brown

Director of Facilities, Operations & Planning

Southwestern Community College District

AND WHEN RECORDED MAIL TO:

900 Otay Lakes Road

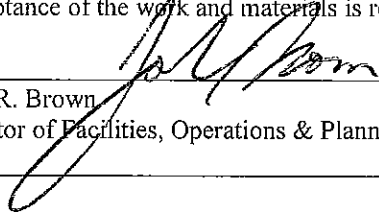
Chula Vista, CA 91910

THIS SPACE FOR RECORDER'S OFFICE ONLY

Acceptance of Work and Notice of Completion

1. Southwestern Community College District
(Name of School District)
2. Chambers Inc. dba Roof Construction
(Name of Contractor)
3. Travelers Casualty and Surety Company of America
(Name of Surety)
4. Description of Public Work Involved Sufficient for Identification:
Southwestern Community College District Bid No. 160 – Roofing Repairs to Various Buildings and Walkways

as provided in contract specified herein which is on file with the Clerk of the Governing Board of the above named College District.

5. Date of Contract May 12, 2010	6. Acceptance of the work and materials is recommended by:  John R. Brown Director of Facilities, Operations & Planning	<u>Sept 28, 2010</u> (Date)
---	---	--------------------------------

7. Acceptance of Work and Materials

NOTICE IS HERBY GIVEN that the above referenced contract and public work to which Chapter 3 of Division 5 of Title I of the Government Code (commencing with Section 4200) applies were completed by acceptance by the Governing Board of the above named college district on the 31st day of August; Bid No. 160.

The contractor on said contract and public work and the name of the surety on the Contractor's Bond of said Contractor are as set forth above.

Southwestern Community College District

[Code of Civil Procedure § 1192.1]

[Government Code § 27361.6]

By _____
Raj K. Chopra, Ph.D.
Superintendent/President

VERIFICATION

The undersigned declares that he/she is an officer, namely, the Secretary of the Governing Board of the Southwestern Community College District, which is the owner of the public work described in the Notice of Completion executed by said district; that he has read the same and knows the contents thereof and that the facts therein stated are true of his own knowledge; and that she makes this verification for and on behalf of said College District.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 13, 2010, at San Diego, California

Raj K. Chopra, Ph.D.
Superintendent/President

ITEM #14 A2

PLEASE COMPLETE THIS INFORMATION

RECORDING REQUESTED BY:

John R. Brown

Director of Facilities, Operations & Planning

Southwestern Community College District

AND WHEN RECORDED MAIL TO:

900 Otay Lakes Road

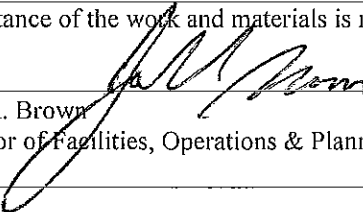
Chula Vista, CA 91910

THIS SPACE FOR RECORDER'S OFFICE ONLY

Acceptance of Work and Notice of Completion

1. Southwestern Community College District
(Name of School District)
2. Rocky Coast Builders, Inc.
(Name of Contractor)
3. Safeco Insurance Company of America
(Name of Surety)
4. Description of Public Work Involved Sufficient for Identification:
Southwestern Community College District Bid No. 162 Building 330 – HVAC Replacement Bid Package 1 Demolition and Abatement

as provided in contract specified herein which is on file with the Clerk of the Governing Board of the above named College District.

5. Date of Contract May 13, 2010	6. Acceptance of the work and materials is recommended by:  John R. Brown Director of Facilities, Operations & Planning	<u>Sept 28 2010</u> (Date)
---	---	-------------------------------

7. Acceptance of Work and Materials

NOTICE IS HERBY GIVEN that the above referenced contract and public work to which Chapter 3 of Division 5 of Title I of the Government Code (commencing with Section 4200) applies were completed by acceptance by the Governing Board of the above named college district on the 14 day of August; Bid No. 162.

The contractor on said contract and public work and the name of the surety on the Contractor's Bond of said Contractor are as set forth above.

Southwestern Community College District

[Code of Civil Procedure § 1192.1]

[Government Code § 27361.6]

By _____
Raj K. Chopra, Ph.D.
Superintendent/President

VERIFICATION

The undersigned declares that he/she is an officer, namely, the Secretary of the Governing Board of the Southwestern Community College District, which is the owner of the public work described in the Notice of Completion executed by said district; that he has read the same and knows the contents thereof and that the facts therein stated are true of his own knowledge; and that she makes this verification for and on behalf of said College District.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 13, 2010, at San Diego, California

Raj K. Chopra, Ph.D.
Superintendent/President

ITEM #14 A3

PLEASE COMPLETE THIS INFORMATION

RECORDING REQUESTED BY:

John R. Brown

Director of Facilities, Operations & Planning

Southwestern Community College District

AND WHEN RECORDED MAIL TO:

900 Otay Lakes Road

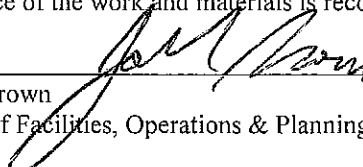
Chula Vista, CA 91910

THIS SPACE FOR RECORDER'S OFFICE ONLY

Acceptance of Work and Notice of Completion

1. Southwestern Community College District
(Name of School District)
2. The Casper Company, Inc.
(Name of Contractor)
3. SureTec Insurance Company
(Name of Surety)
4. Description of Public Work Involved Sufficient for Identification:
Southwestern Community College District Bid No. 162 Building 330 – HVAC Replacement Bid Package 1 Demolition and Abatement

as provided in contract specified herein which is on file with the Clerk of the Governing Board of the above named College District.

5. Date of Contract May 13, 2010	6. Acceptance of the work and materials is recommended by:  John R. Brown Director of Facilities, Operations & Planning	<u>Sept 28, 2010</u> (Date)
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7. Acceptance of Work and Materials

NOTICE IS HERBY GIVEN that the above referenced contract and public work to which Chapter 3 of Division 5 of Title I of the Government Code (commencing with Section 4200) applies were completed by acceptance by the Governing Board of the above named college district on the XX day of August; Bid No. 162.

The contractor on said contract and public work and the name of the surety on the Contractor's Bond of said Contractor are as set forth above.

Southwestern Community College District

[Code of Civil Procedure § 1192.1]

[Government Code § 27361.6]

By _____
Raj K. Chopra, Ph.D.
Superintendent/President

VERIFICATION

The undersigned declares that he/she is an officer, namely, the Secretary of the Governing Board of the Southwestern Community College District, which is the owner of the public work described in the Notice of Completion executed by said district; that he has read the same and knows the contents thereof and that the facts therein stated are true of his own knowledge; and that she makes this verification for and on behalf of said College District.

I declare under penalty of perjury that the foregoing is true and correct.
Executed on October 13, 2010, at San Diego, California

Raj K. Chopra, Ph.D.
Superintendent/President

ITEM #14 A4

PLEASE COMPLETE THIS INFORMATION

RECORDING REQUESTED BY:

John R. Brown
Director of Facilities, Operations & Planning
Southwestern Community College District

AND WHEN RECORDED MAIL TO:

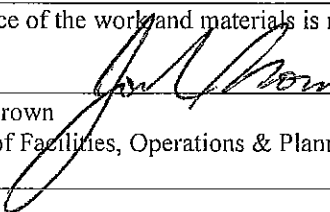
900 Otay Lakes Road
Chula Vista, CA 91910

THIS SPACE FOR RECORDER'S OFFICE ONLY

Acceptance of Work and Notice of Completion

1. Southwestern Community College District
(Name of School District)
2. Countywide Mechanical Systems, Inc.
(Name of Contractor)
3. Great American Insurance Company
(Name of Surety)
4. Description of Public Work Involved Sufficient for Identification:
Southwestern Community College District Bid No. 164 Building 330 – HVAC Replacement Bid Package 3HVAC and Plumbing

as provided in contract specified herein which is on file with the Clerk of the Governing Board of the above named College District.

5. Date of Contract May 13, 2010	6. Acceptance of the work and materials is recommended by: <div style="display: flex; justify-content: space-between;"><div style="text-align: center;"> _____ John R. Brown Director of Facilities, Operations & Planning</div><div style="text-align: center;"><u>Sept 28, 2010</u> (Date)</div></div>
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7. Acceptance of Work and Materials

NOTICE IS HERBY GIVEN that the above referenced contract and public work to which Chapter 3 of Division 5 of Title I of the Government Code (commencing with Section 4200) applies were completed by acceptance by the Governing Board of the above named college district on the 14 day of August; Bid No. 164.

The contractor on said contract and public work and the name of the surety on the Contractor's Bond of said Contractor are as set forth above.

Southwestern Community College District

[Code of Civil Procedure § 1192.1]
[Government Code § 27361.6]

By _____
Raj K. Chopra, Ph.D.
Superintendent/President

VERIFICATION

The undersigned declares that he/she is an officer, namely, the Secretary of the Governing Board of the Southwestern Community College District, which is the owner of the public work described in the Notice of Completion executed by said district; that he has read the same and knows the contents thereof and that the facts therein stated are true of his own knowledge; and that she makes this verification for and on behalf of said College District.

I declare under penalty of perjury that the foregoing is true and correct.
Executed on October 13, 2010, at San Diego, California

Raj K. Chopra, Ph.D.
Superintendent/President

ITEM #14 A5

PLEASE COMPLETE THIS INFORMATION

RECORDING REQUESTED BY:

John R. Brown
Director of Facilities, Operations & Planning
Southwestern Community College District

AND WHEN RECORDED MAIL TO:

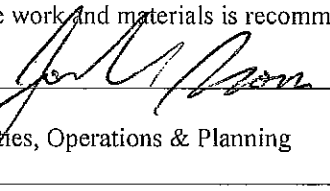
900 Otay Lakes Road
Chula Vista, CA 91910

THIS SPACE FOR RECORDERS OFFICE ONLY

Acceptance of Work and Notice of Completion

1. Southwestern Community College District
(Name of School District)
2. R.L Electric, Inc
(Name of Contractor)
3. Western Insurance Company
(Name of Surety)
4. Description of Public Work Involved Sufficient for Identification:
Southwestern Community College District Bid No. 165 Building 330 – HVAC Replacement Bid Package 4 Electrical

as provided in contract specified herein which is on file with the Clerk of the Governing Board of the above named College District.

5. Date of Contract May 13, 2010	6. Acceptance of the work and materials is recommended by:  John R. Brown Director of Facilities, Operations & Planning	<u>Sept 28, 2010</u> (Date)
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7. Acceptance of Work and Materials

NOTICE IS HERBY GIVEN that the above referenced contract and public work to which Chapter 3 of Division 5 of Title I of the Government Code (commencing with Section 4200) applies were completed by acceptance by the Governing Board of the above named college district on the 14 day of August; Bid No. 165.

The contractor on said contract and public work and the name of the surety on the Contractor's Bond of said Contractor are as set forth above.

Southwestern Community College District

[Code of Civil Procedure § 1192.1]
[Government Code § 27361.6]

By _____
Raj K. Chopra, Ph.D.
Superintendent/President

VERIFICATION

The undersigned declares that he/she is an officer, namely, the Secretary of the Governing Board of the Southwestern Community College District, which is the owner of the public work described in the Notice of Completion executed by said district; that he has read the same and knows the contents thereof and that the facts therein stated are true of his own knowledge; and that she makes this verification for and on behalf of said College District.

I declare under penalty of perjury that the foregoing is true and correct.
Executed on October 13, 2010, at San Diego, California


Raj K. Chopra, Ph.D.
Superintendent/President


ITEM #14B1


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Nicholas C.A. Alioto, CPA 
Vice President for Business and Financial Affairs

INITIATED BY: Henry Amigable, CCM 
Bond Program Director, Seville Construction Services, Inc.

SUBJECT: Recommend Award of Bid No. 177 – Student Services Center Modernization Bid
Package 1 - General Construction

RECOMMENDATION

Recommend award of Bid No. 177 – Student Services Center Modernization Bid - Package 1 - General Construction, to Fordyce Construction, Inc., in an amount not to exceed \$139,444, to provide general construction services for the Student Service Building Remodel project, and authorize the Superintendent/President to enter into contract for these services.

OVERVIEW

On September 9, 2010, the District received a total of six trade contractor bids for the referenced project, and based on the bids received; the above trade contractor is the apparent low bidder and is being recommended for award to provide the above construction services. These services will be funded by Proposition AA.

FISCAL IMPACT/ACCOUNT

NTE \$139,444 cost to the District/Account No.0-46210-718640-000 (Student Services Building Proposition AA Funds)

HA:vs



*Southwestern Community College District
Proposition AA/R Bond Management Staff
Recommendation of Award of Bid*

Governing Board Meeting Date: October 13, 2010

Recommend Award of Bid No.177

Title of Bid: Recommend Award of Bid No. 177 – Student Services Center Modernization
Bid Package 1 – General Construction

Bidder Name	Bid Cost
Fordyce Construction, Inc.	\$139,444
Melhorn Construction	\$145,000
Gordon-Prill San Diego, Inc.	\$185,988
Healy Construction Co	\$228,553
Randall Construction, Inc.	\$229,893
Rocky Coast Builders, Inc.	\$244,400

- **Bold text indicates recommended awarding firm.**

Rejected Bids:

N/A	
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Henry Amigable, CCM
Bond Program Director

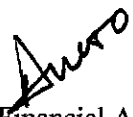
ITEM #14 B2


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Nicholas C.A. Alioto, CPA 
Vice President for Business and Financial Affairs

INITIATED BY: Henry Amigable, CCM 
Bond Program Director, Seville Construction Services, Inc.

SUBJECT: Recommend Award of Bid No. 178 – Student Services Center Modernization Bid
Package 2 - HVAC & Fire Sprinklers

RECOMMENDATION

Recommend award of Bid No. 178 – Student Services Center Modernization Bid Package 2 – HVAC & Fire Sprinklers, to Countywide Mechanical Systems, Inc., in an amount not to exceed \$29,900, to provide construction services for the Student Service Building Remodel project, and authorize the Superintendent/President to enter into contract for these services.

OVERVIEW

On September 9, 2010, the District received a total of four trade contractor bids for the referenced project, and based on the bids received; the above trade contractor is the apparent low bidder and is being recommended for award to provide the above construction services. These services will be funded by Proposition AA.

FISCAL IMPACT/ACCOUNT

NTE \$29,900 cost to the District/Account No.0-46210-718640-000 (Student Services Building Proposition AA Funds)

HA:vs



***Southwestern Community College District
Proposition AA/R Bond Management Staff
Recommendation of Award of Bid***

Governing Board Meeting Date: October 13, 2010

Recommend Award of Bid No.178

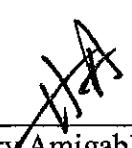
Title of Bid: Recommend Award of Bid No. 178 – Student Services Center Modernization
Bid Package 2 – HVAC & Fire Sprinklers

Bidder Name	Bid Cost
Countywide Mechanical Systems, Inc.	\$29,900
Certified Air Conditioning	\$30,000
Able Heating & Air Conditioning, Inc.	\$32,974
Ahrens Corporation	\$43,900

- **Bold text indicates recommended awarding firm.**

Rejected Bids:

N/A	
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Henry Amigable, CCM
Bond Program Director


ITEM #14 B3

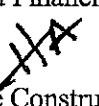
October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Nicholas C.A. Alioto, CPA 
Vice President for Business and Financial Affairs

INITIATED BY: Henry Amigable, CCM 
Bond Program Director, Seville Construction Services, Inc.

SUBJECT: Recommend Award of Bid No. 179 – Student Services Center Modernization Bid
Package 3 - Electrical, Data & Fire Alarm

RECOMMENDATION

Recommend award of Bid No. 179 – Student Services Center Modernization Bid Package 3 - Electrical, Data & Fire Alarm, to Tel Tech Plus dba TTP-US, in an amount not to exceed \$49,583 to provide construction services for the Student Service Building Remodel project, and authorize the Superintendent/President to enter into contract for these services.

OVERVIEW

On September 9, 2010, the District received a total of four trade contractor bids for the referenced project, and based on the bids received; the above trade contractor is the apparent low bidder and is being recommended for award to provide the above construction services. These services will be funded by Proposition AA.

FISCAL IMPACT/ACCOUNT

NTE \$49,583 cost to the District/Account No.0-46210-718640-000 (Student Services Building Proposition AA Funds)

HA:vs



***Southwestern Community College District
Proposition AA/R Bond Management Staff
Recommendation of Award of Bid***

Governing Board Meeting Date: October 13, 2010

Recommend Award of Bid No.179

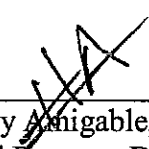
Title of Bid: Recommend Award of Bid No. 179 – Student Services Center Modernization
Bid Package 3 – Electrical, Data & Fire Alarm

Bidder Name	Bid Cost
Tel Tech Plus dba TTP-US	\$49,583
G.A Abell, Inc. dba Precision Electric	\$71,800
La Jolla Electric, Inc.	\$87,100
Gould Electric, Inc.	\$89,000

- **Bold text indicates recommended awarding firm.**

Rejected Bids:

N/A	
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Henry Amigable, CCM
Bond Program Director

ITEM #14 C

October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: *RKC*
Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Nicholas C.A. Alioto, CPA *Alioto*
Vice President for Business and Financial Affairs

INITIATED BY: Henry Amigable, CCM *Amigable*
Bond Program Director, Seville Construction Services, Inc.

SUBJECT: Award of RFQ 127 California Environmental Quality Act (CEQA)

RECOMMENDATION

Recommend award of RFQ 127 for professional services to BRG Consulting, Inc., to obtain environmental clearance and entitlement for the Corner Lot and Central Plant/DeVore Stadium projects, in the amount of \$38,573, and authorize the Superintendent/President to sign the agreement and any future amendments that may occur.

OVERVIEW

The District will be constructing six buildings and a parking complex on the corner lot of Otay Lakes Road and H Street. In addition, the District intends to begin the construction of a new central plant, field house, and DeVore Stadium improvements at the Chula Vista campus. The District is required to conduct a California Environmental Quality Act (CEQA) initial study for potential traffic, noise, and greenhouse gases resulting from the proposed projects. Upon completion of the study, a Notice of Determination will be filed in accordance with CEQA.

The District issued a Request for Qualifications No. 127 for this study to provide environmental review and to file a mitigated negative declaration. Three firms were interviewed and based on their qualifications; BRG Consulting, Inc. is being recommended to perform the study. These services will be funded by Proposition R.

FISCAL IMPACT/ACCOUNT

NTE \$38,573 Cost to the District/Account Nos.:

5-45110-718741-970 (Corner Lot Project- Proposition R Funds)

5-45123-718734-970 (Central Plant Project - Proposition R Funds)

5-45123-718722-970 (Replacement of DeVore Stadium Field House - Proposition R Funds)

HA:vs



*Southwestern Community College District
Business, Operations & Facilities Planning
Recommendation of Award of RFQ*

Governing Board Meeting Date: October 13, 2010

Recommend Award of RFQ 127

Title of Bid: Recommend Award of RFQ 127 California Environmental Quality Act (CEQA)

Bidder	Cost Proposal
BRG Consulting, Inc.	\$38,573
RBF Consulting	\$55,659
Dudek	\$76,432

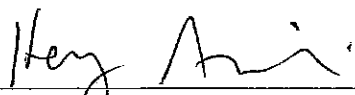
- **Bolded text indicates recommended awarding firms.**

Rejected Bids:

N/A	
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On September 9, 2010, the District received a total of three qualifications packages from interested environmental firms to provide the professional services to obtain environmental clearance and entitlement for the Corner Lot and Central Plant/DeVore Stadium projects.

On September 16, the firms listed above were invited for interview and based on their performance and qualifications, BRG Consulting, Inc. is being recommended for award. These services will be funded by Proposition R.

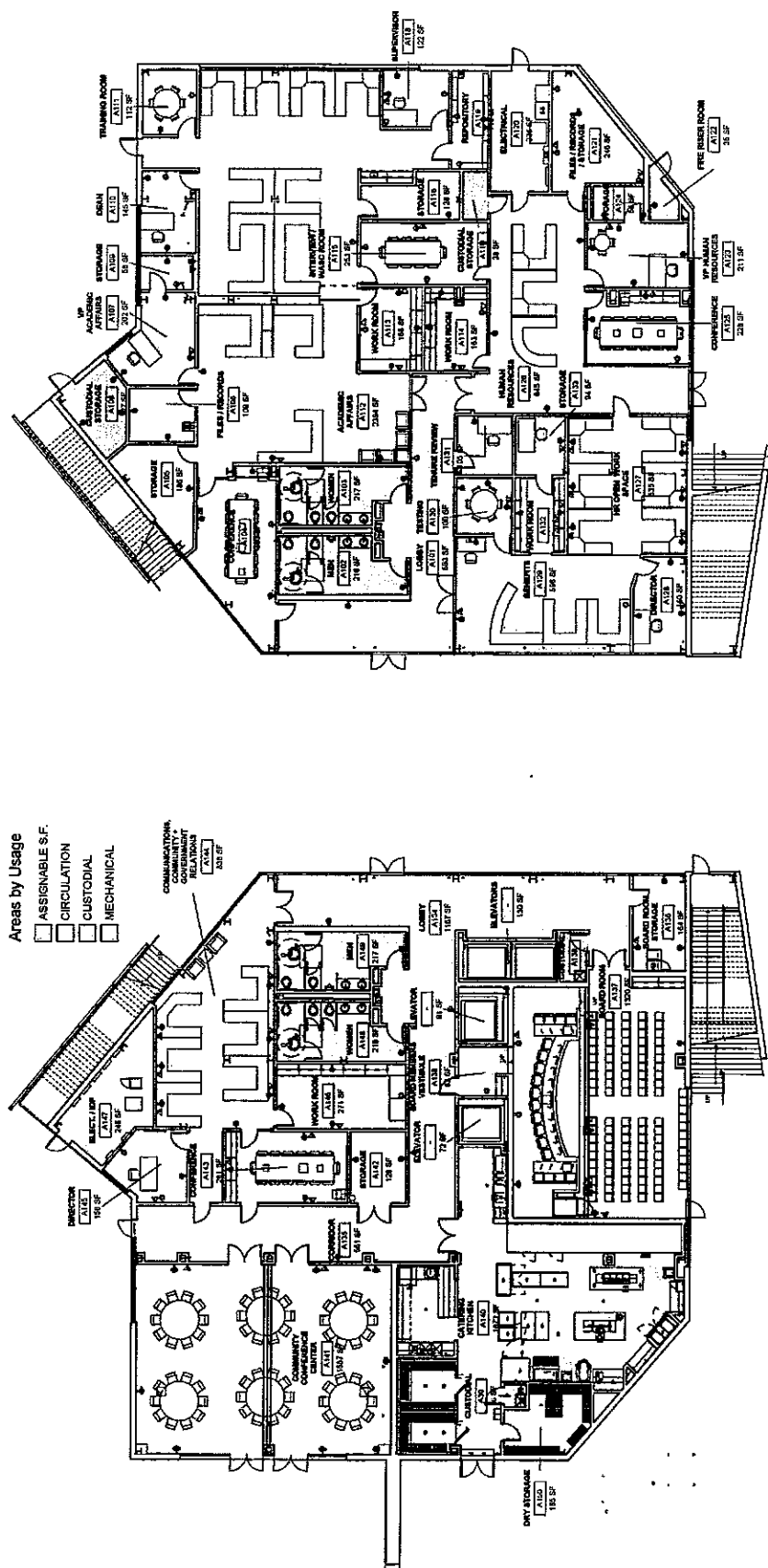

Henry Amigable, CCM
Bond Program Director

ITEM #15

Southwestern College Corner Lot

13-Oct-10 BCA Architects

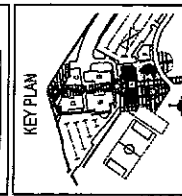
SPACE ALLOCATION MATRIX		DESIGN/DEVELOPMENT PHASE								
USE		NEW SPACE [ASF]	CIRCULATION	NEW SPACE [OGSF]	NEW SPACE [ASF]	CIRCULATION	CUSTODIAL	MECH.	STRUCTURE	NEW SPACE [OGSFF]
Building A - Administration Building Superintendent / President Area / SWC Foundation Communications, Community + Government Relations V.P. of Academic Affairs, Instr. Services, + Accreditation. V.P. of Human Resources V.P. of Business + Financial Affairs Facilities Operations + Planning Fiscal/Payroll/Purchasing, Contracting + Central Services Information Services Conference Rooms (General) Community Conference Center Catering Kitchen and Prep area Board Room > Subtotal Administration Building		5,750	1,725	7,475	1,420					
		1,250	375	1,625	1,388					
		1,500	450	1,950	3,403					
		3,000	1,050	4,050	3,307					
		1,000	300	1,300	Incl. above					
		4,500	1,350	5,850	4,455					
		5,000	1,500	6,500	1,937					
		3,000	900	3,900	2,900					
		4,500	1,350	5,850	8,805					
		1,000	300	1,300	3,148					
		34,000	10,200	44,200	34,853	7,911	281	3,367	2,227	48,639
Building B - Bookstore Main Bookstore Bookstore Café Node > Subtotal Bookstore		18,500	5,550	24,050	20,695					
		500	150	650	961					
		19,000	5,700	24,700	20,158	883	178	1,102	1,228	23,549
Building C - Café / Restaurant Café Multi-Cultural Stand Restaurant > Subtotal Café / Restaurant		1,000	300	1,300	916					
		2,000	600	2,600	293					
		3,000	900	3,900	4,767					
		5,000	1,500	6,500	5,976	318	68	699	999	8,060
Building D - Cultural + Continuing Education Center Art Gallery Age-Appropriate Fitness Center Continuing Education Administration Classrooms (4) Computer Lab (now Study Area) > Subtotal Cultural + Continuing Education Center		2,000	600	2,600	4,250					
		2,500	750	3,250	2,560					
		3,000	900	3,900	2,962					
		5,000	1,500	6,500	4,021					
		4,500	1,350	5,850	1,147					
		17,000	5,100	22,100	14,940	2,327	95	1,611	2,477	21,450
Building E - Educational Center Instructional Partnership: Administration Instructional Partnership: Joint-Use Facilities Culinary Arts Small Business / International Education > Subtotal Educational Center		2,000	600	2,600	2,779					
		20,000	6,000	26,000	10,349					
		2,000	600	2,600	4,312					
		7,500	2,250	9,750	7,173					
		31,500	9,450	40,950	24,613	6,326	324	1,718	3,771	36,752
Building F - Public Safety Campus Police Center City of Chula Vista Police Center > Subtotal Public Safety Building		3,500	1,050	4,550	5,720					
		500	150	650	425					
		4,000	1,200	5,200	6,145	529	47	111	656	7,488
TOTAL PROJECT ASSIGNABLE SQUARE FOOTAGE (ASF) =		108,500			106,685					
TOTAL PROJECT CIRCULATION AREA =			32,550			18,294				
TOTAL PROJECT CUSTODIAL / MECH. / STRUCTURE AREA =			Incl. above				993	8,608	11,358	
TOTAL PROJECT OUTSIDE GROSS SQUARE FOOTAGE (OGSF) =				141,050						145,938
TOTAL ASSIGNABLE AREA PERCENTAGE =		77%		100%	73%					100%



1 BUILDING A FIRST FLOOR

REVISION	DATE
1. The floor plan is to be used for the building.	
2. The floor plan is to be used for the building.	
3. The floor plan is to be used for the building.	
4. The floor plan is to be used for the building.	
5. The floor plan is to be used for the building.	

REVISION	DATE
1. The floor plan is to be used for the building.	
2. The floor plan is to be used for the building.	
3. The floor plan is to be used for the building.	
4. The floor plan is to be used for the building.	
5. The floor plan is to be used for the building.	

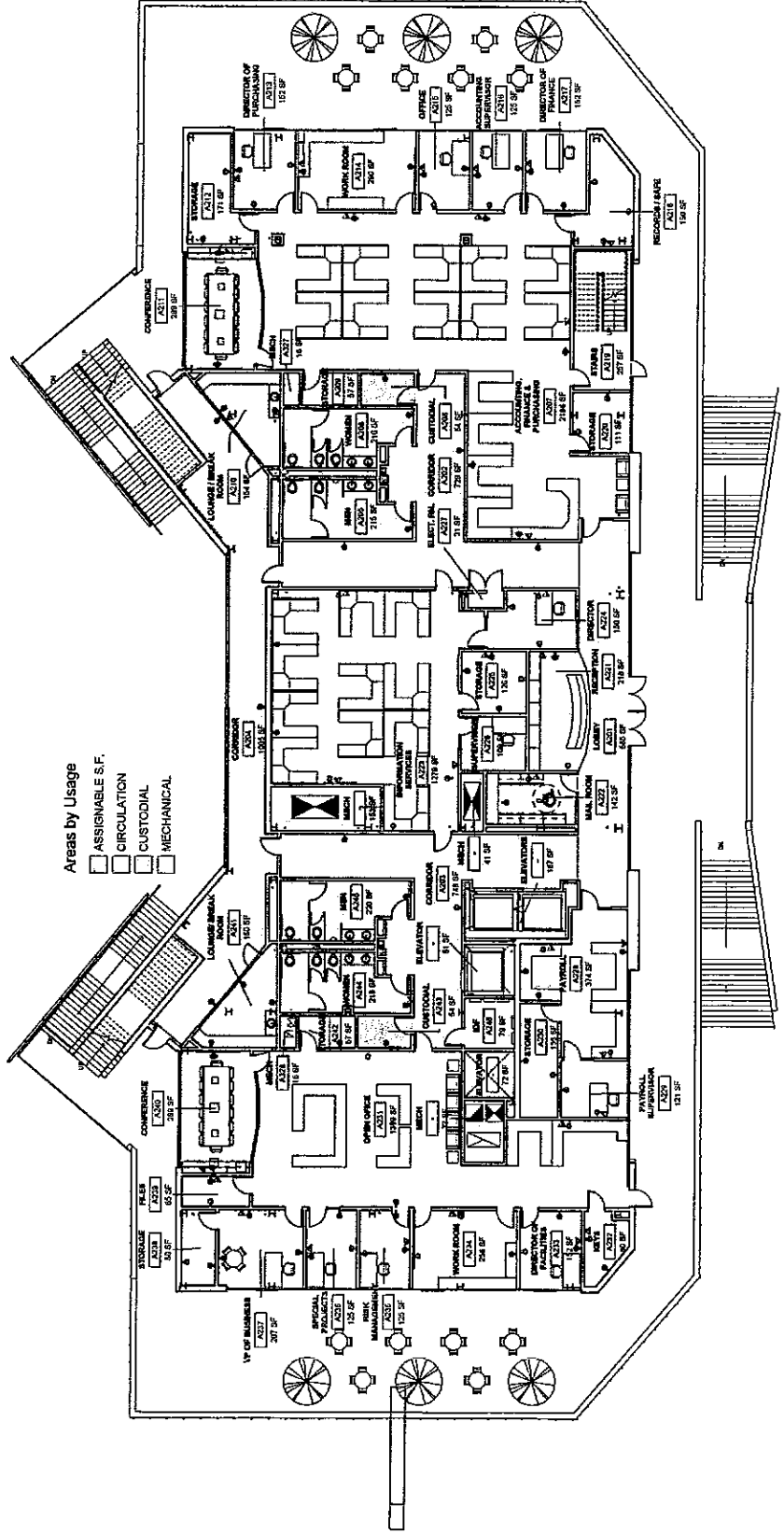


100% DD

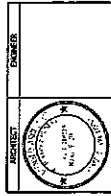
**SOUTHWESTERN
COMMUNITY
COLLEGE**
CORNER LOT
900 Day Lanes Road
Chula Vista, CA 91910

**BUILDING A
SECOND FLOOR**

Scale	1/8" = 1'-0"
Sheet	AA-2
Page Number	2



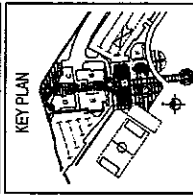
BUILDING A SECOND FLOOR
12' x 14'



1. This is a preliminary drawing. It is not to be used for construction without the approval of the architect.
2. The architect is not responsible for the accuracy of the information provided by the client.
3. The architect is not responsible for the accuracy of the information provided by the client.
4. The architect is not responsible for the accuracy of the information provided by the client.

NO.	REVISIONS	DATE

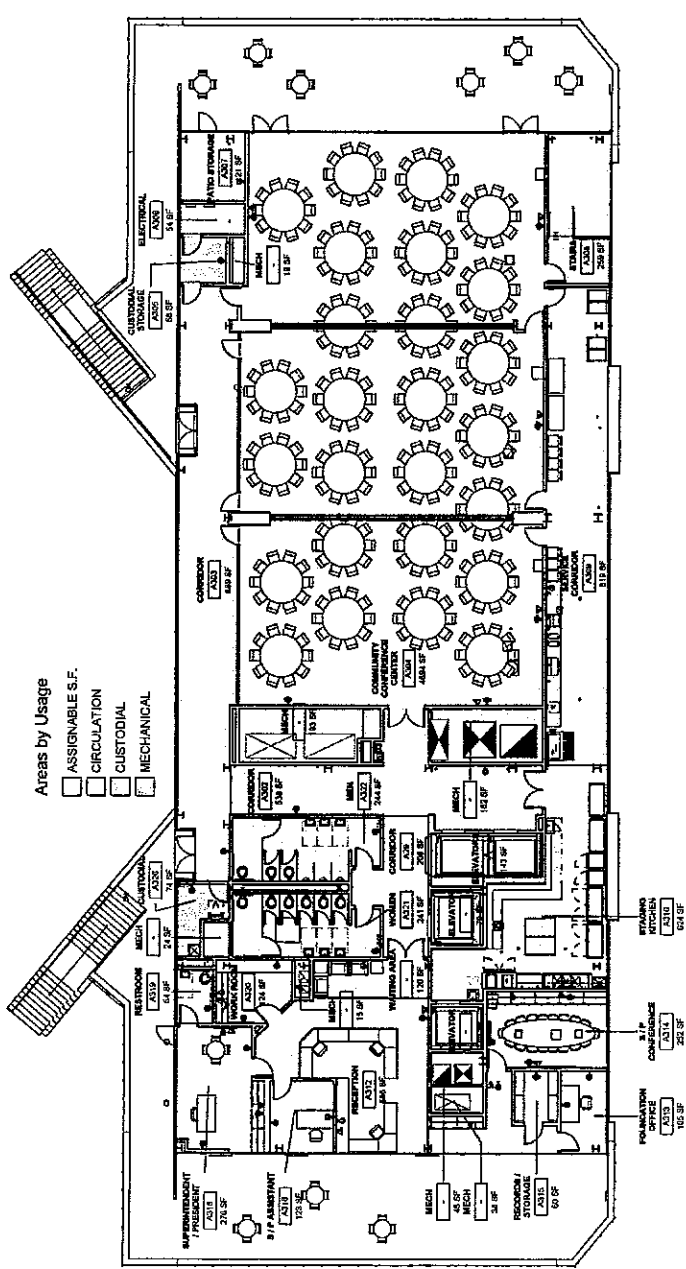
PROJECT: _____
OWNER: _____
DATE: _____
DRAWN BY: _____
CHECKED BY: _____
APPROVED BY: _____



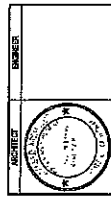
KEY PLAN
100% DD
**SOUTHWESTERN
COMMUNITY
COLLEGE**
CORNER LOT
900 Clay Lakes Road
Chico, CA 95910

**BUILDING A
THIRD FLOOR**

Scale: 1/8" = 1'-0"
Date: 11/14/2014
Sheet: AA-3
Project: Southwestern Community College



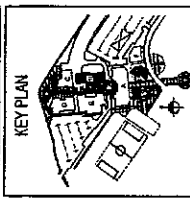
BUILDING A THIRD FLOOR
1/8" = 1'-0"



3. The third is part of a second set and has four parts.
4. The fourth is the remaining subquestion which is a slightly longer and somewhat more complex one, and which has subquestions that have almost no sub-questions.
5. These plans are given based on instruments of various very small systems and are for use in the present study. Reproducibility studies have not yet been conducted to measure the reliability of the instrument.
6. Copyrighted by the National Association, 2002.

[illegible]

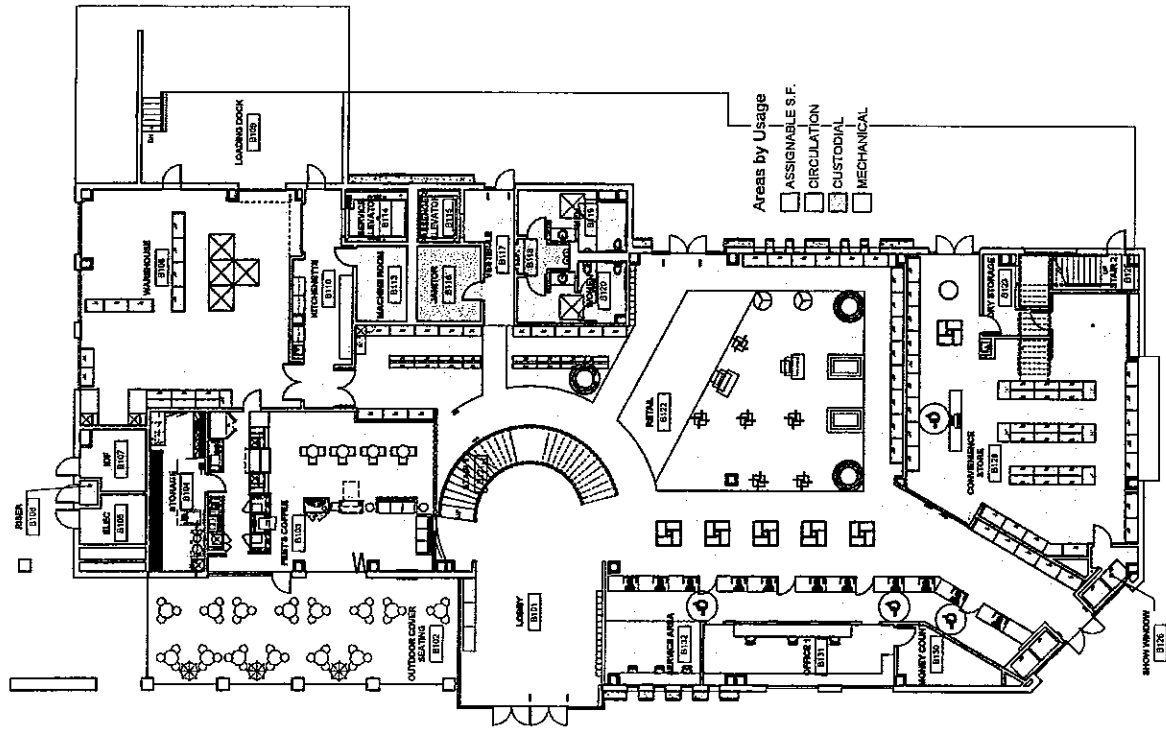
Diagram illustrating a rectangular box with a smaller rectangle inside it. The outer rectangle is labeled "P. 2. 10." and "1". The inner rectangle is labeled "P. 2. 10." and "1". The space between them is labeled "P. 2. 10." and "1".



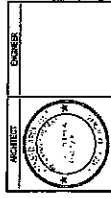
100% DD
SOUTHWESTERN
COMMUNITY
COLLEGE
CORNER LOT
900 Olney Lakes Road
Chula Vista, CA 91910

**BUILDING B
FIRST FLOOR**

Drawn
M.A.L.2114
Scale
1" = 1'-0"
Project Number
AB-1
Name



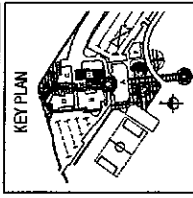
BUILDING B - FIRST FLOOR



1. This drawing is for the use of the architect only.
2. No part of this drawing may be reproduced without the written permission of the architect.
3. This drawing is the property of the architect and shall remain confidential.
4. This drawing is not to be used for any other project without the written permission of the architect.
5. This drawing is not to be used for any other project without the written permission of the architect.
6. Copyright © 2010 BCA Architects, Inc.

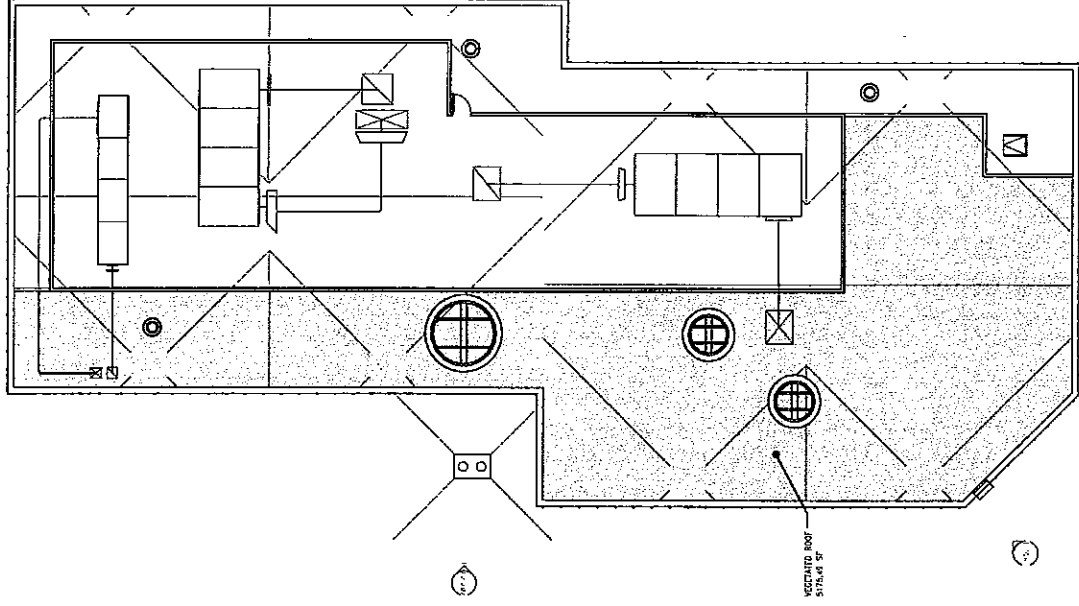
NO.	REVISIONS	DATE

DESIGNED BY: _____
CHECKED BY: _____
DATE: _____
PROJECT: _____
SHEET: _____ OF _____
SCALE: _____

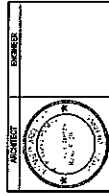


100% DD
SOUTHWESTERN
COMMUNITY
COLLEGE
CORNER LOT
900 Olay Lakes Road
Chula Vista, CA 91910

BUILDING B
ROOF



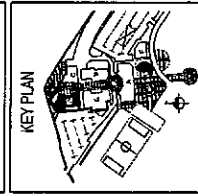
BUILDING B - ROOF
SCALE: 1/8"=1'-0"



1. The owner hereby authorizes the architect to prepare and submit to the appropriate authorities for review and approval all documents and drawings required for the construction of the project.

NO.	REVISIONS	DATE

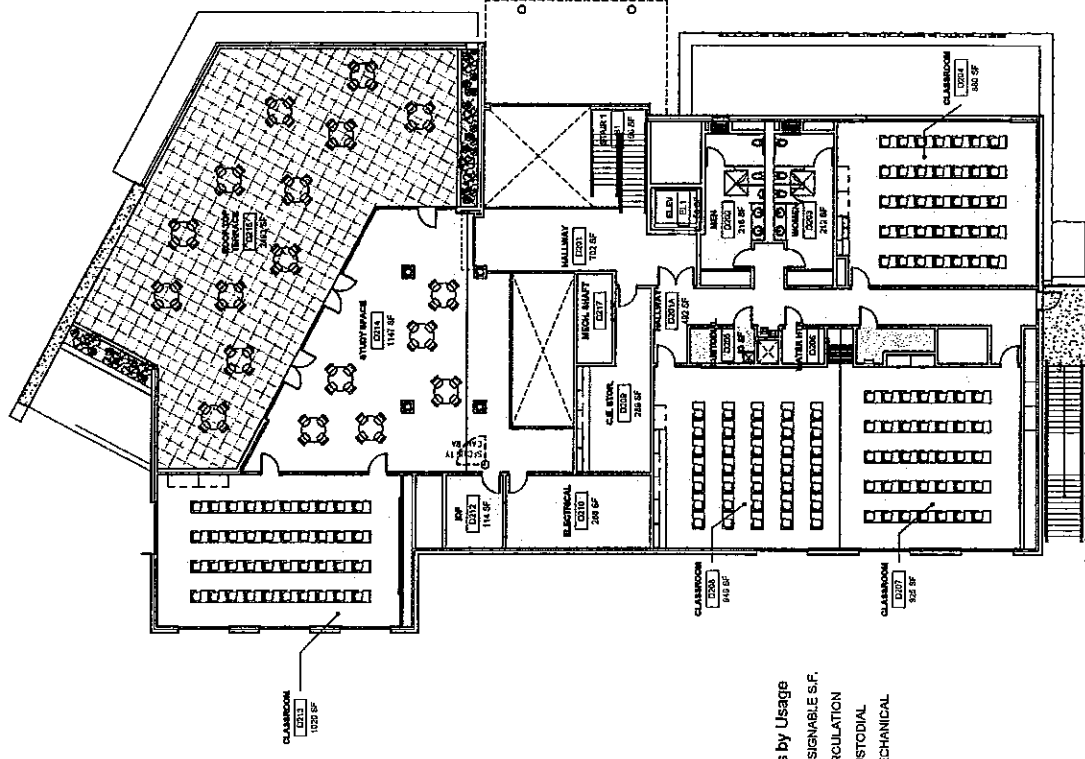
DESIGNED BY	DATE
DRAWN BY	DATE
CHECKED BY	DATE
APPROVED BY	DATE



100% DD
**SOUTHWESTERN
COMMUNITY
COLLEGE**
CORNER LOT
300 OTAY LAKES ROAD
CHULA VISTA, CA 91910

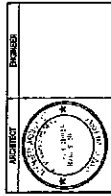
**BUILDING D
SECOND FLOOR**

DATE: 11/20/14
DRAWN: J. P.
CHECKED: J. P.
APPROVED: J. P.



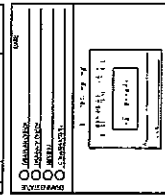
- Areas by Usage
- ☐ ASSIGNABLE S.F.
 - ☐ CIRCULATION
 - ☐ CUSTODIAL
 - ☐ MECHANICAL

BUILDING D SECOND FLOOR
1/8" = 1'-0"



1. The project is for a new building and site.
2. The project is for a new building and site.
3. The project is for a new building and site.
4. The project is for a new building and site.

NO.	DESCRIPTION	DATE
1	REVISION	
2	REVISION	
3	REVISION	
4	REVISION	
5	REVISION	
6	REVISION	
7	REVISION	
8	REVISION	
9	REVISION	
10	REVISION	



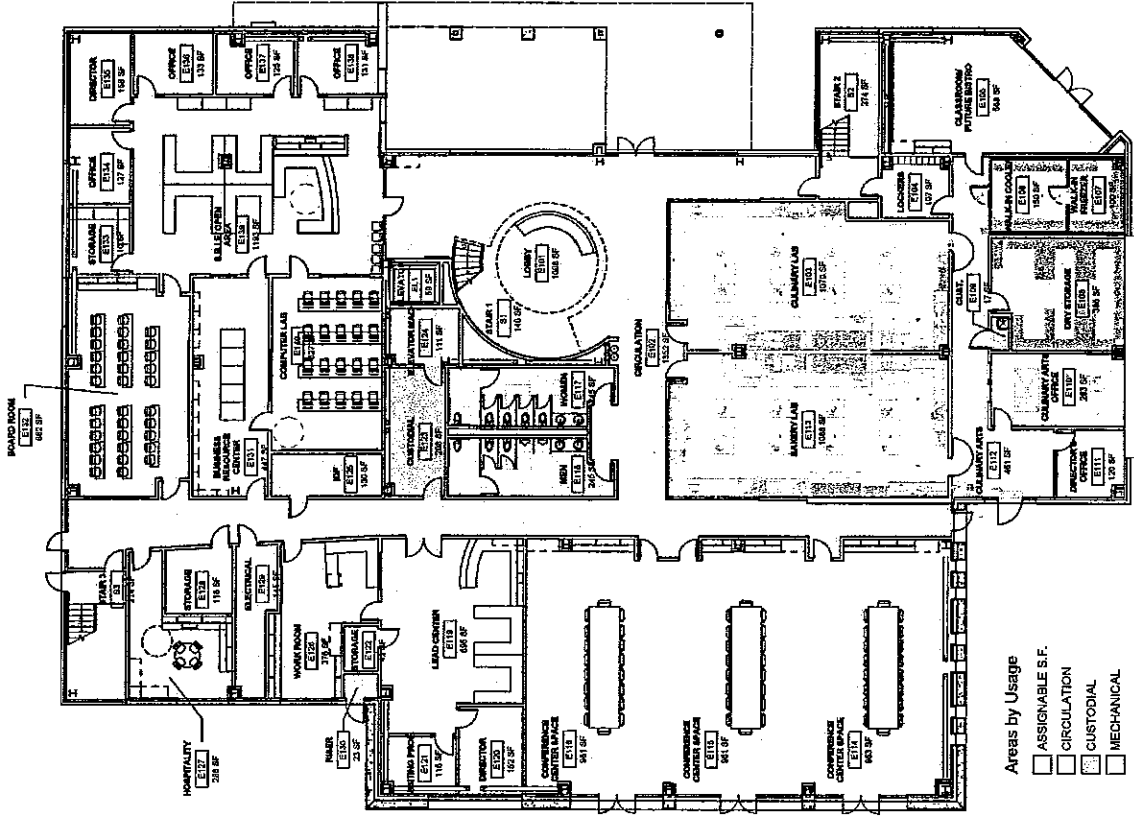
KEY PLAN

100% DD

SOUTHWESTERN
COMMUNITY
COLLEGE

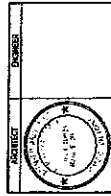
CORNER LOT
900 OTAY LAKES ROAD
CHULA VISTA, CA 91910

BUILDING E
FIRST FLOOR



- Areas by Usage
- ☐ ASSIGNABLE S.F.
 - ☐ CIRCULATION
 - ☐ CUSTODIAL
 - ☐ MECHANICAL

BUILDING E FIRST FLOOR 1
1/8" = 1'-0"



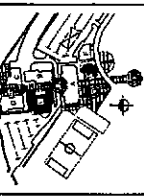
1. The owner is to provide a complete set of specifications.
2. The owner is to provide a complete set of construction documents.
3. The owner is to provide a complete set of construction documents.
4. The owner is to provide a complete set of construction documents.
5. The owner is to provide a complete set of construction documents.
6. The owner is to provide a complete set of construction documents.

NO.	REVISIONS	DATE

DESIGNED BY
DRAWN BY
CHECKED BY
DATE



KEY PLAN



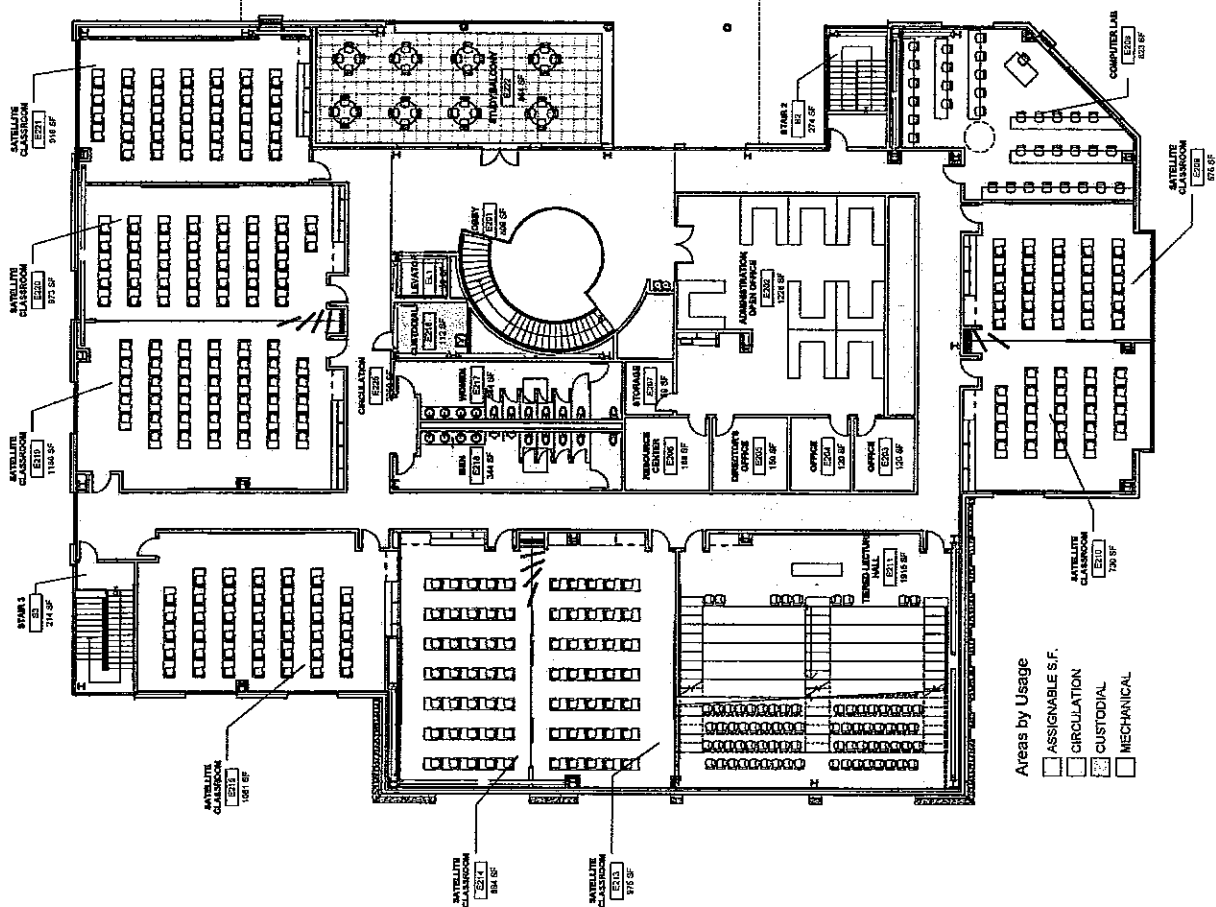
100% DD

**SOUTHWESTERN
COMMUNITY
COLLEGE**

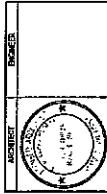
CORNER LOT
900 OTAY LAKES ROAD
CHULA VISTA, CA 91910

**BUILDING E
SECOND FLOOR**

Scale
Date
Sheet
Project Name
Notes



BUILDING E SECOND FLOOR
1/8" = 1'-0"



1. The design of this project is based on the information provided by the client and the architect. The architect is not responsible for the accuracy of the information provided by the client or the architect.

2. The design of this project is based on the information provided by the client and the architect. The architect is not responsible for the accuracy of the information provided by the client or the architect.

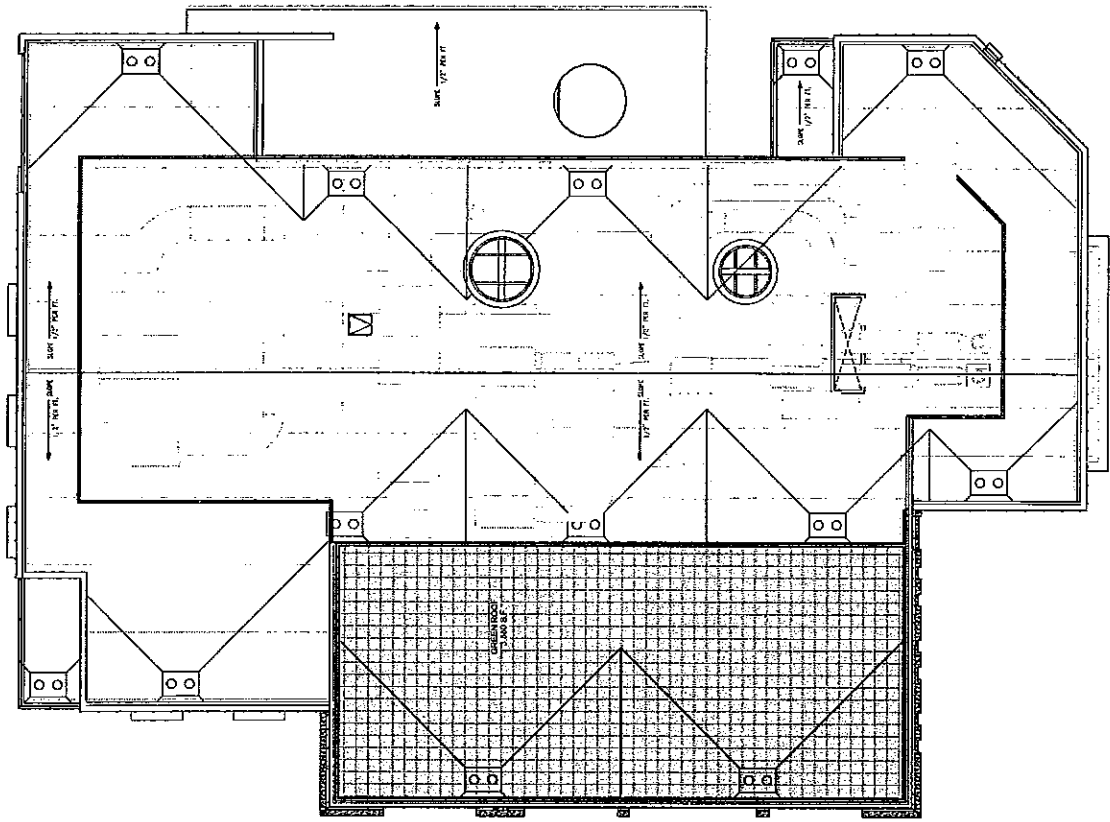
DATE	DESCRIPTION
12/1/10	100% DD

KEY PLAN

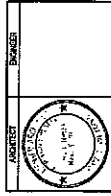
SOUTHWESTERN COMMUNITY COLLEGE
CORNER LOT
900 OTAY LAKES ROAD
CHULA VISTA, CA 91910

BUILDING ROOF

100% DD
12/1/10
100% DD
12/1/10
100% DD
12/1/10



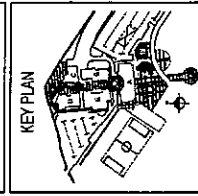
BUILDING ROOF 1
12' x 12'



1. The design is based on the information provided by the client.
2. The design is based on the information provided by the client.
3. The design is based on the information provided by the client.
4. The design is based on the information provided by the client.
5. The design is based on the information provided by the client.

NO.	REVISION	DATE

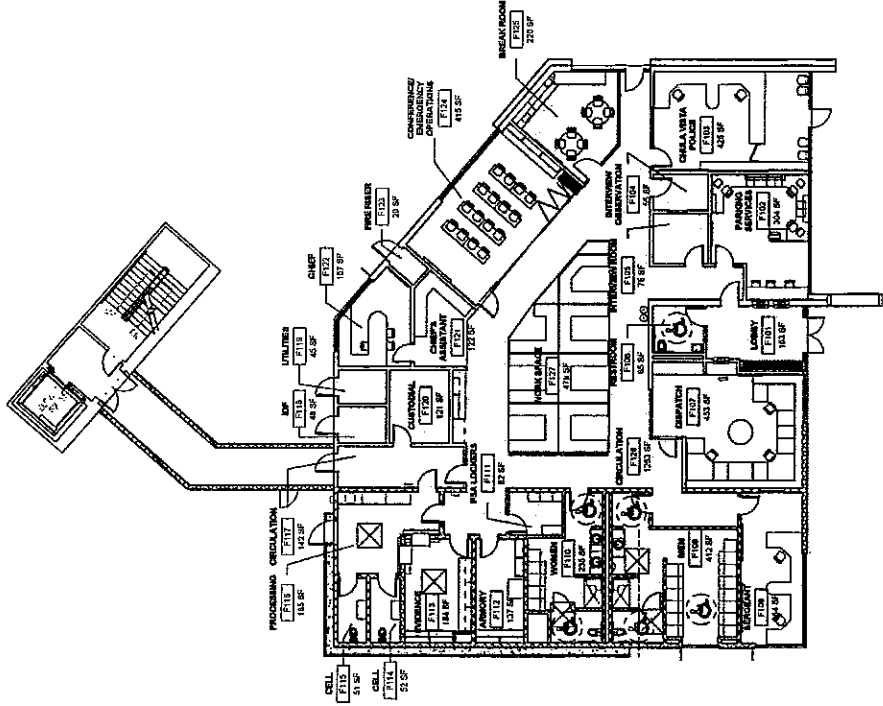
DESIGNED BY: _____
CHECKED BY: _____
DATE: _____



100% DD
SOUTHWESTERN
COMMUNITY
COLLEGE
CORNER LOT
900 Gray Lakes Road
Chula Vista, CA 91910

BUILDING F
FIRST FLOOR

Scale: 1/8" = 1'-0"
Drawing Number: _____
Title: _____
Date: _____
Author: _____
Check: _____
Date: _____



Areas by Usage
☐ ASSIGNABLE S.F.
☐ CIRCULATION
☐ MECHANICAL


BUILDING F FIRST FLOOR
1/8" = 1'-0"

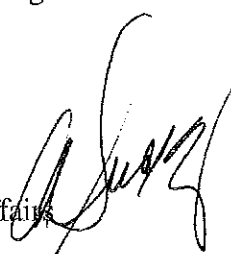
ITEM #16 A1


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Angelica L. Suarez, Ph.D. 
Vice President for Student Affairs

INITIATED BY: Beatrice Zamora-Aguilar 
Dean, Counseling and Matriculation

SUBJECT: Agreement with Institute for Women in Trades,
Technology and Science

RECOMMENDATION

Approve Agreement No. A3090.10 with the Institute for Women in Trades, Technology and Science (IWITTS), for the period October 22, 2010, inclusive, in a total amount not to exceed \$3,933.

OVERVIEW

This is an agreement between IWITTS and Southwestern Community College District to provide gender equity training for career and technical education faculty. The training will be led by Donna Milgram, an expert in career and technical gender equity training. The training will cover best practices, new recruitment and retention strategies, gender-specific learning styles, and recruitment and retention case studies with an action plan as the outcome. The workshop is designed for both male and female participants, and designed specifically for Southwestern College's career technical educators who want to achieve gender balance in the classroom.

FISCAL IMPACT/ACCOUNT

NTE \$3,933 cost as reflected below:

\$2,933	Cost to the District/Account No. 1-45120-631062-820 (CTECS Contract Services - Project Fund, Perkins)
\$500	Cost to District/Account No. 1-45120-061496-820 (Computer Information Systems Contract Services - Project Fund, Perkins)
\$500	Cost to District/Account No. 1-45120-094896-820 (Automotive Technology Contract Services - Project Fund, Perkins)

BZ-A:sbr

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Independent Contractor Agreement
(For short or long term contracts with a value of \$3,001 and over)

WHEREAS, it is the desire of the Governing Board of the Southwestern Community College District (hereinafter referred to as "District" or "Client") to contract with Institute for Women in Trades, Technology & Science (IWITTS) as an Independent Contractor (hereinafter referred to as "Contractor" or "Engineer"); and whereas such service will assist the Governing Board in discharging its legal obligation to provide an adequate educational program; and whereas Government Code section 53060 authorizes the Governing Board to enter into contracts to obtain special services and advice in financial, economic, accounting, engineering, legal or administrative matters for the District; and

WHEREAS, Contractor has represented to the Governing Board that Contractor is knowledgeable and qualified in skills required for this project and covenants that Contractor is capable of performing the services required under this agreement; and

WHEREAS, the Governing Board recognizes that Contractor is acting as an independent contractor in the performance of work under this contract, and that Contractor, to the extent required by law, shall be solely responsible for the payment of any and all claims for loss, personal injury, death, property damage, or otherwise, arising out of any act or omission of its employees or agents in connection with the performance of work under this contract; and

WHEREAS, Contractor understands that, for purposes of this Agreement, Contractor is not an employee of the District and does not qualify for employee benefits, including workers' compensation benefits;

NOW THEREFORE, the following is agreed:

I. SERVICES AND WORK PRODUCT(S) TO BE RENDERED BY THE INDEPENDENT CONTRACTOR.

Contractor agrees to undertake, carry out and complete for the Governing Board, in a satisfactory and competent manner, the following services:

The training will be led by Donna Milgram, an expert in career and technical gender equity training. The training will cover best practices, new recruitment and retention strategies, gender-specific learning styles, and recruitment and retention case studies with an action plan as the outcome. The workshop is designed for both male and female participants, and designed specifically for Southwestern College's career technical educators who want to achieve gender balance in the classroom.

II. COMPENSATION, MAXIMUM COST, AND PAYMENT.

- (a) In consideration of the service to be rendered by Contractor as outlined in this agreement, the Governing Board agrees to pay Contractor a total amount not to

exceed \$3,933 for services and product delivery and subsequent receipt of invoice for services rendered and products delivered by Contractor.

- (b) Invoice shall be processed within thirty (30) days upon receipt and approval by Southwestern Community College District of an invoice, in triplicate, showing services rendered for the period covered by the invoice.
- (c) All invoices submitted must contain the following certification statement: "I certify that payment requested is for appropriate purposes and in accordance with the provisions of the Contract." All invoices must be signed by Contractor's Chief Financial Officer or designee.
- (d) Contractor certifies that Contractor has not and will not receive pay for the same services or days of service by any other public agency.
- (e) District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District, unless otherwise specifically stated in this Contract.

III. PERIOD OF PERFORMANCE.

This period covered by this agreement shall be for services October 22, 2010.

IV. CONFLICT OF INTEREST.

If the District determines that Contractor is a "Consultant" under Political Reform Act of 1974, Contractor shall comply with all applicable Conflict of Interest laws, including the filing of a Statement of Economic Interest, pursuant to the District's Conflict Code, under a disclosure category or categories as determined by the District's Superintendent/President.

V. INDEPENDENT CONTRACTOR.

Contractor, in the performance of this Contract, shall be and act as an independent contractor. Contractor understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the service to be provided under this Contract.

VI. TAXES.

Contractor acknowledges and agrees that it is the sole responsibility of Contractor to report as income its compensation received from District and to make the requisite tax filings and payments to the appropriate federal, state or

local tax authority. No part of Contractor's compensation shall be subject to withholding by District for the payment of social security, unemployment, or disability insurance or any other similar state or federal tax obligation.

VII. MATERIALS.

Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Contract unless otherwise specifically stated in the Contract. Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

VIII. AUDIT AND INSPECTION OF RECORDS.

At any time during the normal business hours and as often as District may deem necessary, Contractor shall make available to District for examination at District's place of business as specified herein, all data, records, investigation reports and all other materials respecting matters covered by this Contract and Contractor will permit the District to audit, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Contract.

IX. CONFIDENTIALITY AND USE OF INFORMATION.

- (a) Contractor shall hold in trust for the District, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the District's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.
- (b) Contractor shall advise the District of any and all materials used, or recommended for use by consultant to achieve the project goals, that are subject to any copyright restrictions or requirements. In the event Contractor shall fail to so advise the District and as a result of the use of any programs or materials developed by Contractor under this Contract the District should be found in violation of any copyright restrictions or requirements, or the District should be alleged to be in violation of any copyright restrictions or requirements, Contractor agrees to indemnify, defend and hold harmless, District against any action or claim brought by the copyright holder.

X. EQUAL OPPORTUNITY/NON-DISCRIMINATION.

Contractor shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, or marital status.

Contractor shall ensure that services and benefits are provided without regard to race, color, religion, sex, age, or national origin. Contractor shall comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

XI. HOLD HARMLESS.

Contractor agrees to indemnify, but shall have no obligations to, defend the District, its officers employees from liability or damages any and all contractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies to the extent actually caused by with the negligent performance of this Contract, and liability for damages, accruing or resulting to any person, firm or corporation who may be injured (including death) or damaged by the acts or omissions of the Contractor to the extent actually caused by the negligent performance of this Contract. The District agrees to indemnify, defend and hold harmless Contractor from any and all liability, claims and losses accruing or resulting to any and all contractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the negligent performance of this Contract, and from any and all liability, claims and losses accruing or resulting to any person, firm or corporation who may be injured (including death) or damaged by the acts of omissions or the District in the negligent performance of this Contract.

XII. TERMINATION.

The District or the Contractor may, at any time, with or without reason, terminate this Contract upon the giving of thirty (30) days prior written notice to the other party. In the event of termination, the Contractor shall be entitled to payment only for acceptable and allowable work performed under this Contract through the date of termination. Written notice by the District shall be sufficient to stop further performance of services by Contractor. Notice shall be deemed given when received by Contractor or not later than five (5) days after the day of mailing, whichever is sooner.

District may also terminate this Contract upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this Contract by the Contractor; (b) any act by Contractor exposing the District to liability to others for personal injury or property damage; or (c) if Contractor is adjudged a bankrupt, Contractor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Contractor's insolvency. Written notice by District of termination for cause shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the District may secure the required services from another contractor. If the cost to the District of obtaining the services from another contractor exceeds the cost of providing the service pursuant to this Contract, the excess cost shall be charged to and

collected from the Contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District. Written notice by District shall be deemed given when received by the other party, or no later than five (5) days after the day of mailing, whichever is sooner.

XIII. ORIGINALITY.

Contractor agrees that all material produced by the Contractor and delivered to Southwestern Community College District hereunder shall be original, except for such portion as is included with permission of the copyright owners thereof, that it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark, patent, statutory or other proprietary rights of others and that it will hold harmless the Governing Board from any costs, expenses and damages resulting from any breach of this representation.

XIV. WORKS FOR HIRE.

Contractor understands and agrees that all matters produced under this Contract shall be works for hire and shall become the sole property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District.

Contractor consents to use of Contractor name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

XV. RIGHTS IN DATA.

Contractor grants to the Governing Board the right to publish, translate, reproduce, deliver, use and dispose of, and to authorize others to do so, all data, including reports, drawings, blueprints, and technical information resulting from the performance of work under this Contract.

XVI. COMPLIANCE WITH APPLICABLE LAWS.

The service completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Contractor agrees to comply with all federal, state and local laws, rules, regulations, and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Contract or accruing out of the performance of such operations.

XVII. PERMITS/LICENSES.

Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Contract.

XVIII. NON-WAIVER.

The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Contract shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

XIX. SEVERABILITY.

If any term, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.

XX. ASSIGNMENT.

This Contract is not assignable by Contractor either in whole or in part, nor shall the Contractor further contract for the performance of any of its obligations hereunder, without the prior written consent of the Governing Board.

XXI. LAWS GOVERNING.

This Contract shall be governed by and construed in accordance with the laws of the State of California.

XXII. ENTIRE AGREEMENT/MODIFICATION.

This Contract and the Attachments hereto contain the entire agreement of the parties, and no representation, provision, warranty, term, condition, promise, duty or liability, expressed or implied, shall be binding upon or applied to either party, except as herein stated. No amendment or modification of any term, provision or condition of this Contract shall be binding or enforceable unless in writing and signed by each of the parties.

XXIII. NOTICES.

All notices to any party hereunder shall be in writing, signed by the party giving it, and shall be sufficiently given or served, if personally served or if sent by registered mail addressed to the parties at their address indicated in this Contract.

This Contract is entered into this 13th day of October 2010.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date thereof.

Institute for Women in Trades,
Technology & Science (IWITTS)

Southwestern Community College District

Name: Donna Milgram

SS#/Federal Tax ID: 52-2059171

Address: 1150 Ballena Blvd. Suite 102

City/State/Zip: Alameda, CA 94501

Telephone: (510) 749-0200

Fax: (510) 749-0500

Raj K. Chopra, Ph.D.
Superintendent/President
900 Otay Lakes Road

Chula Vista, CA 91910-7299

Telephone: 619 482-6301/Fax: 619 482-6413

Signature: _____

Date: _____

Are you a District employee? ☐ Yes ☒ No

Is a Credential or Special License required for
this consultancy? ☐ Yes ☒ No

If yes, please specify and attach a copy of
current License. _____

Signature: _____

Date: _____

Originator: Beatrice Zamora-Aguilar, Dean
Counseling and Matriculation

Account No.: 1-45120-631062-820 - \$2933.00

1-45120-061496-820 - \$500.00

1-45120-094896-820 - \$500.00

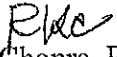
Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director
Approval No.: A3090-10
Date: 9/22/10


ITEM #17 A1


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Mark Meadows, Ph.D. 
Vice President for Academic Affairs

INITIATED BY: Steve Tadlock 
Director of Continuing Education & Special Projects

SUBJECT: Amendment to Agreement with Foundation for California Community
Colleges

RECOMMENDATION

Ratify Amendment No.1 to Agreement No. AR3063.10 with the Foundation for California Community Colleges, to provide structured career ladder, supportive services, and pre-employment assistance to Child Development Careers WORKs! (CDC-WORKs!) participants, for the period July 1, 2010 to June 30, 2011, inclusive, at no cost to the District.

RATIONALE FOR RATIFICATION

The amendment incorporates Attachment D into the agreement.

OVERVIEW

The agreement with the Foundation for California Community Colleges is for the purpose of providing grant funding, fiscal management and accountability for the Child Development Careers (CDC) Program. The amendment incorporates Attachment D, CDC-WORKs! Allowable Cost Guidelines, into the approved agreement.

FISCAL IMPACT/ACCOUNT

No Cost to the District

ST:kr

**Amendment to Agreement
with
Foundation for California Community Colleges**

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director Amendment No. 1
Approval No.: to AR3063.10
Date: 9/22/10

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ATTACHMENT D
CDC-WORKs! Allowable Cost Guidelines

The total allocation of CDC-WORKs funds are a fixed amount based on the number of slots allocated for the program year (e.g. the number of active students that the program is contracted to serve). The campus CDC-WORKs Program will be expected to maintain an *Active* participant roster within ten percent (10%) of its designated slot allocation throughout the program year. The Foundation may increase or decrease the amount of CDC-WORKs funds granted if program enrollment is consistently 10% more or less than the requested slot allocation.

A participant is in *Active* status ONLY while they are enrolled in coursework that is REQUIRED by the Commission on Teacher Credentialing (CTC) to achieve their designated Exit Goal at the Associate Teacher (12 ECE Units) or Teacher Permit (16 GE units and 24 ECE units) level; AND remedial and/or prerequisite courses needed to successfully complete the CTC required coursework. Once a participant completes all CTC required coursework with a grade of "C" or better, they can remain in Active Status for one additional semester to receive case management services that support their successful transition to work experience and the permit application process.

Monthly reimbursement requests should reflect the actual CDC-WORKs Program expenses incurred during the invoiced month. CDC-WORKs Program expenditures should be proportionate throughout the program year and may only reflect costs associated with supporting the participants in the current contract period.

A. BUDGET LINE ITEMS AS CONTAINED IN DISTRICT/COLLEGE GRANT AGREEMENTS

ALLOWABLE ACTIVITIES/SERVICES

BUDGET LINE ITEMS:

▪ **PROGRAM STAFFING**

Program Staffing funds may be used in one or any combination of the following activities/services:

1. To reimburse campus CDC-WORKs Program staff (e.g. Facilitator/Liaison/Coordinator/Assistant) for providing services to CDC-WORKs Program participants.*
2. To pay the salary of other support staff that provides direct services to the CDC-WORKs Program.

*Note: Staffing funds can be used to either supplement and/or replace the existing salary of CDC-WORKs Program staff. The amount of staff time charged to the grant should reflect the actual amount of staff time spent providing direct services to the grant.

BUDGET LINE ITEM:

▪ **OPERATING EXPENSES**

Operating Expenses funds may be used in one or any combination of the following activities/services:

1. To reimburse campus for office space used for operation of the CDC-WORKs Program.
2. To reimburse telephone and internet services used for operation of the CDC-WORKs Program.
3. To purchase office and program supplies, including printed materials such as brochures and flyers that directly relate to the CDC-WORKs Program.
4. For audit purposes, the amount of office space, telephone, and internet services charged to the grant should reflect a formula driven calculation in which the portion(s) charged to the grant can be readily identified.

BUDGET LINE ITEMS:

▪ **FINGERPRINT FEES**

Fingerprint Fees funds may be used in one or any combination of the following activities/services:

1. To pay for practicum and/or work experience background clearance fingerprint fees for program participants.
2. To pay for fingerprint fees as required by the Commission on Teacher Credentialing (CTC) for the processing of permit applications.

BUDGET LINE ITEMS:

▪ **TRAVEL EXPENSES TO CDC-WORKs PROGRAM SPONSORED TRAININGS AND MEETINGS**

Travel funds may be used for one or any combination of the following activities:

- To pay travel expenses for CDC-WORKs Program staff (e.g. Facilitator/Liaison/Assistant), Program participant(s), and other campus staff who are directly coordinating services with the CDC-WORKs Program to attend CDC-WORKs Program sponsored trainings and meetings (e.g. Regional Institutes).
- To pay registration fees and/or travel expenses for CDC-WORKs Program staff or Program participants to attend local, regional, or state functions (e.g. trainings, meetings, conferences, etc.) concerning Early Childhood Education (ECE) or CalWORKs that will benefit the administrative and academic services of the CDC-WORKs Program.*

The reimbursement of travel expenses should comply with the California Department of Personnel Administration (DPA) rules and regulations.

*Travel funds used for non CDC-WORKs Program sponsored trainings and meetings must receive written approval from the Foundation for California Community Colleges.

BUDGET LINE ITEMS:

▪ **PARTICIPANT SUPPORTIVE SERVICES**

Participant Supportive Services funds may be used in one or any combination of the following categories:

1. Participant Book and Instructional Materials Grants – Ensures that costs associated with the purchase of books, supplies and supplemental instructional materials (e.g. professional development literature, children's books, or required reading in a second language) are covered, hence diminishing the possibility of a participant's withdrawal from the program.
2. Participant Transportation Grants – Provide transportation assistance needed to attend school or work. This line item is included to ensure that a participant does not withdraw or drop out of the program because of barriers associated with transportation.
3. Participant Tutoring Services – Provide tutoring services that may not be available through regular on-campus learning/tutoring resources and services. This line item is included to ensure that a participant does not drop out of the Program because of a lack and/or unavailability of specialized educational tutoring services.
4. Special Services, Workshops and Cohort Classes – Provide supplemental instructional and general participant support services in the form of workshops, classes, and services that address specific

CDC-WORKs participant barriers/issues related to successful completion of the ECE academic coursework, permit requirements, job search, and job retention.

These services may include, but are not limited to:

- Speakers brought onto campus to provide information and training related to ECE.
- Participants attending local professional trainings or meetings related to ECE.
- Cohort class expenses (teacher, etc.).
- Expenses related to providing additional classes attended by CDC-WORKs Program participants which would otherwise not be offered without funds from the CDC-WORKs Program.
- Interview clothes for job placement.
- Awards (gift certificates, vouchers for educational purposes) for the completion of the program (per semester, limits assigned by FCCC) and gatherings, including permit completion ceremonies/events for purpose of follow-up and retention.
- Counseling as recommended by college staff (either group or individual).

5. Work-Study Wages - Provide Work-Study wages for CDC-WORKs Program participants while the individuals are in a practicum, or work experience assignment.

Participant Supportive Services funds can be used to pay for the emergency needs of students in the areas related to books, classroom supplies and instructional materials, tuition/registration fees, and transportation (Supportive Services). An emergency is defined as the student needing the specific service to enroll in coursework and successfully continue in the CDC-WORKs program.

All active and pending participants are eligible to receive Participant Supportive Services based on the discretion of the CDC-WORKs Program campus staff. Emergency grants are provided to participants on a case-by-case basis and determined based on the availability of Supportive Services funds.

B. BUDGET LINE ITEM TRANSFERS

With prior written approval from the Foundation, surplus funds from a given budget line-item may be transferred to another budget line-item. Prior to any transferring of funds, a Budget Line-Item Transfer Request Form must be submitted by the college and approved by the Foundation. Funds may not be transferred in or out of the Program Staffing line-item without prior approval of the Foundation.

C. PROHIBITIONS

CDC-WORKs Program funds CANNOT be used to:


1. Purchase office equipment; such as personal computers, computer parts, DSL modems or routers, lap tops, fax machines, printers, scanners, or copiers for participants.
2. Purchase food items.
3. Pay for medical related costs or services.
4. Pay for living expenses (rent, utilities, etc.).
5. Pay for fines, tickets, late fees, penalties, child support payments, or other costs incurred because of negligent behavior.
6. Pay for items or services not directly related to successful participation in the CDC-WORKs program and subsequent job placement.


ITEM #17 A2


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Mark Meadows, Ph.D. 
Vice President for Academic Affairs

INITIATED BY: Victor Castillo 
Director, Small Business Development & International Trade Center

SUBJECT: Amendment to Agreement with BOG, California Community Colleges
Chancellor's Office

RECOMMENDATION

Ratify Amendment No. 2 to Agreement No. AR2836.09 with the California Community Colleges Chancellor's Office, Economic & Workforce Development Program, for Center for International Trade Development (CITD) services. This Amendment extends the term of the agreement to June 30, 2011. There is no change to the contract value.

RATIONALE FOR RATIFICATION

Amendment was received from agency on August 26, 2010.

OVERVIEW

The Center for International Trade Development (CITD), through Southwestern College's School of Continuing Education, Economic & Workforce Development, provides quality training and services to small and medium-sized enterprises that are potential or current exporters/importers in San Diego and Imperial Counties.

FISCAL IMPACT/ACCOUNT

No cost to the District.

VC/bg

THIS FORM MAY BE DUPLICATED BUT UNDER NO CIRCUMSTANCES MAY THE CONTRACT LANGUAGE BE ALTERED

BOG, California Community Colleges

District: Southwestern CCD

Chancellor's Office (6870)

College: Southwestern College

GRANT AGREEMENT

Amendment

Economic and Workforce Development Program

TO BE COMPLETED BY COCCCGrant Agreement No.: 09-308-021Amendment No.: TwoFunding Source: Economic & Workforce Development

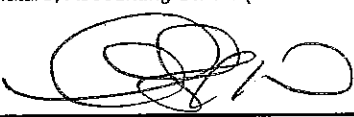
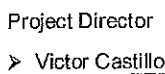
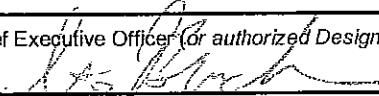
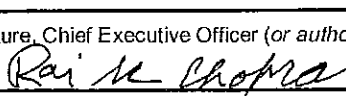


FY 2009-10:

Prior Amount Encumbered: \$101,670Total Amount Encumbered: \$101,670

On this 24th day of June 2010, the BOG, California Community Colleges, Chancellor's Office and the Southwestern Community College District hereby agree to amend grant agreement number 09-308-021 as follows:

- Performance in the funding period of July 1, 2009 through June 30, 2010 shall be extended through June 30, 2011. The Final Report for this funding period must be received at the Chancellor's Office by July 30, 2011.
- This grant is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner.
- All of the other terms and conditions of the original grant agreement remain the same.

The signature of the chief executive officer or other authorized officer of the district legally binds the Grantee to perform the work specified in the attached application on the terms specified in that application. If any modifications are required to the attached application between the date of signature of this face sheet by the designated district officer and the date of signature by the State's chief executive officer, each modified page must be initialed and dated by the Project Director.

STATE OF CALIFORNIA				GRANTEE	
Item	Chapter	Statute	Fiscal Year	District (Grantee):	
6870-101-0001(16)	1	2009	2009-10	Southwestern CCD	
Object of Expenditure (Code and Title)				College:	
3235-751-23505 (FY 2009-10: <u>\$101,670</u>)				Southwestern College	
Signature, Accounting Officer (or authorized Designee)			Date	FY 2009-10	
			8/16/10	Grant Funds: <u>\$101,670</u>	
				Match Funds:	
				Total Grant Funds: <u>\$101,670</u>	
Project Monitor			Date	Project Director	
					
Agency			District (Grantee) Address		
BOG, California Community Colleges Chancellor's Office (6870) 1102 Q Street Sacramento, CA 95811-6549			900 Otay Lakes Rd. Chula Vista, CA 91910-7299		
Signature, Chief Executive Officer (or authorized Designee)			Date	Signature, Chief Executive Officer (or authorized Designee) Date	
					
Printed Name of Person Signing			Printed Name of Person Signing		
					
Title			Title		
					

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director Amendment NO. 2
Approval No.: to AR2836.09
Date: 9/22/10


Originator: Victor CastilloDepartment: SB DITCBudget: 1-38620-050689-509


ITEM #17 A3


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Mark Meadows, Ph.D. 
Vice President for Academic Affairs

INITIATED BY: Victor Castillo 
Director, Small Business Development & International Trade Center

SUBJECT: Agreement with City of San Diego

RECOMMENDATION

Ratify Agreement No. AR3093.10 with the City of San Diego, for Community Development Block Grant (CDBG) for the Small Business Development Center and the Center for International Trade Development services, for the period October 1, 2010 through June 30, 2011, inclusive, in the amount of \$150,000 income to the District. Application for funds was approved by the Governing Board on January 13, 2010. Acceptance of funds was approved by the Governing Board on July, 14, 2010. Please note grant period has been revised.

RATIONALE FOR RATIFICATION

Agreement was received from agency on August 26, 2010.

OVERVIEW

The Small Business Development Center and the Center for International Trade Development, through Southwestern College's School of Continuing Education, Economic & Workforce Development, provides technical assistance and training to small and medium-sized enterprises in the San Diego region. This project will focus on technical assistance for low to moderate income business owners.

FISCAL IMPACT/ACCOUNT

\$150,000 Income to the District/Account No.1-38896-050644-928 (Project Funds)

VC/bg

**FY 2011 AGREEMENT BETWEEN
THE CITY OF SAN DIEGO
AND
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
FOR THE PROVISION OF
MICROENTERPRISE ASSISTANCE**

This agreement [Agreement] is made between the City of San Diego, a municipal corporation [City], and Southwestern Community College District [Agency], hereinafter collectively referred to as the "Parties."

RECITALS

WHEREAS, the City has entered into a grant agreement with the Department of Housing and Urban Development to carry out the Fiscal Year 2011 Community Development Block Grant [CDBG] Program, Catalog of Federal Domestic Assistance No. 14.218, within the City of San Diego, California; and

WHEREAS, the City desires to engage Agency to perform certain services and activities relative to the operation of Small Business Development Center Microenterprise Technical Assistance Program; and

WHEREAS, Agency certifies that the activities to be conducted under this Agreement will meet the Benefit to Low/Moderate Income Persons National Objective of the federal Department of Housing and Urban Development's CDBG Entitlement Program, as defined in Title 24 CFR 570.208; and

WHEREAS, Agency certifies that the activities to be conducted under this Agreement shall be eligible under the Microenterprise Assistance Eligible Activity, as defined in Title 24 CFR 570.200 to 570.208; and

WHEREAS, Agency is ready, willing, and able to perform such services.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants and conditions set forth in this Agreement, and for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

ARTICLE I - INCORPORATION OF RECITALS

- 1.1 The Recitals set forth above are true and correct, and are hereby incorporated in full and made a part of this Agreement by this reference.

ARTICLE II - DEFINITIONS

For the purposes of this Agreement, the terms listed below are defined as follows:

- 2.1 CDBG Funds – funds allocated to the City by HUD and disbursed by the City to Agency for the performance of services in connection with the City's FY 2011 CDBG Program.
- 2.2 C.F.R. – Code of Federal Regulations.
- 2.3 FY 2011 – the City's fiscal year starting July 1, 2010 and ending June 30, 2011.
- 2.4 HUD – U.S. Department of Housing and Urban Development
- 2.5 OMB – federal Office of Management and Budget.
- 2.6 Operating Manual – the City's most current "Operating Manual", which contains prescribed procedures for fiscal management and accountability of projects receiving City and federal funds.
- 2.7 P.L. – United States Public Law.
- 2.8 Playing by the Rules Handbook – a handbook, provided by HUD, setting forth the administrative requirements that apply to the use of federal funds for the delivery of CDBG programs and activities.
- 2.9 Program Income – any income that accrues to Agency as a result of its receipt and/or use of CDBG Funds under this Agreement, as further described in 24 C.F.R. 570.500(a), including, but not limited to, any rents, interest earned, and client fees.
- 2.10 Project – Agency's project, as described in the Scope of Services (Exhibit A).
- 2.11 Project Budget – the total amount of CDBG Funds available to fund this Agreement, as set forth in Exhibit B.
- 2.12 Project Records – all administrative and/or financial records required in connection with the Project that are prepared and/or gathered by Agency, including, but not limited to, all books, papers, invoices, receipts, accounting records (as described in Section 8.2 below), payroll records, personnel records, designs, plans, reports, financial disclosures, audits, other disclosures, certifications, investigations, videos, work product, and any other documents, data, and/or records pertaining to all matters covered in this Agreement, or required by the Operating Manual and Playing by the Rules Handbook.
- 2.13 Reporting Period- the first and the last calendar day of each month in which any work under the Scope of Services was conducted under this Agreement
- 2.14 Stat. – United States Statutes at Large.

- 2.15 Subcontractor – any entity, other than the City, that furnishes supplies and/or services (other than office space, standard commercial supplies, or printing services) to Agency in connection with this Agreement.
- 2.16 U.S.C. – United States Code.
- 2.17 Works – all materials and deliverables subject to copyright protection that arise, or are developed, in the course of or under this Agreement, including, but not limited to, editorial drafts, original copy, photographs, proofs, corrected proofs, camera-ready boards and similar editorial materials, and all negatives, flats, engravings, photostats, drawings, and other production materials; and for information technology [IT] procurements, executable code, source code, fixes, patches, updates, upgrades, documentation embedded or otherwise, original copy, and other production materials.
- 2.18 Contract Administrator- the City's designated CDBG staff person charged with oversight responsibility for the Project.

ARTICLE III – TERM OF AGREEMENT

- 3.1 Upon the execution of this Agreement by the Parties and approval of this Agreement by the City Attorney in accordance with Charter Section 40, this Agreement shall be effective as of October 1, 2010 and continue until June 30, 2011, unless terminated earlier in accordance with the terms of this Agreement. Under no circumstances shall this Agreement be effective prior to July 1, 2010.
- 3.2 This Agreement may be extended for up to ninety additional calendar days pursuant to Section 20.5 below.
- 3.3 Time is of the essence for each provision of this Agreement, unless otherwise specified in this Agreement.

ARTICLE IV - OBLIGATIONS OF AGENCY

- 4.1 Agency shall perform the services described in the Scope of Services (Exhibit A), in accordance with the Project Budget (Exhibit B) and all other terms and conditions of this Agreement.

ARTICLE V – PAYMENTS; PROGRAM INCOME

- 5.1 **TOTAL PAYMENT.** The total payment to be paid to Agency under this Agreement shall not, under any circumstances, exceed \$150,000.

5.2 PAYMENT SCHEDULE.

- 5.2.1 Agency shall make timely, complete requests for reimbursement, as required by the forms and instructions issued by the City.
- 5.2.2 The City will reimburse Agency on a monthly basis Agency for eligible expenditures, provided that all reports required under this Agreement (including those required by the Operating Manual and Playing by the Rules Handbook) are received by the City (on such forms as the City may require) within fifteen calendar days of the end of each Reporting Period.
- 5.2.3 The final payment to Agency shall be withheld by the City until all reports required under this Agreement have been received by the City.

5.3 PAYMENT RESTRICTIONS.

- 5.3.1 **Agency shall not be reimbursed for any expenditure without proof that each eligible expenditure claimed has been paid in full by Agency.**
- 5.3.2 Agency shall not be reimbursed for travel, meals, lodging, or entertainment expenses. However, certain of these expenses may be reimbursed, if they are part of the core purpose of the Project (such as a shelter, nutrition program, at-risk youth program, or other eligible program) and pre-approved, in writing, by the City. Agency shall not be reimbursed with CDBG Funds for alcoholic beverages, under any circumstances.
- 5.3.3 Agency shall not be reimbursed for any costs incurred in its operations, directly or indirectly, during any period of federal, state, or local debarment, suspension, or ineligibility of Agency, when Agency has notice (actual, constructive, or implied) of such debarment, suspension, or ineligibility.
- 5.3.4 Any expenditure by Agency that is not within the prescribed limitations set forth in this Agreement (including the Project Budget), the Operating Manual, the Playing by the Rules Handbook, and applicable laws, rules, and regulations governing this Agreement, is not chargeable to the Project and shall be borne solely by Agency.
- 5.3.5 If Agency receives (or has received) additional funding for the Project from a source or sources other than the City, the use of which requires that Agency make an accounting to, or be subject to, an audit by such other source, then Agency shall charge Project expenditures to the appropriate funding source at the time incurred. Any cost incurred in connection with the Project which is properly chargeable to, and actually claimed for compensation under, a funding source other than the City, shall not be allowed as a chargeable cost under this Agreement.

5.3.6 Agency shall submit to the City any and all final requests for reimbursement including, but not limited to, any documentation substantiating this request within ninety (90) calendar days of the expiration or termination of this Agreement, whichever is sooner. Agency completely waives any and all rights to submit any further documentation of expenditures and to receive any reimbursement for any submissions of documentation beyond this time period.

5.4 PROGRAM INCOME.

5.4.1 Agency may use Program Income to improve the services performed by Agency under this Agreement, provided that Agency submits to the City a written budget detailing Agency's proposed use of the Program Income, and Agency obtains prior written approval from the City of the written budget.

5.4.2 Agency shall separately account for any and all Program Income accrued and/or used by Agency. In addition, Agency shall include an accounting of any and all Program Income accrued and/or used by Agency in its monthly (or quarterly) reports, and in its annual audits and/or financial reports, submitted to the City.

5.4.3 If the City grants approval of Agency's written budget (described in Section 5.4.1 above) regarding Agency's proposed use of Program Income, all provisions of this Agreement shall apply to the specified activities contained in the written budget. In such event, Agency acknowledges that all transfers of CDBG Funds by the City to Agency shall be adjusted according to the principles described in 24 C.F.R. 570.504 (b)(2) (i) and (ii).

5.4.4 If the City does not grant approval of Agency's written budget (described in Section 5.4.1 above) regarding Agency's proposed use of Program Income, Agency shall return to the City any and all Program Income balances (including investments thereof) held by Agency within thirty calendar days of the expiration or termination of this Agreement, whichever is sooner, (except those needed for immediate cash needs, cash balances of a revolving loan fund, cash balances from a lump sum drawdown, or cash or investments held for section 108 security needs).

ARTICLE VI – INSURANCE

6.1 PREREQUISITES TO COMMENCEMENT OF WORK.

6.1.1 Prior to the execution of this Agreement by the Parties, and prior to Agency's performance of its obligations and/or duties under the Scope of Services (Exhibit A), Agency shall complete each of the following:

(a) comply with Section 6.2 below regarding insurance companies; and

- (b) obtain all insurance required in Sections 6.3, 6.4, and 6.5 below, and confirm that all insurance policies contain the specific provisions required in those sections.

6.1.2 Agency shall not allow any Subcontractor to commence work on a subcontract in connection with this Agreement, unless and until all insurance and subcontract(s) required of the Subcontractor (as described in Sections 6.3, 6.4, 6.5, and 14.2 below) have been obtained.

6.2 **INSURANCE COMPANIES.** All insurance required in Sections 6.3, 6.4, and 6.5 below shall be carried only by insurers that have been rated "A-, VI," or better, by the current A.M. Best Key Rating Guide, that are licensed to do business in the State of California, and that have been approved by the City. The City will accept insurance provided by non-admitted "surplus lines" carriers, only if the carrier is authorized to do business in the State of California and is shown on the List of Eligible Surplus Lines Insurers.

6.3 **COMMERCIAL GENERAL LIABILITY INSURANCE.**

6.3.1 At all times during the term of this Agreement, Agency shall maintain, in full force and effect, Commercial General Liability Insurance, written on an ISO Occurrence form CG 00 01 07 98, or an equivalent form providing coverage at least as broad, which shall cover liability arising from any and all personal injury, bodily injury, and property damage in the amount of \$1,000,000 per occurrence, subject to an annual aggregate of \$2,000,000.

6.3.2 The policy shall expressly provide that:

- (a) all defense costs shall be outside the limits of the policy; and
- (b) the policy cannot be cancelled or materially changed, except after thirty calendar days written notice by the insurer to the City by certified mail.

6.3.3 The policy shall be endorsed to expressly provide that:

- (a) the City of San Diego, its elected officials, officers, agents, employees, and representatives are named as additional insurers; and
- (b) the policy is primary and non-contributory to any insurance that may be carried by the City.

6.3.4 There shall be no endorsement or modification of the policy limiting the scope of coverage for insured versus insured claims, or for contractual liability.

6.4 **COMMERCIAL AUTOMOBILE LIABILITY INSURANCE.**

- 6.4.1 At all times during the term of this Agreement, Agency shall maintain, in full force and effect, Commercial Automobile Liability Insurance for all of Agency's automobiles (including owned, hired, and non-owned automobiles), written on an ISO form CA 00 01 12 90 or a later version of this form, or an equivalent form providing coverage at least as broad, which shall cover liability arising from any and all bodily injury and property damage, for a combined single limit of \$1,000,000 per occurrence. The insurance policy shall reflect coverage for any automobile ("any auto").
- 6.4.2 The policy shall expressly provide that the policy cannot be cancelled or materially changed, except after thirty calendar days written notice by the insurer to the City by certified mail.
- 6.4.3 The policy shall be endorsed to expressly provide that the City of San Diego, its elected officials, officers, agents, employees, and representatives are named as additional insurers.

6.5 **WORKERS' COMPENSATION INSURANCE.**

- 6.5.1 At all times during the term of this Agreement, Agency shall maintain, in full force and effect, Workers' Compensation Insurance for all of Agency's employees who are subject to this Agreement, to the extent required by the State of California, providing a minimum of \$1,000,000 of employers' liability coverage.
- 6.5.2 The policy shall expressly provide that the policy cannot be cancelled or materially changed, except after thirty calendar days written notice by the insurer to the City by certified mail.
- 6.5.3 The policy shall be endorsed to expressly provide that the insurer waives the right of subrogation against the City of San Diego, its elected officials, officers, agents, employees, and representatives.

- 6.6 **CERTIFICATES.** Prior to the effective date of this Agreement (as defined in Section 3.1 above), Agency shall provide to the City insurance certificates evidencing the insurance required in Sections 6.3, 6.4, and 6.5 above.

- 6.7 **ENDORSEMENTS.** Prior to the effective date of this Agreement (as defined in Section 3.1 above), Agency shall provide to the City the endorsements required under Sections 6.3.3, 6.4.3, and 6.5.3 above. Agency shall ensure that all such endorsements are in full force and effect throughout the term of this Agreement.

- 6.8 **CITY'S RIGHT TO REQUEST AND REVIEW AGENCY'S INSURANCE POLICIES.** The City reserves its right to request, and Agency shall immediately submit to the City upon the City's request, copies of any policy required in Sections 6.3, 6.4, and 6.5 above, and its right to review, at any time, Agency's insurance coverage, limits, deductibles, and self-insured retentions to determine if they are sufficient, given the level of risk associated with the services described in the Scope of Services (Exhibit A). If the City determines that any such insurance coverage, limits, deductibles, and/or self-insured retentions is insufficient, the City and Agency shall amend this Agreement to increase such insurance coverage, limits, deductibles, and/or self-insured retentions to a sufficient level, as determined by the City, and Agency shall comply with any such amendment.
- 6.9 **DEDUCTIBLES AND SELF-INSURED RETENTIONS.** All deductibles and self-insured retentions on any policy shall be the responsibility of Agency, and shall be disclosed on the insurance certificates and acceptable to the City at the time the required evidence of insurance is provided to the City.
- 6.10 **AGENCY'S LIABILITY NOT LIMITED TO INSURANCE COVERAGE.** Agency's liability, including, but not limited to, Agency's indemnity obligations under this Agreement, shall not be deemed limited in any way to the insurance coverage required in this Article.
- 6.11 **MODIFICATIONS AFFECTING CITY'S EXPOSURE TO LOSS.** Agency shall not modify any policy (or endorsement thereto), which increases the City's exposure to loss for the duration of this Agreement.
- 6.12 **ADDITIONAL INSURANCE.** Agency may obtain additional insurance not required by this Agreement.
- 6.13 **EXPIRATION OF POLICIES.** Upon the expiration date of each insurance policy required in Sections 6.3, 6.4, and 6.5 above, Agency shall provide to the City an insurance certificate showing that a new or extended policy has been obtained which meets the requirements of this Agreement. Agency shall provide to the City all required endorsements for the new or extended policies within fifteen calendar days of the expiration date of each expiring insurance policy.
- 6.14 **REQUIREMENT TO MAINTAIN INSURANCE.** Any failure by Agency to maintain the insurance required in Sections 6.3, 6.4, and 6.5 (above) throughout the term of this Agreement, or to provide the City evidence of such insurance coverage as required under this Agreement, shall constitute a material breach of this Agreement and shall be grounds for immediate termination.

ARTICLE VII – REPORTS; DISCLOSURES; AUDITS

- 7.1 **MONTHLY REPORTS.** Agency shall submit to the City a fiscal and programmatic report on a monthly basis that summarizes the Project expenditures and Project goals accomplished during the reporting period, along with all invoices and documentation required by the City. Each report shall be submitted within fifteen calendar days of the end of each Reporting Period. Agency shall submit timely and complete reports, as required by the forms and instructions issued by the City.
- 7.2 **YEAR-END REPORTS.** Agency shall submit to the City a narrative report that summarizes the Project goals accomplished during the term of this Agreement. This report shall be limited to two pages in length, and shall be submitted within thirty calendar days of the expiration of this Agreement, or in the event of earlier termination, within thirty calendar days of such termination. Agency shall also submit to the City a financial summary report that provides confirmation of project expenditures claimed to and reimbursed by the City for costs incurred during the term of this Agreement. In addition, Agency shall submit a property records report that identifies any real property acquired or improved in whole or in part with CDBG funds in excess of \$25,000 or personal property acquired or improved in whole or in part with CDBG funds in excess of \$500.
- 7.3 **AUDITS.**
- 7.3.1 For each of Agency's fiscal years in which Agency receives CDBG Funds, Agency shall have Financial Statement Audits prepared in accordance with Generally Accepted Accounting Practices [GAAP] and audited by an independent Certified Public Accountant, in accordance with Generally Accepted Auditing Standards [GAAS]. This audit shall include the following statements:
- (a) an audited financial statement to include a Balance Sheet, Income Statement, and Cash Flow Statement showing use of revenues and expenditures of all funds received by Agency;
 - (b) a statement certifying compliance with all terms and conditions of the City's contract with Agency, and that all required reports and disclosures have been completed, signed, and submitted by an executive officer of Agency; and
 - (c) Copies of the State Form 199 and the Federal Form 990 signed tax reports that have been submitted to the taxing agency.

Agency shall provide the City a copy of the Financial Statement Audit within 150 calendar days of the end of Agency's fiscal year. Extensions of up to thirty calendar days to this deadline may be granted by the City, upon written request by Agency.

- 7.3.2 If the Agency expends \$500,000 or more (or the current federal threshold) in total federal funding from all sources in a year shall, pursuant to the Single Audit Act of 1984 (P.L. 98-502), the Agency shall have an Annual Single Audit conducted in accordance with Federal OMB Circular Nos. A-110 and A-133. Agency shall ensure that the Single Audit is completed within 180 calendar days of the end of Agency's fiscal year. If the Agency completes audits by calendar year (rather than fiscal year), the Agency shall ensure that the Single Audit is completed within 180 calendar days of December 31st. Agency shall provide the City with a copy of the Single Audit within fifteen calendar days of Agency's receipt of the audit.
- 7.3.3 Agency shall ensure that the Financial Statement Audit and Annual Single Audit are completed by a Certified Public Accountant. Individual projects funded by the City shall be clearly identified in the audits, as well as the dollar amounts allocated to such projects by the City.
- 7.3.4 If Agency is subject to an audit from a source other than the City, Agency shall provide a copy of the audit to the City within thirty calendar days of completion of the audit. The City, at its sole discretion, may conduct an annual review of any such third party audit(s). Agency shall fully cooperate with any such annual review by providing the City with any and all documentation associated with any such third-party audit(s) within 14 calendar days unless otherwise specified by the City.
- 7.4 **OTHER DISCLOSURES.** If Agency receives (or expects to receive) \$500,000 or more in federal, state, and/or City funds in a year, when that funding represents more than ten percent of Agency's annual budget, Agency shall include in its annual CDBG application an itemization setting forth the salary and wage ranges for each of Agency's job classifications, including actual executive salaries and benefits packages, applicable for the contract period.

ARTICLE VIII – PROJECT RECORDS

- 8.1 **GENERAL.** Agency shall maintain, and require its Subcontractors to maintain, all Project Records during the term of this Agreement, including those required by the Federal regulations specified in 24 CFR Part 570.506 that are pertinent to the activities to be funded under this Agreement.
- 8.2 **ACCOUNTING RECORDS.** Agency shall maintain, and require its Subcontractors to maintain, complete and accurate accounting records, in accordance with GAAP in the industry.

- 8.3 **INSPECTION AND PHOTOCOPYING.** At any time during normal business hours and as often as requested, Agency shall permit, and require its Subcontractors to permit, the City, HUD, the Comptroller General of the United States [Comptroller General], or any of their duly authorized representatives, to inspect and photocopy, at a reasonable location within the County of San Diego (e.g., the offices of Agency), all Project Records for the purposes of making audits, examinations, excerpts, and/or transcriptions, as well as monitoring and/or evaluating Agency's performance of its obligations and/or duties under this Agreement. The City, HUD, and Comptroller General may retain copies of the same, with appropriate safeguards, if such retention is deemed necessary by the City, HUD, or Comptroller General in its sole discretion. The City will keep all copies of Project Records in the strictest confidence required by law. If Agency is unable to make any Project Records available for inspection within the County of San Diego, then Agency shall pay all of the City's travel-related costs to inspect and/or audit the Project Records at the location where the Project Records are maintained. Any refusal by Agency to fully comply with the provisions of this section shall be deemed a material breach of this Agreement and shall be grounds for immediate termination.
- 8.4 **DUPLICATES OF RECORDS.** Upon any request by the City, HUD, Comptroller General, or any of their duly authorized representatives, for any Project Records, Agency shall submit, and require its Subcontractors to submit, exact duplicates of the originals of the requested Project Records to the requesting party for the purposes described in Section 8.3 above.
- 8.5 **OWNERSHIP OF RECORDS.** Once Agency has received any reimbursement from the City for Agency's performance of its obligations and/or duties under this Agreement, all Project Records shall be the property of the City. The City's ownership of the Project Records includes the use, reproduction, and/or reuse of the Project Records, as well as all incidental rights, whether or not the work for which the Project Records were prepared has been performed. No Project Records shall be shown to any other public or private person or entity, except as authorized by the City in writing, or unless such Project Records are subject to the California Public Records Act.
- 8.6 **STORAGE PERIOD.** Agency shall store, and require its Subcontractors to store, all Project Records for a period of not less than five years after Agency's final submission of all required reports under this Agreement, or five years after the City and Agency make all final payments, or until all pending matters (including audit findings) have been resolved, whichever is longest. All Project Records shall be kept at Agency's (or relevant Subcontractor's) regular place of business. At any time during the storage period, Agency shall permit, and require its Subcontractors to permit, the City, HUD, Comptroller General, or any of their duly authorized representatives, to inspect and photocopy all Project Records for the purposes described in Section 8.3 above. After the storage period has expired, Agency shall provide the City with thirty calendar days written notice of its intent to dispose of any Project Records. During this time period, the Agency shall provide any and all Project Records to the City upon the request of the City.

ARTICLE IX – COMPLIANCE WITH LAWS AND POLICIES

9.1 **GENERAL.** Agency shall comply, and require its Subcontractors to comply, with all applicable laws, statutes, rules, regulations, orders, ordinances, resolutions, permits, requirements, and policies of the federal, state, and local governments, as they pertain to this Agreement. In addition, Agency shall immediately comply, and require its Subcontractors to immediately comply, with all directives issued by the City, or its duly authorized representatives, under authority of any law, statute, rule, regulation, order, ordinance, resolution, permit, requirement, or policy of the federal, state, or local governments. Failure by the Agency to accept or comply with rules, regulations, and procedures which affect the terms of this Agreement, and which the City shall present in writing, shall be deemed a material breach of this Agreement and shall be grounds for immediate termination by the City.

9.2 **CONFLICT OF INTEREST.**

9.2.1 Agency shall comply, and require its Subcontractors to comply, with all federal, state, and local conflict of interest laws, regulations, and policies applicable to public contracts and procurement practices, including, but not limited to, each of the following:

- (a) the conflict of interest provisions in 24 C.F.R. 570.611, and Attachment O of OMB Circular No. A-110;
- (b) California Government Code sections 1090 et. seq., and 81000 et. seq.;
- (c) California Corporations Code sections 7230 – 7238 (applicable to nonprofit mutual benefit corporations) and sections 5230 – 5240 (applicable to nonprofit public benefit corporations);
- (d) the City's Ethics Ordinance, codified in San Diego Municipal Code sections 27.3501 – 27.3595; and
- (e) the "Conflict of Interest and Procurement Policy for Non-profit Corporations Contracting with the City of San Diego" (Exhibit C).

9.2.2 The Parties are unaware of any financial or economic interest of any public officer or employee of the City relating to this Agreement. If Agency becomes aware at any time during the Term of this Agreement of any financial or economic interest, Agency shall immediately disclose in writing such interest to the CDBG Contract Administrator. If such a financial and/or economic interest is determined to exist, the City may immediately terminate this Agreement by giving written notice thereof.

- 9.2.3 If, in performing its obligations and duties set forth in this Agreement, Agency makes, or participates in, a “governmental decision,” as described in Title 2, section 18701(a)(2) of the California Code of Regulations, or performs the same (or substantially all the same) duties for the City that would otherwise be performed by a City employee holding a position specified in the City’s conflict of interest regulations, Agency shall be subject to the City’s conflict of interest regulations, requiring the completion of one or more statements of economic interests, disclosing Agency’s relevant financial interests.
- 9.2.3.1 Statements of economic interests shall be made on Fair Political Practices Commission Form 700 and filed with the City Clerk. Agency shall file a Form 700 (Assuming Office Statement) within thirty calendar days of the City’s determination that Agency is subject to the City’s conflict of interest regulations. Agency shall also file a Form 700 (Annual Statement) on or before April 1, disclosing any financial interests held during the previous calendar year for which Agency was subject to the City’s conflict of interest regulations.
- 9.2.3.2 If the City requires Agency to file a statement of economic interests as a result of the obligations and duties performed, Agency shall be considered a “City Official,” subject to the provisions of the City’s Ethics Ordinance, including the prohibition against lobbying the City for one year following the termination of this Agreement.
- 9.2.4 Agency shall establish, and make known to its agents and employees, appropriate safeguards to prohibit employees from using their positions for a purpose that is, or that gives the appearance of being, motivated by the desire for private gain for themselves or others, particularly those with whom they have family, business, and/or other relationships.
- 9.2.5 Agency’s personnel, employed in performing the obligations and duties under this Agreement, shall not accept gratuities, or any other favors, from any Subcontractor or potential Subcontractor. Agency shall not recommend or specify any product, supplier, or contractor with whom Agency has a direct or indirect financial or organizational interest or relationship that would violate conflict of interest laws, regulations, or policies.
- 9.2.6 If Agency violates any conflict of interest law, or any of the provisions of Section 9.2 of this Agreement, the violation shall be grounds for immediate termination of this Agreement, and/or the imposition of other remedies set forth in Exhibit C. Further, any such violation shall subject Agency to liability to the City for attorney’s fees and all damages sustained as a result of the violation.

9.3 **EMPLOYMENT OF CITY STAFF.** Pursuant to City Council Policy 300-11, the City, at its sole discretion, may unilaterally and immediately terminate this Agreement if Agency employs an individual, who, within twelve months immediately preceding such employment, did, in the individual's capacity as a City officer or employee, participate in, negotiate with, or otherwise have an influence on the recommendation made to the City Council in connection with the selection of Agency for the City's CDBG Program.

9.4 **EQUAL EMPLOYMENT OPPORTUNITY.**

9.4.1 Agency shall comply, and shall require its Subcontractors to comply, with the City's Equal Employment Opportunity [EEO] Outreach Program, codified in San Diego Municipal Code sections 22.2701 – 22.2707. Agency and all of its Subcontractors are individually responsible for abiding by its contents.

9.4.2 Agency shall comply, and shall require its Subcontractors to comply, with Title VII of the Civil Rights Act of 1964 (as amended by Executive Orders 11246, 11375, and 12086; as supplemented by 41 C.F.R. chapter 60), the California Fair Employment Practices Act, and any other applicable federal and state laws and/or regulations hereinafter enacted.

9.4.3 Agency shall not discriminate, and shall require its Subcontractors not to discriminate, on the basis of race, color, gender, religion, national origin, sexual orientation, age, familial status, or disability, in performing any obligation or duty in connection with this Agreement, including, but not limited to, the provision of services, privileges, facilities, advantages, and accommodations.

9.4.4 Agency, and its Subcontractors, shall provide equal opportunity in all employment practices.

9.4.5 Agency shall submit to the City, a current Work Force Report, and if requested by the Equal Opportunity Contracting [EOC] staff, an Equal Employment Opportunity Plan, as required by San Diego Municipal Code section 22.2705.

9.4.6 Agency understands that compliance with the EEO provisions shall be monitored and reviewed by the City's EOC staff.

- 9.4.7 Agency acknowledges that its failure to comply with the above requirements, or its submittal of false information in response to these requirements, fully authorizes the City to take any of the following action: the withholding of reimbursement payments until Agency complies with the above; immediate termination of this Agreement; debarment; and/or other sanctions, including suspension from participating in future City contracts (as a prime or Subcontractor) for a period of not less than one year. For additional or subsequent violations, the period of suspension may be extended for a period of up to three years. Failure to satisfy penalties imposed pursuant to this Section shall prohibit Agency from participating in future City contracts, until all penalties have been satisfied.
- 9.4.8 Nothing in this Section shall be interpreted to hold Agency liable for any discriminatory practice of its Subcontractors.
- 9.5 **NON-DISCRIMINATION IN CONTRACTING.**
- 9.5.1 Agency shall comply, and shall require its Subcontractors to comply, with the City's Nondiscrimination in Contracting Ordinance, codified in San Diego Municipal Code sections 22.3501 – 22.3517.
- 9.5.2 Agency shall not discriminate, and shall require its Subcontractors not to discriminate, on the basis of race, color, gender, religion, national origin, ethnicity, sexual orientation, age, familial status, or disability, in the solicitation, selection, hiring, or treatment of its employees, any applicants for employment, any Subcontractors, vendors, or suppliers.
- 9.5.3 Within sixty calendar days of a request by the City, Agency shall provide the City a truthful and complete list of the names of all Subcontractors, vendors, and suppliers that Agency has used in the past five years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by Agency for each subcontract or supply contract. Agency shall fully cooperate in any investigation conducted by the City, pursuant to the City's Nondiscrimination in Contracting Ordinance, referenced above.
- 9.5.4 Violation of any provision of Section 9.5 shall be considered a material breach of this Agreement, and may result in remedies being ordered against Agency up to, and including, immediate termination of this Agreement, debarment, and other sanctions for violation of the provisions of the Nondiscrimination in Contracting Ordinance.

- 9.6 **LOCAL BUSINESS AND EMPLOYMENT.** Agency acknowledges, and shall require its Subcontractors to acknowledge that the City seeks to promote employment and business opportunities for local residents and firms on all City contracts. Agency shall, to the extent reasonably possible, solicit applications for employment, as well as bids and proposals for subcontracts for work associated with this Agreement, from local residents and firms, as opportunities occur. Agency shall hire qualified local residents and firms, whenever feasible.
- 9.7 **LIVING WAGE ORDINANCE.** Agency shall comply, and shall require its Subcontractors to comply, with the provisions of the City's Living Wage Ordinance, codified in San Diego Municipal Code sections 22.4201 et seq., in performing its obligations and/or duties under this Agreement.
- 9.8 **AMERICANS WITH DISABILITIES ACT.** Agency shall comply, and shall require its Subcontractors to comply, with City Council Policy 100-04, as adopted by City Council Resolution R-282153, relating to the federally mandated Americans with Disabilities Act [ADA]. Agency, and its Subcontractors, shall be individually responsible for their own ADA program.
- 9.9 **DRUG-FREE WORKPLACE.**
- 9.9.1 Agency shall comply, and shall require its Subcontractors to comply, with the City's Drug-Free Workplace requirements, set forth in City Council Policy 100-17, as adopted by City Council Resolution R-277952. Agency shall certify, and require its Subcontractors to certify, that it shall provide a drug free workplace, by submitting to the City an "Agency Certification for a Drug-Free Workplace" form. This certification shall be a condition precedent to this Agreement and shall be submitted to the City prior to the date of execution of this Agreement by the City and approval by the City Attorney.
- 9.9.2 Agency shall post in a prominent place at the Project site a statement setting forth its drug-free policy, notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace, and specifying the actions that shall be taken against employees for violating the prohibition.
- 9.9.3 Agency shall establish a drug free awareness program to inform employees about each of the following:
- (a) the dangers of drug abuse in the workplace;
 - (b) the policy of maintaining a drug free workplace;
 - (c) the availability of drug counseling, rehabilitation, and employee assistance programs; and

- (d) the penalties that may be imposed upon employees for drug abuse violations.

9.9.4 Agency shall ensure that all subcontracts in connection with this Agreement shall contain language that binds the Subcontractor to comply with the provisions of Section 9.9 of this Agreement, as required by City Council Policy 100-17.

9.9.5 Agency, and its Subcontractors, shall be individually responsible for their own drug free workplace program.

9.10 LOBBYING AND POLITICAL ACTIVITIES.

9.10.1 Agency shall not use, and shall require its Subcontractors not to use, any of the funds, personnel, or materials received in connection with this Agreement, to influence, or attempt to influence, any governmental decision or election in any manner, whatsoever. This prohibition shall apply to any decision of any kind to be made by any electorate, legislative body, agency, bureau, board, commission, district, or any other instrument of federal, state, or local government. The term, "influence or attempt to influence," shall mean the making, with the intent to influence, any communication to, or appearance before, any officer, employee, or appointee of any governmental entity, as well as any communication made to any electorate, regarding any ballot measure or candidate election.

9.10.2 Agency acknowledges that funds received for the Project have been provided pursuant to a federal grant, and shall comply with the laws set forth at 31 U.S.C. 1352 and 24 C.F.R. 87.

9.10.3 Agency shall complete and sign a certification form, certifying Agency's knowledge of, and promise to comply with, each of the provisions set forth in Section 9.10 of this Agreement. This certification shall be a condition precedent to this Agreement and shall be submitted to the City prior to the date of execution of this Agreement by the City and approval by the City Attorney. Agency shall also require this same certification to be included in all subcontracts, subgrants, and cooperative agreements exceeding \$100,000.

9.10.4 Agency shall disclose to the City any funds from any other source which have been paid by Agency (or its principals or agents), within the last year, to influence or attempt to influence decisions of the federal government, by completing, signing, and submitting to the City, Form LLL, "Disclosure of Lobbying Activities," found at 24 C.F.R. 87, Appendix B.

9.10.5 Agency understands that the duty to disclose lobbying activities is a continuing requirement, and therefore, shall make such disclosures at the end of each calendar quarter in which there occurs any event requiring disclosure.

- 9.11 **STORM WATER POLLUTION PREVENTION.** Agency shall comply, and require its Subcontractors to comply, with the City's Storm Water Management and Discharge Control Ordinance, codified in San Diego Municipal Code sections 43.0301 et seq., in performing its obligations and/or duties under this Agreement.
- 9.12 **PRODUCT ENDORSEMENT.** Agency shall comply with the provisions of City Administrative Regulation 95.65 regarding product endorsements. Agency shall not create any advertisement or writing that identifies or refers to the City as the user of a product or service, without obtaining the prior written approval of the City.
- 9.13 **RECOGNITION OF FUNDING SOURCE.** Agency shall ensure, and require its Subcontractors to ensure recognition of the role of the federal CDBG Program in funding Agency's services under this Agreement. All activities performed, facilities and items utilized, and publications prepared, in connection with this Agreement shall be prominently labeled to reference the use of CDBG Funds from HUD as a funding source. The reference shall be worded as follows: "This project is funded in whole or in part with Community Development Block Grant (CDBG) Program funds provided by the U.S. Department of Housing and Urban Development (HUD)."
- 9.14 **OPERATING MANUAL.** Agency acknowledges receipt of, and shall comply with, and require its Subcontractors to comply with the Operating Manual, including, but not limited to, those provisions related to fiscal accountability, eligible and ineligible project expenditures, and procedures for financial management, accounting, budgeting, record keeping, reporting, and other administrative functions. Any desired changes by Agency to the procedures set forth in the Operating Manual must be requested by Agency, in writing, and approved by the City, in writing, before such changes may be implemented.
- 9.15 **PLAYING BY THE RULES HANDBOOK.** By executing this Agreement, Agency acknowledges, and shall require its Subcontractors to acknowledge that it has received, read, and understood the contents of the Playing by the Rules Handbook and shall fully comply with all of the administrative requirements set forth therein.

ARTICLE X -- COMPLIANCE WITH OTHER FEDERAL LAWS, REGULATIONS, AND REQUIREMENTS

- 10.1 **UNIFORM ADMINISTRATIVE REQUIREMENTS.** Agency shall comply, and require its Subcontractors to comply, with all applicable uniform administrative requirements set forth in 24 C.F.R. 570.502, including, but not limited to, federal CDBG financial and contractual procedures, as well as OMB Circular Nos. A-87 and A-128 for governmental entities, and OMB Circular Nos. A-122, A-21, A-133, and A-110 for non-governmental entities. These federal documents are on file at the City's Economic Development Division, located at 1200 Third Avenue, Suite 1400, San Diego, California 92101.

- 10.2 **OTHER PROGRAM REQUIREMENTS.** Agency shall comply, and require its Subcontractors to comply, with all federal laws and regulations described in 24 C.F.R. 570 subpart K (Sections 570.600 through 570.614), except that:
- (a) Agency does not assume the City's environmental responsibilities described in 24 C.F.R. 570.604; and
 - (b) Agency does not assume the City's responsibility for initiating the review process described in 24 C.F.R. part 52.
- 10.3 **DAVIS-BACON ACT.** Agency shall comply, and require its Subcontractors to comply, with the Davis-Bacon Act (40 U.S.C. 276a – 276a-7), as supplemented by Department of Labor regulations (29 C.F.R. part 5) – for construction contracts in excess of \$2000.
- 10.4 **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT.** Agency shall comply, and require its Subcontractors to comply, with Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327–330), as supplemented by Department of Labor regulations (29 C.F.R. part 5) – for construction contracts in excess of \$2000, and other contracts that involve the employment of mechanics or laborers in excess of \$2500.
- 10.5 **ENERGY POLICY AND CONSERVATION ACT.** Agency shall comply, and require its Subcontractors to comply, with the mandatory standards and policies relating to energy efficiency, which are contained in California's energy conservation plan, issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163, 89 Stat. 871).
- 10.6 **VARIOUS ENVIRONMENTAL LAWS AND REGULATIONS.** Agency shall comply, and require its Subcontractors to comply, with Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. part 15) – for contracts in excess of \$100,000.
- 10.7 **COPELAND "ANTI-KICKBACK" ACT.** Agency shall comply, and require its Subcontractors to comply, with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 C.F.R. part 3) – for contracts involving construction or repair.
- 10.8 **RELIGIOUS ACTIVITIES.** Agency shall comply with, and require its Subcontractors to comply with all applicable HUD requirements governing the use of CDBG Funds by religious organizations, set forth in 24 C.F.R. 570.200(j), as well as Executive Order 11245 (as amended by Executive Order 13279).
- 10.9 **SECTION 3 CLAUSE.**
- 10.9.1 If applicable under 24 C.F.R. 135.3, then pursuant to 24 C.F.R. 135.38, Agency (and, if indicated below, the Parties) shall comply with the following

"Section 3 Clause":

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The Parties to this contract agree to comply with HUD's regulations in 24 C.F.R. part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The Agency agrees to send to each labor organization or representative of workers with which the Agency has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The Agency agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 C.F.R. part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 C.F.R. part 135. The Agency will not subcontract with any subcontractor where the Agency has notice or knowledge that the Subcontractor has been found in violation of the regulations in 24 C.F.R. part 135.
- E. The Agency will certify that any vacant employment

positions, including training positions, that are filled (1) after the Agency is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 C.F.R. part 135 require employment opportunities to be directed, were not filled to circumvent the Agency's obligations under 24 C.F.R. part 135.

F. Noncompliance with HUD's regulations in 24 C.F.R. part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

10.9.2 Agency shall document its good faith efforts to comply with the terms and conditions of the above Section 3 Clause, and furnish such documentation to the City, upon request.

10.10 **REVERSION OF ASSETS.** Upon the expiration or termination of this Agreement, Agency shall transfer, and shall require its Subcontractors to transfer, to the City any CDBG funds on hand, property acquired with Agreement funds, and any accounts receivables attributable to the use of CDBG funds.

10.11 **FAIR HOUSING ACT.** Agency shall comply, and require its Subcontractors to comply, with Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), and disability. In addition, Agency shall comply with the regulations issued following Title VI of the 1964 Civil Rights Act (as amended by Executive Orders 11246, 11375, and 12086) and Section 109 of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and administer all programs and activities in a manner to affirmatively further the policies of the Fair Housing Act.

- 10.12 **SECTION 504.** Agency shall comply, and require its Subcontractors to comply, with any Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1974, which prohibits discrimination against persons with disabilities in any federally assisted program. The City shall provide the Agency with any guidelines necessary for compliance with that portion of the regulations applicable during the term of this Agreement.

ARTICLE XI – SUSPENSION AND TERMINATION

11.1 AVAILABLE REMEDIES.

- 11.1.1 Other provisions of this Agreement notwithstanding, if Agency fails to comply with any term or condition of this Agreement, the City's remedies include, but are not limited to, each of the following:
- (a) suspending one or more payments to Agency, pending correction of the activity or action not in compliance;
 - (b) disallowing funds for all or part of the cost of the activity or action not in compliance;
 - (c) wholly or partly suspending the current award for the Project;
 - (d) terminating the current award for the Project;
 - (e) terminating this Agreement;
 - (f) those remedies set forth in 24 C.F.R. 570.910, pursuant to 24 C.F.R. 570.501(b);
 - (g) deeming the Agency ineligible from consideration for any future CDBG funding; and/or
 - (h) any other remedy specified in this Agreement.
- 11.1.2 If the City notifies Agency that the City has suspended payments or disallowed funds, or that the City has partly suspended the current award for the Project, Agency shall not expend any funds related to, or connected with, any area of controversy or conflict that resulted in the suspension, disallowance, or partial suspension of funding. If the City wholly suspends or terminates the current award for the Project, Agency shall cease expending funds in connection with the Project.

11.2 **TERMINATION FOR CONVENIENCE.** Notwithstanding the term of this Agreement as specified in Section 3.1 above, the City or Agency may terminate this Agreement for any reason at any time during the term of this Agreement upon thirty calendar days written notice of the termination to the other party (delivered in accordance with the provisions of Article XV below).

11.3 **TERMINATION FOR CURABLE DEFAULT.**

11.3.1 Except as provided in Section 11.4 below, the City, at its sole discretion, may terminate this Agreement upon fifteen calendar days written notice to Agency (delivered in accordance with the provisions of Article XV below), if Agency fails to comply with (i.e., defaults on) any term or condition of this Agreement. The written notice shall include a description of Agency's default. If Agency fails to cure the default within fifteen calendar days of the date Agency receives the written notice, the City may immediately terminate this Agreement.

11.3.2 The City reserves the right to suspend payments to Agency during the fifteen calendar day notice period described in Section 11.3.1 above.

11.4 **TERMINATION FOR INCURABLE DEFAULT.** The City, at its sole discretion, may immediately terminate this Agreement upon written notice to Agency (delivered in accordance with the provisions of Article XV below) if:

- (a) Agency makes a material misrepresentation in regard to information furnished to the City pursuant to this Agreement, regardless of whether Agency had knowledge or intent with respect to the misrepresentation;
- (b) Agency violates any term or condition of this Agreement for which immediate termination is authorized (e.g., under Sections 6.14, 8.3, 9.1, 9.2.2, 9.2.6, 9.3, 9.4.7, 9.5.4, and 17.3);
- (c) Agency, or any of its officers or directors, becomes subject to any pending court action or proceeding with respect to the performance of Agency's obligations and/or duties under this Agreement (or any prior agreement with the City), that materially and adversely affects Agency's performance of its obligations and/or duties under this Agreement;
- (d) Agency misappropriates any funds under this Agreement (or any prior agreement with the City);
- (e) Agency files a voluntary petition in bankruptcy, is adjudicated bankrupt, or makes a general assignment for the benefit of creditors;
- (f) Any or all of the CDBG Funds allocated to the City by HUD are suspended or terminated; and/or
- (g) Agency is unable or unwilling to comply with any additional terms or conditions

governing the Project that may be required by newly enacted (or amended) federal, state, and/or local laws, statutes, rules, regulations, orders, ordinances, resolutions, permits, requirements, policies, and/or directives.

- 11.5 **TERMINATION OF AWARD.** In accordance with 24 C.F.R. 85.43, the City may suspend payments, suspend the current award for the Project, and/or terminate this Agreement if Agency materially fails to comply with any term of the award and may terminate the award for convenience in accordance with 24 C.F.R. 85.44.
- 11.6 **RIGHTS AND REMEDIES.** The City's termination of this Agreement shall terminate each and every right of Agency, and any person claiming any rights by or through Agency under this Agreement. The rights and remedies of the City enumerated in this Article are cumulative and shall not limit, waive, or deny any of the City's rights under any other provision of this Agreement; nor does this Article otherwise waive or deny any right or remedy, at law or in equity, existing as of the date of this Agreement or hereinafter enacted or established, that may be available to the City against Agency.
- 11.7 **CONTINUING RESPONSIBILITIES.**
- 11.7.1 In the event this Agreement is terminated, Agency shall complete any and all additional work necessary for the orderly filing of documents and closing of Agency's performance of its obligations and duties under this Agreement. For services rendered in completing the work, Agency shall be entitled to fair and reasonable compensation for the services performed by Agency before the effective date of termination. By accepting payment for completion, Agency discharges the City of all of the City's payment obligations and liabilities under this Agreement.
- 11.7.2 Upon the termination of this Agreement, Agency shall deliver to the City the originals of all Project Records within fifteen calendar days of the termination date of this Agreement. Agency shall retain copies of all Project Records for the storage period specified in Section 8.6 above.
- 11.7.3 Upon the expiration this Agreement, the City may request that Agency deliver, and Agency shall deliver, within fifteen calendar days of any such request by the City, the originals of all or any specified Project Records to the City. Agency shall retain copies of all Project Records for the storage period specified in Section 8.6 above.
- 11.7.4 Upon the expiration or termination of this Agreement, Agency shall transfer to the City any CDBG Funds and/or Program Income on hand at the time of such expiration or termination, and any accounts receivable attributable to the use of CDBG Funds and/or Program Income.
- 11.7.5 Upon the expiration or termination of this Agreement, Agency shall ensure that the use of any real property under Agency's control that was acquired or improved, in whole or in part, with CDBG Funds (including CDBG Funds

provided to Agency in the form of a loan) in excess of \$25,000, and/or Program Income in excess of \$25,000, is either:

- (a) used to meet one of the national objectives in 24 C.F.R. 570.208 until five years after expiration or termination of this Agreement; or
- (b) paid to the City, at any time prior to five years from the expiration or termination of this Agreement, in an amount equal to the then-current market value of the property less any portion of the value attributable to expenditures of non-CDBG Funds and/or non-Program Income for the acquisition of, or improvement to, the property. Such payment shall be Program Income to the City.

ARTICLE XII – INFORMAL DISPUTE RESOLUTION; MANDATORY ASSISTANCE

12.1 INFORMAL DISPUTE RESOLUTION. If the City and Agency have any dispute as to their respective rights, obligations, and/or duties under this Agreement, or the meaning or interpretation of any provision contained herein, they shall first attempt to resolve such dispute by informal discussion between their respective representatives. Within five calendar days of determining the existence of any such dispute, the party determining there is such dispute may give written notice to the other party of the existence of the dispute and the need to meet informally to resolve such dispute. The Parties shall endeavor thereafter to meet within five calendar days of the second party's receipt of such notice, or at such time thereafter as is reasonable under the circumstances.

12.2 [Reserved].

12.3 MANDATORY ASSISTANCE.

12.3.1 If a third party dispute or litigation, or both, arises out of, or relates in any way to, the services provided under this Agreement, upon the City's request, Agency, its agents, officers, and employees shall fully assist the City in resolving the dispute or litigation. Agency's assistance to the City, hereinafter referred to as "Mandatory Assistance," includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials, and/or any event related to the dispute resolution and/or litigation.

12.3.2 In providing the City with Mandatory Assistance, if Agency, its agents, officers, and/or employees incur costs, the City will compensate Agency for such costs. However, if it is determined through resolution of the third party dispute or litigation, or both, that such third party dispute or litigation was

attributable, in whole or in part, to the acts or omissions of Agency, its agents, officers, and/or employees, Agency shall fully reimburse the City for all funds paid to Agency, its agents, officers, and/or employees for Mandatory Assistance.

- 12.3.3 Any attorney's fees Agency may incur as a result of providing Mandatory Assistance are not reimbursable.

ARTICLE XIII – INDEMNIFICATION

- 13.1 **INDEMNIFICATION AND HOLD HARMLESS AGREEMENT.** Agency shall defend, indemnify, protect, and hold harmless the City, its elected officials, departments, officers, employees, representatives, and agents from and against any and all claims asserted, or liability established, for damages or injuries to any person or property, including, but not limited to, injury to Agency's officers, employees, invitees, guests, agents, and/or Subcontractors, which arise from, or are connected with, or are caused, or claimed to be caused, by this Agreement, or by the acts or omissions of Agency, its officers, employees, representatives, agents, and/or Subcontractors in performing the work or services required or authorized herein, and all expenses of investigating and defending against same, including, without limitation, attorney's fees and costs. However, Agency's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the City, its elected officials, departments, officers, employees, representatives, and/or agents. The City may, at its own discretion, conduct the defense, or participate in the defense, of any claim related in any way to this indemnification. If the City elects to conduct its own defense, participate in its own defense, or obtain independent legal counsel in defense of any claim related to this indemnification, Agency shall pay the City for all costs related thereto, including, without limitation, attorney's fees and costs.
- 13.2 **ENFORCEMENT COSTS.** Agency shall pay the City any and all costs the City incurs enforcing the indemnity and defense provisions set forth in Section 13.1 above.
- 13.3 **NOT LIMITED BY INSURANCE.** The provisions of this Article are not limited by the requirements of Article VI (Insurance) above.

ARTICLE XIV – SUBCONTRACTORS

- 14.1 **SUBCONTRACTS AND SUBCONTRACTORS LIST.**
- 14.1.1 On or before the date this Agreement is executed by the Parties, Agency shall provide to the City a copy of all subcontracts Agency has entered into (or intends to enter into contingent upon the execution of this Agreement) in connection with this Agreement, including the scope of work, along with a written statement describing the justification for the Subcontractor services,

and an itemization of all costs for the Subcontractor services.

- 14.1.2 If, during the term of this Agreement, Agency identifies a need for additional Subcontractor services, Agency shall, within ten calendar days of the date of any subcontract for such services, provide to the City a copy of the subcontract, including the scope of work, along with a written statement describing the justification for the additional Subcontractor services, and an itemization of all costs for the additional Subcontractor services.
 - 14.1.3 Within ten calendar days of any request by the City, Agency shall provide to the City a complete and updated Subcontractors List, listing the names and contact information of all Subcontractors it has hired or retained, or intends to hire or retain, in connection with this Agreement.
 - 14.1.4 If, during the term of this Agreement, the City has obtained a Subcontractors List from Agency and Agency subsequently identifies a need for additional Subcontractor services, Agency shall, within ten calendar days of the date of any subcontract for such services, provide to the City an updated Subcontractors List that includes the name and contact information of any new or substitute Subcontractor hired to provide the additional Subcontractor services.
 - 14.1.5 Agency shall procure the services of all Subcontractors in conformance with the procedures set forth in Exhibit C. Agency shall maintain documentation of the process used to procure any such Subcontractor services, and shall provide a copy of all such documentation to the City within ten calendar days of any request by the City.
 - 14.1.6 Agency shall monitor all subcontracted services on a regular basis to ensure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions to correct areas of noncompliance and shall be made available to the City during monitoring reviews or upon request by the City.
- 14.2 **REQUIRED LANGUAGE.** Agency shall ensure that all subcontracts entered into in connection with this Agreement contain the information described in Sections 8.1, 8.2, 8.3, 8.4, 8.6, 9.1, 9.2, 9.4, 9.5, 9.6, 9.7, 9.8, 9.9, 9.10, 9.11, 9.13, 9.14, 9.15, 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, 10.8, 10.10, 10.11, 10.12 and 17.1 of this Agreement, and provide as follows:
- 14.2.1 Subcontractor shall obtain all insurance required in Sections 6.3, 6.4, and 6.5 of the City's Agreement with Agency, and shall maintain, in full force and effect, such insurance during any and all work performed in connection with the City's Agreement with Agency. Subcontractor shall not begin work on a subcontract until all insurance required of the Subcontractor under this Section has been obtained.

- 14.2.2 In any dispute between Agency and Subcontractor pertaining to the City's Agreement with Agency, the Agency shall not take any action to make the City a party to any judicial or administrative proceeding to resolve the dispute. Agency shall defend and indemnify the City (as described in Section 13.1 of the City's Agreement with Agency) in any dispute between Agency and Subcontractor, should the City be made a party to any judicial or administrative proceeding to resolve the dispute.
- 14.3 **CONTRACT ACTIVITY REPORT.** Within ten calendar days of a written request by the City, Agency shall provide the City:
- (a) statistical information (as described in the City's Contract Activity Report); including the amount of subcontracting provided by firms during the period covered by the Contract Activity Report; and
 - (b) an invoice from each Subcontractor listed in the Contract Activity Report.
- 14.4 **PROHIBITION ON USE OF CERTAIN SUBCONTRACTORS.** Agency shall not employ, award any contract to, engage the services of, or fund any Subcontractor, during any period of federal, state, or local debarment, suspension, or ineligibility of Subcontractor, when Agency has notice (actual, constructive, or implied) of such debarment, suspension, or ineligibility.

ARTICLE XV – NOTICE

- 15.1 In all cases where written notice is required under this Agreement, service of such notice shall be deemed sufficient if the notice is deposited in the United States mail, postage paid. Proper notice shall be effective on the date it is mailed, unless provided otherwise in this Agreement.
- 15.2 For the purposes of this Agreement, unless otherwise modified by written amendment to this Agreement, notice to the City shall be addressed to:

The City of San Diego
Economic Development Division
Attn: Beth Murray, Deputy Director
1200 Third Ave., Suite 1400
San Diego, CA 92101

Notice to Agency shall be addressed as specified in Exhibit A.

**ARTICLE XVI – CONTRACT ADMINISTRATOR;
CITY’S DESIGNATED REPRESENTATIVE**

- 16.1 The City’s Economic Development Division [Division] is the contract administrator for this Agreement. The City will identify a designated representative for the purposes of this Agreement.
- 16.2 The City’s designated representative shall communicate with Agency on all matters related to the administration of this Agreement and Agency’s performance of its obligations and duties rendered hereunder.
Agency shall work solely under the direction of the City’s designated representative in performing Agency’s obligations and duties under this Agreement.
- 16.3 When this Agreement refers to communications to or with the City, those communications shall be with the City’s designated representative, unless this Agreement or the City’s designated representative specifies otherwise. When this Agreement refers to an act or approval to be performed by the City, that act or approval shall be performed by the Mayor or his designee, unless this Agreement specifies otherwise.
- 16.4 The City, at its sole discretion, may change its designated representative at any time and shall inform Agency of any change of its designated representative within ten calendar days of the date of such change.

**ARTICLE XVII – INDEPENDENT CONTRACTOR; NO ASSIGNMENT;
AGENCY’S DESIGNATED REPRESENTATIVE**

- 17.1 Agency acknowledges, and shall require its Subcontractors to acknowledge, that Agency and its Subcontractors are independent contractors, and not agents or employees of the City. Any provision of this Agreement that may appear to give the City a right to direct Agency concerning the details of performing its obligations and/or duties under this Agreement, or to exercise any control over such performance, shall mean only that Agency shall follow the direction of the City concerning the end results of the performance.
- 17.2 Agency shall have no authority to bind the City in any manner, or to incur any obligation, debt or liability of any kind, on behalf of or against the City, whether by contract or otherwise, unless such authority is expressly conferred under this Agreement or is otherwise expressly conferred in writing by the City.
- 17.3 Because this Agreement is entered into by the City in reliance upon Agency’s qualifications, experience, and personnel identified, Agency shall not assign or subcontract any of its rights, obligations, and/or duties under this Agreement, without first obtaining the written consent of the City. Any putative assignment of Agency’s rights, obligations, and/or duties under this Agreement shall not create a contractual

relationship between the City and any putative assignee, and any such assignment shall be ineffective, null and void. Any assignment in violation of this Section is grounds for immediate termination of this Agreement, at the sole discretion of the City.

- 17.4 Agency shall identify a designated representative for the purposes of this Agreement. In the event Agency changes its designated representative for the purposes of this Agreement, Agency shall notify the City of the new designated representative within ten calendar days of the date of such change.

ARTICLE XVIII – CONFIDENTIALITY OF INFORMATION

- 18.1 All information provided by the City to Agency in connection with this Agreement is for the sole use of Agency. Agency shall not release any of this information to any third party, without the prior written consent of the City.

- 18.2 Section 18.1 above does not apply to information that:

- (a) was publicly known, or otherwise known to Agency, at the time the information was provided to Agency by the City;
- (b) subsequently becomes publicly known, through no act or omission of Agency;
- (c) becomes known to Agency from a source or means other than the City; or
- (d) is considered a “public record,” pursuant to the California Public Records Act (California Government Code sections 6250 – 6276.48).

ARTICLE XIX - INTELLECTUAL PROPERTY

- 19.1 All rights to discoveries and/or inventions that arise or are developed, in the course of or under this Agreement, shall be the property of the City and be disposed of in accordance with City policy. The City, at its own discretion, may file for patents in connection with all rights to any such discoveries and/or inventions.
- 19.2 Agency acknowledges that all Works shall constitute a “work for hire,” as that term is defined in the Copyright Act of 1976, as amended. Accordingly, all rights, title, and interest in and to all Works shall be the exclusive property of the City, including without limitation, all copyrights and other intellectual property rights therein. If for any reason a Work is not deemed to be a “work for hire,” Agency hereby grants, transfers, sells, and assigns, free of charge, exclusively to the City, all rights, title, and interest in and to said Work, including all copyrights and other intellectual property rights therein. Agency shall execute and deliver to the City a confirmatory grant and assignment of all rights in

and to all Works, and shall execute any other proper document the City deems necessary to ensure the complete and effective transfer of all rights, title, and interest in and to such Works to the City.

19.3 Agency shall deliver all Works to the City with fifteen calendar days of the expiration of this Agreement, or in the event of earlier termination, within fifteen calendar days of such termination. In the event Agency fails to return all Works to the City and the City desires to use such Works, Agency shall provide the City with equivalent materials, at its own expense, or reimburse the City, in full, for the cost of developing equivalent materials.

19.4 Agency represents and warrants that any materials or deliverables, including all Works, provided under this Agreement are original, not encumbered, and do not infringe upon the copyright, trademark, patent, or other intellectual property rights of any third party, or are in the public domain. If deliverables, materials, or Works provided hereunder become the subject of a claim, suit, or allegation of copyright, trademark, or patent infringement, the City shall have the right, in its sole discretion, to require Agency to produce, at Agency's own expense, new non-infringing materials, deliverables, or Works as a means of remedying any claim of infringement, in addition to any other remedy available to the City under law or equity. Agency shall indemnify and hold harmless the City, its elected officials, departments, officers, employees, representatives, and agents from and against any and all claims, actions, costs, judgments, or damages of any type, alleging or threatening that any materials, deliverables, supplies, equipment, services, or Works provided under this Agreement infringe the copyright, trademark, patent, or other intellectual property or proprietary rights of any third party [Third Party Claims of Infringement]. If a Third Party Claim of Infringement is threatened or made before Agency receives payment under this Agreement, the City shall be entitled, upon written notice to Agency, to withhold some or all of such payment.

ARTICLE XX – MISCELLANEOUS PROVISIONS

20.1 **MUNICIPAL POWERS.** Nothing contained in this Agreement shall be construed as a limitation upon the powers of the City as a chartered city of the State of California.

20.2 **GOVERNING LAW.** The terms and conditions of this Agreement shall be construed and interpreted in accordance with the laws of the State of California. In addition, the terms and conditions of this Agreement are subject to HUD rules and regulations in effect on the effective date of this Agreement. Any newly adopted rules and regulations or changes to existing rules and regulations shall become effective for the administration of this Agreement upon receipt by the City.

20.3 **JURISDICTION AND VENUE.** The Parties agree to submit to the personal jurisdiction of, and that venue shall be in, any State Court within the County of San Diego, State of California, for any dispute, claim, or matter arising out of, or related to, this Agreement, subject to the requirements of Article XII above.

- 20.4 **INTEGRATED AGREEMENT.** This Agreement, and the Exhibits and references incorporated into this Agreement, fully express all understandings of the Parties concerning the matters covered in this Agreement. All prior negotiations and agreements are merged into this Agreement.
- 20.5 **CHANGES OR AMENDMENTS TO AGREEMENT.** Should circumstances require that any of the terms or conditions of this Agreement be changed or amended, such change or amendment shall be accomplished only as follows:
- (a) a change to any of the terms or conditions of this Agreement, that does not affect the total compensation herein, shall be accomplished by a written amendment to the Agreement, signed by the authorized representatives of the City and Agency;
 - (b) a change which affects the total compensation specified under this Agreement, shall be accomplished by a written amendment to this Agreement, provided that:
 - 1. if the change results in a total compensation to Agency of \$250,000 or more, then such amendment shall be approved by the City Council, and signed by the authorized representatives of the City and Agency; or
 - 2. if the change results in a total compensation to Agency of less than \$250,000, then such amendment shall be signed by the authorized representatives of the City and Agency.
- 20.6 **COVENANTS AND CONDITIONS.** All provisions herein, expressed as either covenants or conditions on the part of the City or Agency to be performed or observed, shall be deemed to be both covenants and conditions.
- 20.7 **NO WAIVER.** No failure of either the City or Agency to insist upon the strict performance by the other of any term, covenant, or condition of this Agreement, nor any failure to exercise any right or remedy consequent upon a breach of any term, covenant, or condition of this Agreement, shall constitute a waiver of any such breach of such term, covenant, or condition. No waiver of any breach shall affect or alter this Agreement, and each and every term, covenant, and condition, herein shall continue in full force and effect to any existing or subsequent breach.
- 20.8 **SUCCESSORS IN INTEREST.** This Agreement, and all rights, obligations, and/or duties under this Agreement, shall be in full force and effect, whether or not any party to the Agreement has been succeeded by another entity, and all rights, obligations, and/or duties under this Agreement shall be vested and binding on any party's successor in interest.
- 20.9 **SEVERABILITY.** The unenforceability, invalidity, or illegality of any provision of this Agreement shall not render any other provision of this Agreement unenforceable, invalid, or illegal.

- 20.10 **CONFLICTS BETWEEN TERMS.** If an apparent conflict or inconsistency exists between the main body of this Agreement and the Exhibits, the main body of this Agreement shall control. If a conflict exists between an applicable federal, state, or local law, rule, regulation, order, or code and this Agreement, then the law, rule, regulation, order, or code shall control. Varying degrees of stringency among the main body of this Agreement, the Exhibits, and laws, rules, regulations, orders, or codes are not deemed conflicts, and the most stringent requirement shall control. Each party shall notify the other immediately upon the identification of any apparent conflict or inconsistency concerning this Agreement.
- 20.11 **DRAFTING AMBIGUITIES.** The Parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms, covenants, and conditions of this Agreement, and the decision of whether or not to seek advice of counsel with respect to this Agreement is a decision which is the sole responsibility of each party. This Agreement shall not be construed in favor of or against either party by reason of the extent to which each party participated in the drafting of the Agreement.
- 20.12 **SIGNING AUTHORITY.** Each individual executing this Agreement on behalf of a legal entity represents and warrants that he/she is authorized to execute and deliver this Agreement on behalf of such entity in accordance with duly adopted resolutions or other authorizing actions which are necessary and proper and under such legal entity's articles, charter, bylaws, or other written rules of conduct or governing agreement, and that this Agreement is binding upon such entity in accordance with its terms. Agency shall provide the City with evidence, satisfactory to the City, that such authority is valid and that such entity is a valid, qualified corporation or limited liability Company in good standing in its home state and that such entity is qualified to do business in California.
- 20.13 **COUNTERPARTS.** This Agreement may be executed in counterparts, which, when taken together, shall constitute a single signed original, as though all Parties had executed the same page.
- 20.14 **HEADINGS.** All headings in this Agreement are for convenience only, and shall not affect the interpretation of this Agreement.
- 20.15 **EXHIBITS INCORPORATED.** All Exhibits referenced in this Agreement are incorporated into the Agreement by this reference.

IN WITNESS WHEREOF, this Agreement is executed by the City of San Diego, acting by and through its Mayor, pursuant to Resolution R- 305864 authorizing such execution, and by Agency.

Dated this _____ day of _____, 20____. Dated this _____ day of _____, 20____.

The City of San Diego

Southwestern Community College District

By _____
Hildred Pepper, Jr.
Director
Purchasing & Contracting Department

By _____
Raj K. Chopra, Ph.D.
Superintendent/President

I HEREBY APPROVE the form and legality of the foregoing Agreement this _____ day of _____, 20____.

JAN I. GOLDSMITH
City Attorney

By _____
Kenneth So
Deputy City Attorney

**Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director**

Approval No.: AR3093.10

Date: 9/24/10

Originator: Victor Castillo
Department: SBDITC
Budget: 1-38896-050644-928

SCOPE OF SERVICES

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM/ ENTITLEMENT GRANTS

Southwestern Community College District
SBDC Microenterprise Technical Assistance Program

1. PROJECT SITE LOCATION
Agency shall maintain a project office at 880 National City Boulevard, Suite 1, National City, CA 91950. The office will be open Monday-Friday, 8:00AM to 5:00PM.
2. ADMINISTRATIVE OFFICE LOCATION
Agency shall maintain their administrative office at 880 National City Boulevard, Suite 1, National City, CA 91950. The office will be open Monday-Friday, 8:00AM to 5:00PM.
3. TARGET POPULATION/GEOGRAPHICAL AREA
The project shall serve approximately sixty-five (65) low to moderate income clients from the City of San Diego.
4. PROJECT DESCRIPTION
Through a business counseling program and technical assistance tailored to low to moderate income clients, SBDC shall help clients start or expand a microenterprise in San Diego. A microenterprise is a business having five (5) or fewer employees, one of whom owns the microenterprise.
5. PROJECT OUTCOME MEASURES
Pursuant to federal requirements, the project objective, outcome and indicator is defined below. (Check only one of the options below for each area.)

Objective Category: ☐ Suitable Living Environment
☐ Decent Housing
☒ Economic Opportunity

Outcome Category: ☒ Availability/Accessibility
☐ Affordability
☐ Sustainability

Outcome Indicator:	<input checked="" type="checkbox"/> People	<input type="checkbox"/> Public Facilities
	<input type="checkbox"/> Households	<input type="checkbox"/> Housing Units
	<input checked="" type="checkbox"/> Businesses	<input type="checkbox"/> Jobs
	<input type="checkbox"/> Organizations	<input type="checkbox"/> Other

6. PROJECT OUTCOME

Approximately thirty-five (35) unduplicated clients shall start their own microenterprise and thirty (30) unduplicated clients shall expand an already existing microenterprise.

7. PROJECT SERVICES

Listed below are the services that shall be provided to achieve the project outcome stated in the previous section (6.).

Each service listed below includes the following information: a) the definition of the service; b) how the service achieves the project outcome; c) number of unduplicated low to moderate income clients that will receive the service; d) frequency and duration of the service; e) position title of who will be responsible for providing the service; f) service location; and g) any client fee charged.

- a) Project services are structured into a comprehensive package of 10 business seminars, ongoing one-on-one counseling, financial needs assessment, access to capital referral service, and tracking clients throughout the project.
- b) Knowledge gained in the seminars, coaching, and business counseling shall enable clients to increase the probability of starting, expanding, and sustaining a microenterprise business.
- c) Project services shall be provided to sixty-five (65) clients.
- d) Ten (10) seminars will be conducted approximately once per month for four hours. Topics to be discussed will include Business Management, Finance, Marketing, Human Resources and International Trade. All other services will be ongoing and based on needs assessments of each individual client.
- e) Small Business Services Coordinator and the Director of International Business shall direct a team of four business consultants and staff counselors in providing the services.
- f) Project Services shall be provided at the Project Office location.
- g) Fees shall not be charged to clients.

8. PROJECT RECORDS

Agency shall maintain all records required by the Federal regulations specified in Title 24 CFR 570.506 that are pertinent to the activities to be funded under this Agreement.

Agency shall make available to the City, the U.S. Government, or their authorized agents all project-related records, documents, and any other financial data or records for review. Such records shall include, but not limited to:

L/M Income Limited Clientele Activities (LMC)
For each activity, <i>one of the following five types</i> of documentation must be maintained:
❖ Documentation showing that the activity is designed to be used exclusively by a segment of the population presumed by HUD to be L/M income persons (abused children, battered spouses, elderly persons*, adults meeting the definition of severely disabled**, homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers);
*Definition of Elderly Person-means an individual who is at least 62 years of age.

<p>**Definition of Severely Disabled-persons are classified as having a severe disability if they: (a) used a wheel-chair or had used another special aid for six months or longer; (b) are unable to perform one or more "functional activities" or need assistance with an "ADL or IADL"; (c) are prevented from working at a job or doing housework; or (d) have a selected condition including autism, cerebral palsy, Alzheimer's disease, senility or dementia, or mental retardation. Also, persons who are under 65 years of age and who are covered by Medicare or who receive SSI are considered to have a severe disability OR</p>
<p>❖ Documentation describing how the nature and the location of the activity establishes that it will be used predominantly by L/M income persons; OR</p>
<p>❖ Data showing the size and annual income of the family of each person receiving the benefit; OR</p>
<p>❖ Data showing that barriers to mobility or accessibility have been removed and how the barrier removal was restricted to the extent feasible to one of the particular cases authorized under this subcategory; OR</p>
<p>❖ Documentation showing that the activity qualifies under the special conditions regarding job services where less than 51% of the persons benefiting are L/M income persons.</p>

9. CLOSE-OUTS

The Agency's obligation to the City shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to:

- a. Making final payments;
- b. Disposing of program assets (including the return of all unused materials, unspent cash advances, program income balances, and accounts receivable to the City);
and
- c. Determining the custodianship of records.

Notwithstanding the foregoing, the terms of the Agreement shall remain in effect during any period that the Agency has control over CDBG funds, including program income.

**FY 2011
HUD INCOME LIMITS
FOR CITY OF SAN DIEGO**

FAMILY SIZE	EXTREMELY LOW INCOME LIMITS (0-30% of median)	VERY LOW INCOME LIMITS (31-50% of median)	LOW/MODERATE INCOME LIMITS (51-80% of median)
1	\$0 - \$16,500	\$16,501 - \$27,500	\$27,501 - \$44,000
2	\$0 - \$18,850	\$18,851 - \$31,400	\$31,401 - \$50,250
3	\$0 - \$21,200	\$21,201 - \$35,350	\$35,351 - \$56,550
4	\$0 - \$23,550	\$23,551 - \$39,250	\$39,251 - \$62,800
5	\$0 - \$25,450	\$25,451 - \$42,400	\$42,401 - \$67,850
6	\$0 - \$27,350	\$27,351 - \$45,550	\$45,551 - \$72,850
7	\$0 - \$29,250	\$29,251 - \$48,700	\$48,701 - \$77,900
8	\$0 - \$31,100	\$31,101 - \$51,850	\$51,851 - \$82,900

FY 2011 BUDGET EXHIBIT

AGENCY Southwestern Community College District

PROJECT SBDC Microenterprise Technical Assistance Program

SALARIES & WAGES	<u>102,401</u>	
FRINGE BENEFITS	<u>18,168</u>	
TOTAL PERSONNEL		\$ <u>120,569</u>

SUPPLIES	<u>2,230</u>	
POSTAGE	<u>500</u>	
CONSULTANT SERVICES	<u>19,432</u>	
MAINTENANCE/REPAIR	<u></u>	
PUBLICATIONS/PRINTING	<u>1,500</u>	
TRANSPORTATION	<u></u>	
RENT	<u></u>	
EQUIPMENT RENTAL	<u></u>	
INSURANCE	<u></u>	
UTILITIES	<u></u>	
TELEPHONE	<u></u>	
EQUIPMENT PURCHASES	<u></u>	
OTHER EXPENSES	<u></u>	
TOTAL NON-PERSONNEL		\$ <u>23,662</u>

TOTAL INDIRECT COSTS/ADMINISTRATIVE OVERHEAD		\$ <u>5769</u>
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TOTAL PROJECT		\$ <u>150,000</u>
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FY 2011 PERSONNEL SCHEDULE

The purpose of this form is to list the positions being claimed against CDBG funding for the Fiscal Year awarded. An updated copy of this form must be maintained at all times and any adjustments must be reported to the assigned Contract Administrator for acceptance and approval, prior implementation of a revised CDBG personnel budget. The Total Salary should match the Budget Exhibit form. **Round off totals to whole dollars.**

AGENCY: Southwestern College Small Business Development Center

PROJECT: Small Business Development Center Microenterprise

(1)	(2)	(3)
POSITION TITLE	PERCENT CHARGED	TOTAL SALARY & WAGES
Small Business Services Coordinator	49.00%	\$47,722
International Trade Counselor	30.00%	\$8,000
Business Credit Counselor	50.00%	\$12,679
Finance Counselor	45.00%	\$15,000
Marketing Counselor	50.00%	\$10,000
Business Law	50.00%	\$9,000
TOTAL CDBG SALARY & WAGES		\$102,401

1. List all personnel charged against CDBG funding.
2. Percent of gross pay to be charged against CDBG funding.
3. Total salary to be charged against CDBG funding.

Pay Schedule (Check One)	
X	Monthly
	Biweekly
	Twice a Month

FY 2011 BUDGET JUSTIFICATION*

AGENCY: Southwestern College Small Business Development Center

PROJECT: Small Business Development Center Microenterprise

LINE ITEM	Fringe Benefits	AMOUNT
Detailed Explanation:		
Benefits include Medical and Dental Insurance. Rate is presumed to be 26.45% of wages for salaried employees and 10.12% for hourly workers.		18,168
		TOTAL \$ 18,168
LINE ITEM	Supplies	AMOUNT
Detailed Explanation:		
Paper, printer cartridges, and general office supplies specifically for use by the CDBG Program.		2,230
		TOTAL \$ 2,230
LINE ITEM	Postage	AMOUNT
Detailed Explanation:		
U.S. Mail and express package delivery for Outreach and Marketing of the CDBG Program		500
		TOTAL \$ 500

*All line items must be justified in relation to CDBG-funded activities to be completed.

FY 2011 BUDGET JUSTIFICATION*

AGENCY: Southwestern College Sm Business Development Center

PROJECT: Small Business Development Center Microenterprise

LINE ITEM	Consultant Services	AMOUNT
Detailed Explanation:		
Contract consultants will provide much needed business expertise in the areas of Human Resource Management, Marketing, Finance, Trade, and General Business Management.		19,432
		TOTAL \$ 19,432
LINE ITEM	Publications and Printing	AMOUNT
Detailed Explanation:		
Materials to be developed for Outreach and Marketing of the Program and the ten (10) workshops to be conducted throughout the term of the contract.		1,500
		TOTAL \$ 1,500
LINE ITEM	Indirect Costs (Administrative Overhead)	AMOUNT
Detailed Explanation:		
Southwestern Community College District charges the SBDC Program a 4% administrative overhead for Finance, Accounting, and Human Resources support costs.		5,769
		TOTAL \$ 5,769

*All line items must be justified in relation to CDBG-funded activities to be completed.

EXHIBIT C

CONFLICT OF INTEREST AND PROCUREMENT POLICY FOR NONPROFIT CORPORATIONS CONTRACTING WITH THE CITY OF SAN DIEGO

Purpose

It is important for the City and its citizens to have confidence in the integrity of nonprofit corporations which contract with the City to provide services and administer programs, and which receive funding from or through the City. Officers, directors, members, committee members, staff and volunteers of these nonprofit organizations shall avoid taking actions that give the appearance of being motivated by private gain. The appearance of a conflict of interest is created by the selection, recommendation, or specification of a product, supplier or subcontractor with whom the representative of the nonprofit has a direct or indirect financial, organizational or family interest or relationship. It is the intent of the City to incorporate this policy governing conflicts of interest and procurement of goods and services into the City's contracts with such associations, and to require compliance with this policy as a contract obligation.

This policy is not intended to supersede, negate or otherwise invalidate any statute, ordinance or policy, but is intended to supplement existing authorities governing these subjects. Associations receiving Community Development Block Grant (CDBG) funds, or other funds from the Department of Housing and Urban Development, are subject to federal authorities governing the receipt of those funds.

Contracts or Transactions Involving CDBG Funds

In the case of contracts or transactions involving CDBG funds, no employee, agent, officer or consultant to the organization who is involved in the decision making process or who has access to inside information may obtain a financial benefit from the contract or transaction, unless approval is obtained in writing from the Department of Housing and Urban Development.

Economic Disclosure

Upon request by the City, a director or voting member of a nonprofit corporation contracting with the City shall disclose information to the City about his or her financial interests and business affiliations which may be affected by decisions of the corporation related to the corporation's contract with the City.

Board Roster

All nonprofit corporations contracting with the City shall provide, within 30 days of execution of an agreement, a list of the names of all board members and their business affiliations. In the event that the board membership changes, the corporation shall provide the City with an updated list.

Procedures for Procurement of Goods and Services

All procurement of goods and services by nonprofit associations contracting with the City, which receive funding from or through the City, shall comply with the following standard:

1. Expenditures less than \$5,000 from a single contractor in a 12 month period:
 - < No competitive procurement process is required.
2. Expenditures of between \$5,000 and \$25,000 from a single contractor in a 12-month period:
 - < Obtain three written price proposals or demonstrate why three bids could not be obtained.
 - < Present price proposal information to full board for approval of contract or transaction.
 - < Record the action taken in the meeting minutes, and keep the written price proposals on file.
3. Expenditures of more than \$25,000 for goods and/or services from a single contractor in a 12 month period:
 - < Draft a Request for Proposals describing the services or goods required, and requesting information from prospective contractors regarding relevant qualifications and a price proposal.
 - < Publish a notice of the intent to seek proposals for the goods or services in a newspaper or newspapers of general circulation in the City.
 - < Screen all submitted proposals and prepare short list of finalists for consideration by the board for approval. Finalists for a contract or transaction involving expert or professional services shall be interviewed by a screening committee or by the board prior to a final selection being made.
 - < Record action taken by the board in meeting minutes and keep the proposals received on file.
 - < After board approval, execute a contract in writing with the subcontractor or vendor, and submit a copy of the contract to the City.

Remedies

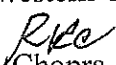
A violation of any provision of this policy shall be grounds for termination of the corporation's contract with the City. A contract or transaction entered into in violation of the conflict of interest and procurement provisions of this policy shall be void and unenforceable, and shall not entitle the corporation or the contractor to any reimbursement or payment for goods or services provided pursuant to the void contract.


ITEM #17 A4


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY:  Mark Meadows, Ph.D.
Vice President for Academic Affairs

INITIATED BY:  Victor Castillo
Director, Small Business Development & International Trade Center

SUBJECT: Agreement with City of National City

RECOMMENDATION

Ratify Agreement No. AR3092.10 with the City of National City, for Community Development Block Grant (CDBG), for the Small Business Development Center and the Center for International Trade Development services, for the period July 1, 2010 through June 30, 2011, inclusive, in the amount of \$35,000 income to the District. Application for funds was approved by the Governing Board on February 10, 2010. Acceptance of funds was approved by the Governing Board on July, 14, 2010.

RATIONALE FOR RATIFICATION

Agreement was received from agency on September 2, 2010.

OVERVIEW

The Small Business Development Center and the Center for International Trade Development, through Southwestern College's School of Continuing Education, Economic & Workforce Development, provides technical assistance and training to small and medium-sized enterprises. This project will focus on technical assistance for low to moderate income business owners in the City of National City.

FISCAL IMPACT/ACCOUNT

\$35,000 Income to the District/Account No. 1-38896-709904-928 (Project Funds)

VC/bg

SUBRECIPIENT AGREEMENT

By and Between the
**City of National City and
Southwestern Community College District**
for the
National City Economic Development Funds Program

THIS AGREEMENT, entered this 13th day of October, 2010 by and between the **City of National City** (herein called the "Grantee") and **Southwestern Community College District, also known as, Small Business Development & International Trade Center** (herein called the "Subrecipient.")

WHEREAS, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Subrecipient to assist the Grantee in utilizing such funds;

NOW, THEREFORE, it is agreed between the parties hereto that;

I. SCOPE OF SERVICE

- A. Activities:** The Subrecipient will be responsible for administering the program titled, **National City Economic Development Funds Program** in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include activities eligible under the Community Development Block Grant (CDBG) program, as specified in **Exhibit A**, attached and incorporated herein.
- B. National Objectives:** All activities funded with CDGB funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208

The Subrecipient certifies that the activity(ies) carried out under this Agreement will meet the **National Objective of benefiting low- and moderate-income persons.**

- C. Levels of Accomplishment – Goals and Performance Measures:** The levels of accomplishment may include such measures as units rehabilitated, persons or households assisted, or meals served, and should include periods for performance. Refer to **Exhibit A** for levels of program services.
- D. Staffing:** Subrecipient shall be responsible for staff and time to be allocated to each activity, as set forth in **Exhibit A**, attached hereto and incorporated herein.
- E. Performance Monitoring:** The Grantee will monitor the performance of the Subrecipient against goals and performance standards as stated above. Substandard performance as determined by the Grantee will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Subrecipient within a reasonable period of time after being notified by the Grantee, contract suspension or termination procedures will be initiated.

II. TIME OF PERFORMANCE

Services of the Subrecipient shall start on the 1st day of July, 2010 and end on the 30th day of June of 2011 in the case of Public Services and in the case of Capital Improvements end on June 30, 2012. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Subrecipient remains in control of CDBG funds or other CDBG assets, including program income.

III. BUDGET

Any indirect costs charged must be consistent with the conditions of Paragraph VII (C)(2) of this Agreement. Subrecipient shall adhere to the budget breakdown, attached as **Exhibit B**

and incorporated herein. Both the Grantee and the Subrecipient must approve any amendments to the budget in writing.

IV. **PAYMENT**

It is expressly agreed and understood that the total amount to be paid by the Grantee under this Agreement shall not exceed **Thirty Five Thousand Dollars (\$35,000.00)**. Drawdowns for the payment of eligible expenses shall be made against the line item budgets specified in Paragraph III herein and in accordance with performance. Expenses for general administration shall also be paid against the line item budgets specified in Paragraph III and in accordance with performance.

Payments may be contingent upon certification of the Subrecipient's financial management system in accordance with the standards specified in 24 CFR 84.21.

V. **NOTICES**

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee	Subrecipient
Contact Person: Carlos Aguirre	Contact Person: Ken M. Clark
Organization: City of National City	Organization: Southwestern Community College District Small Business Development & International Trade Center
Address: 1243 National City Boulevard National City, CA 91950-4301	Address: 880 National City Blvd, Ste. 103 National City, Ca 91950
Telephone: (619) 336-4391	Telephone: 619-482-6391
Email: caquirre@nationalcityca.gov	Email: kmc@sbditc.org

VI. **GENERAL CONDITIONS**

- A. **General Compliance:** The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Subrecipient does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract. The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.
- B. **"Independent Contractor":** Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.
- C. **Indemnification.** Each party shall defend, indemnify, and hold one another, their officers, employees, and agents, harmless from and against any and all liability, loss,

expense, attorneys' fees, or claims for injury or damages arising out of or in connection with their performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents, or employees.

- D. Workers' Compensation:** The Subrecipient shall comply with all of the provisions of the Workers' Compensation Insurance and Safety Acts of the State of California, the applicable provisions of Division 4 and 5 of the California Government Code and all amendments thereto; and all similar state or Federal acts or laws applicable; and shall indemnify, and hold harmless the Grantee and its elected officials, officers, and employees from and against all claims, demands, payments, suits, actions, proceedings and judgments of every nature and description, including reasonable attorney's fees and defense costs presented, brought or recovered against the Grantee or its elected officials, officers, employees, or volunteers, for or on account of any liability under any of said acts which may be incurred by reason of any work to be performed by the Grantee under this Agreement.
- E. Insurance & Bonding:** The Subrecipient, at its sole cost and expense, shall purchase and maintain, and shall require its subcontractors when applicable, to purchase and maintain throughout the term of this agreement, the following insurance policies attached as Exhibit F:
- ☐ 1. If checked, Professional Liability Insurance (errors and omissions) with minimum limits of \$1,000,000 per occurrence.
 2. Automobile insurance covering all bodily injury and property damage incurred during the performance of this Agreement, with a minimum coverage of \$1,000,000 combined single limit per accident. Such automobile insurance shall include owned, non-owned, and hired vehicles ("any auto").
 3. Commercial general liability insurance, with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate, covering all bodily injury and property damage arising out of its operations under this Agreement.
 4. Workers' compensation insurance in an amount sufficient to meet statutory requirements covering all of subrecipient's employees and employers' liability insurance with limits of at least \$1,000,000 per accident. In addition, the policy shall be endorsed with a waiver of subrogation in favor of the Grantee. Said endorsement shall be provided prior to commencement of work under this Agreement.
 5. The aforesaid policies shall constitute primary insurance as to the Grantee, its officers and employees, so that any other policies held by the Grantee shall not contribute to any loss under said insurance. Said policies shall provide for thirty (30) days prior written notice to the Grantee of cancellation or material change.
 6. Said policies, except for the professional liability and workers' compensation policies, shall name the Grantee and its elected officials, officers, agents and employees as additional insureds, and separate additional insured endorsements shall be provided.
 7. If required insurance coverage is provided on a "claims made" rather than "occurrence" form, the Subrecipient shall maintain such insurance coverage for three years after expiration of the term (and any extensions) of this Agreement. In addition, the "retro" date must be on or before the date of this Agreement.
 8. Any aggregate insurance limits must apply solely to this Agreement.
 9. Insurance shall be written with only California admitted companies which hold a current policy holder's alphabetic and financial size category rating of not less than A VIII according to the current Best's Key Rating Guide, or a company equal financial stability that is approved by the National City Risk Manager. In the event coverage is provided by non-admitted "surplus lines" carriers, they must be included on the most recent California List of Eligible Surplus Lines Insurers (LESLI list) and otherwise meet rating requirements.
 10. This Agreement shall not take effect until certificate(s) or other sufficient proof that these insurance provisions have been complied with, are filed with and approved by the National City Risk Manager. If the Subrecipient does not keep all of such insurance policies in full force and effect at all times during the terms of this Agreement, the Grantee may elect to treat the failure to maintain the requisite

insurance as a breach of this Agreement and terminate the Agreement as provided herein.

11. All deductibles and self-insured retentions in excess of \$10,000 must be disclosed to and approved by the Grantee.

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee. The Subrecipient shall comply with the bonding and insurance requirements of 24 CFR 84.31 and 84.48, Bonding and Insurance.

F. Grantee Recognition: The Subrecipient shall insure recognition of the role of the Grantee in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments: The Grantee or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Subrecipient from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

H. Suspension or Termination: In accordance with 24 CFR 85.43, the Grantee may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or
4. Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

The Grantee shall have the right, in accordance with 24 C.F.R. 85.43, to terminate this Agreement immediately or withhold payment of invoice for failure of the SUB-RECIPIENT to comply with the terms and conditions of this Agreement. Should the Grantee decide to terminate this Agreement, after a full evaluation of all circumstances has been completed, the Subrecipient shall, upon written request, have the right to an appeal process. A copy of the appeal process will be attached to any termination notice.

If the Grantee finds that the Subrecipient has violated the terms and conditions of this Agreement, the Subrecipient may be required to:

1. Repay all monies received from the Grantee under this Agreement; and/or
2. Transfer possession of all materials and equipment purchased with grant money to the Grantee.

In the case of early termination, a final payment may be made to the SUB-RECIPIENT upon receipt of a Final Report and invoices covering eligible costs incurred prior to termination. The total of all payments, including the final payment, shall not exceed the amount specified in this Agreement.

- I. Termination for Convenience:** In accordance with 24 CFR 85.44, this Agreement may also be terminated for convenience by either the Grantee or the Sub-recipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety. Grantee and sub-recipient agree to provide written notice to the other party thirty (30) days prior to the effective date of any termination, in whole or part, for convenience.

VII. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

- 1. Accounting Standards:** The Subrecipient agrees to comply with 24 CFR 84.21-28 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
- 2. Cost Principles:** The Subrecipient shall administer its program in conformance with OMB Circulars A-122, "Cost Principles for Non-Profit Organizations," or A-21, "Cost Principles for Educational Institutions," as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record Keeping

- 1. Records to be Maintained:** The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506, that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:
 - a. Records providing a full description of each activity undertaken;
 - b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
 - c. Records required to determine the eligibility of activities;
 - d. Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
 - e. Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
 - f. Financial records as required by 24 CFR 570.502, and 24 CFR 84.21-28; and
 - g. Other records necessary to document compliance with Subpart K of 24 CFR Part 570.
- 2. Retention:** The Subrecipient shall retain all financial records, supporting documents, statistical records, and all other records pertinent to the Agreement for a period of four (4) years. The retention period begins on the date of the submission of the Grantee's annual performance and evaluation report to HUD in which the activities assisted under the Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.
- 3. Client Data:** The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.
- 4. Disclosure:** The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited by

the State and for Federal law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. **Close-outs:** The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has control over CDBG funds, including program income.
6. **Audits & Inspections:** All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning subrecipient audits and OMB Circular A-133.
7. **Additional Documentation:** Subrecipient agrees to provide a list of its Board of Directors, By-Laws, **Exhibit "C"**, and any additional documents, as required in **Exhibit "D," "E," and "F"** attached and incorporated herein.

C. **Reporting and Payment Procedures**

1. **Program Income:** The Subrecipient shall report quarterly all program income (as defined at 24 CFR 570.500(a)) generated by activities carried out with CDBG funds made available under this contract. The use of program income by the Subrecipient shall comply with the requirements set forth at 24 CFR 570.504. By way of further limitations, the Subrecipient may use such income during the contract period for activities permitted under this contract and shall reduce requests for additional funds by the amount of any such program income balances on hand. All unexpended program income shall be returned to the Grantee at the end of the contract period. Any interest earned on cash advances from the U.S. Treasury and from funds held in a revolving fund account is not program income and shall be remitted promptly to the Grantee.
2. **Indirect Costs:** If indirect costs are charged, the Subrecipient will develop an indirect cost allocation plan for determining the appropriate Subrecipient's share of administrative costs and shall submit such plan to the Grantee for approval, in a form specified by the Grantee.
3. **Payment Procedures:** The Grantee will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and Grantee policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with advance fund and program income balances available in Subrecipient accounts. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Subrecipient.
4. **Progress Reports:** The Subrecipient shall submit regular Progress Reports to the Grantee in the form, content, and frequency as required by the Grantee.

D. **Procurement:**

1. **Compliance:** The Subrecipient shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-

expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this Agreement.

2. **OMB Standards:** Unless specified otherwise within this agreement, the Subrecipient shall procure all materials, property, or services in accordance with the requirements of 24 CFR 84.40-48.

3. **Travel:** The Subrecipient shall obtain written approval from the Grantee for any travel outside the metropolitan area with funds provided under this Agreement.

E. Use and Reversion of Assets:

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 24 CFR Part 84 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement [or such longer period of time as the Grantee deems appropriate]. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period [or such longer period of time as the Grantee deems appropriate].
3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee [an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment].

VIII. RELOCATION, REAL PROPERTY ACQUISITION AND ONE-FOR-ONE HOUSING REPLACEMENT

The Subrecipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. [The Grantee may preempt the optional policies.] The Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable Grantee ordinances, resolutions and policies concerning the displacement of persons from their residences.

IX. PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

1. **Compliance:** The Subrecipient agrees to comply with local and state civil rights ordinances here and with Title VI of the Civil Rights Act of 1964 as amended, Title

VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

2. **Nondiscrimination:** The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.
3. **Land Covenants:** This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Grantee and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.
4. **Section 504:** The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The Grantee shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action

1. **Approved Plan:** The Subrecipient agrees that it shall be committed to carry out pursuant to the Grantee's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The Grantee shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds, consistent with the policy in **Exhibit "E"**, attached hereto and incorporated herein.
2. **Women- and Minority-Owned Businesses (W/MBE):** The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.
3. **Access to Records:** The Subrecipient shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.
4. **Notifications:** The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or

understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA)

Statement: The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer.

6. Subcontract Provisions: The Subrecipient will include the provisions of Paragraphs X.A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or subcontractors.

C. Employment Restrictions

1. Prohibited Activity: The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

2. Labor Standards: The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 *et seq.*) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 *et seq.*) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract, shall comply with Federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

3. "Section 3" Clause

- a. **Compliance:** Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this contract, shall be a condition of the Federal financial assistance provided under this contract and binding upon the Grantee, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors. Failure to fulfill these requirements shall subject the Grantee, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which Federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The Subrecipient further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located."

The Subrecipient further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

The Subrecipient certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

- b. **Notifications:** The Subrecipient agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- c. **Subcontracts:** The Subrecipient will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the grantor agency. The Subrecipient will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

D. **Conduct**

- 1. **Assignability:** The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.
- 2. **Subcontracts:**
 - a. **Approvals:** The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Grantee prior to the execution of such agreement.

- b. **Monitoring:** The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.
 - c. **Content:** The Subrecipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.
 - d. **Selection Process:** The Subrecipient shall undertake to insure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.
3. **Hatch Act:** The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.
4. **Conflict of Interest:** The Subrecipient agrees to abide by the provisions of 24 CFR 84.42 and 570.611, which include (but are not limited to) the following:
- a. The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
 - b. No employee, officer or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
 - c. No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.
5. **Lobbying:** The Subrecipient hereby certifies that:
- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
 - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will

complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

- c. It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly:

- d. Lobbying Certification: This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. Copyright: If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. Religious Activities: The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

X. **ENVIRONMENTAL CONDITIONS**

- A. Air and Water: The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C. , 7401, *et seq.*;
- Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
- Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

- B. Flood Disaster Protection: In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

- C. Lead-Based Paint: The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

- D. Historic Preservation: The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic

Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

XI. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

XII. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

XIII. WAIVER

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

XIV. INTERPRETATION OF THE AGREEMENT

The interpretation, validity, and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to the Grantee. The SUB-RECIPIENT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein. Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such revision, and all other provisions which are otherwise lawful shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

XV. ATTORNEY'S FEES

In the event any legal action or proceeding is commenced to interpret or enforce the terms of, or obligations arising out of, this Agreement, or to recover damages for the breach thereof, the party prevailing in any such action or proceeding shall be entitled to recover from the non-prevailing party all reasonable attorney's fees, costs, and expenses incurred by the prevailing party.

XVI. ENTIRE AGREEMENT

This agreement constitutes the entire agreement and the attachments referenced below between the Grantee and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals, whether electronic, oral, or written between the Grantee and the Subrecipient with respect to this Agreement.

ATTACHMENTS

Exhibit A-Scope of Services

Exhibit B-Budget

Exhibit C-Board of Directors

Exhibit D-Technical Assistance Materials

Exhibit E-Affirmative Action Policy

Exhibit F-Insurance

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

City of National City

Southwestern Community College District

Ron Morrison
Mayor, City of National City

Raj K. Chopra, Ph.D.
Superintendent/President

APPROVED AS TO FORM

Claudia G. Silva
City Attorney

ATTEST

Michael Dalla
City Clerk

Originator: Victor Castillo
Department: SBDITC
Budget: 1-38896-709904-928

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director
Approval No.: AR3092.10
Date: 9/23/10

EXHIBIT A SCOPE OF SERVICES

1. The National City Economic Development Funds Program consists of the following activities:

Overall Project Goal (Please list any additional goals or objectives on another page.)
The Southwestern College Small Business Development & International Trade Center (SBDITC) will assist National City in meeting its five-year consolidated plan economic development objectives by providing technical assistance to 50 National City businesses in the areas of business start-up, management, operations, marketing, financial analysis, and sourcing of local loan products.
Objective #1
To serve 50 National City Businesses with one on one business counseling.
Objective #2
Provide group training and workshops for 50 individuals or businesses in National City.
Objective #3
Assist 6 National City businesses with access to capital from local, regional, statewide or national financing sources including the National City Community Benefit Loan Program.
Objective #4

2. The following lists the staff and time commitments to be allocated to activity listed above.

Staff Member Name and Title	Hours Allocated
Ken M. Clark, Small Business Services Coordinator	100
Gustavo Guerrero, International Trade Specialist	75
Barbara Sedgwick-Billimoria, International Trade Specialist	75
William Martinez, Consultant- Permits and Credit Repair	75
Gabriel Reyes, Consultant- Finance and Loan Packaging	75
Nancy Fredericks, Consultant- Sales and Marketing	75
Dan Little, Attorney- Legal and Contracts	75
Eddie Landeros, Consultant- Operations and Accounting	75
Carol Dodson, Consultant-QuickBooks , Organization, Patents	75

3. Billing Method: Monthly _____ Quarterly ☒ X _____

4. List the type of supporting documentation to be provided:

Time Cards and receipts as well as training logs and records.

5. List the major/key activity milestones:

Major Activity Milestones	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Hire Staff												
Program Implementation												
Provide Program Services												
Technical Assistance	X	X	X	X	X	X	X	X	X	X	X	X
Training	X	X	X	X	X	X	X	X	X	X	X	X

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EXHIBIT B Budget

Agency Name: Southwestern Community College District, Small
Business Development & International Trade Center

Activity Name: National City Economic Development Funds Program

Column A Budget Item	Column B CDBG Request	Column C Other Sources	Column D List Name(s) of Other Sources	Column E Total Budget
Personnel (List Salaried Position Job Titles)				
Consultant				
Part-Time Hourly	\$29,870			\$29,870
Fringe Benefits	\$2,930			\$2,930
Operating Costs				
Supplies	\$500			\$500
Equipment				
Rent/Lease				
Insurance				
Printing	\$500			\$500
Utilities				
Other:				
Outreach	\$1,200			\$1,200
Software (GIS)				
Profit Sense				
Budget Total	\$35,000			\$35,000

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Exhibit C

Governing Board By-Laws

Governing Board
Southwestern Community College District

Name	Title	Term	Address	Telephone	E-Mail
Yolanda Salcido	President	12/2006-12/2010	900 Otay Lakes Road Chula Vista, CA 91910	619-482-6301	ysalcido@swccd.edu
Terri Valladolid	Vice-President	12/2006-12/2010	900 Otay Lakes Road Chula Vista, CA 91910	619-482-6301	tvalladolid@swccd.edu
Nick Aguilar	Member	12/2008 - 12/2012	900 Otay Lakes Road Chula Vista, CA 91910	619-482-6301	naguilar@swccd.edu
Jorge Dominguez, Ph.D.	Member	12/2006-12/2010	900 Otay Lakes Road Chula Vista, CA 91910	619-482-6301	jdominguez@swccd.edu
Jean Roesch, Ed.D.	Member	12/2008 - 12/2012	900 Otay Lakes Road Chula Vista, CA 91910	619-482-6301	jroesch@swccd.edu
Manuel R. Lopez, Jr.	Student Member Secretary to the Governing Board	06/2010-05/2011	900 Otay Lakes Road Chula Vista, CA 91910	619-482-6301	asopres@swccd.edu
Raj K. Chopra, Ph.D.	and Superintendent/President	Continuing	900 Otay Lakes Road Chula Vista, CA 91910	619-482-6301	rhopra@swccd.edu

ANNUAL ORGANIZATIONAL MEETING OF THE GOVERNING BOARD

Reference: Education Code Section 72000(c)(2)(A)

The annual organizational meeting of the Governing Board will be held within fifteen days of the date elected Governing Board members take office, generally at the regular meeting held the second Wednesday in December. The purpose of the annual organizational meeting is to elect a Governing Board President and a Vice President, and conduct any other business as required by law or determined by the Governing Board.

SUPERINTENDENT/PRESIDENT SELECTION

*References: Accreditation Standard IV.B.1.j;
Title 5 Section 53000 et seq.*

If the position of Superintendent/President should become vacant, the Governing Board shall establish a search process to fill the vacancy.

The Governing Board may conduct the final interviews of the five (5) top candidates recommended by the search committee. The Governing Board shall appoint the Superintendent/President.

The process shall be fair and open and comply with relevant regulations. The final authorization to hire the Superintendent/President rests with the Governing Board.

PARTICIPATION IN LOCAL DECISION-MAKING

*References: Education Code Sections 70902(b)(7);
Title 5, Sections 53200 et seq., 51023.5, and 51023.7;
Accreditation Standard IV.A*

Southwestern Community College District believes that the high quality of decision-making, planning and programs and services offered by the College is dependent upon the most creative thinking, ideas and contributions by the entire College community. The Governing Board honors the concept of participatory governance in all areas defined by State laws and regulations, while retaining its own rights and responsibilities as the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Governing Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

1. Academic Senate (Title 5 Sections 53200-53206.)

The Governing Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed with the Academic Senate.

2. Staff (Title 5 Section 51023.5.)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the CSEA will be given every reasonable consideration.

3. Students (Title 5 Section 51023.7.)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of District policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

PARTICIPATION IN LOCAL DECISION-MAKING

Except for unforeseeable emergency situations, the Governing Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

Reference: Government Code Section 3547

Meetings between the Board and its designated representatives for the purpose of discussing the Board's position regarding any matter within the scope of representation shall be deemed closed meetings and held in Executive Session. All such discussion shall be deemed confidential. Except by majority authorization of the Governing Board, the content of such confidential discussions shall not be released to any party not present at the Executive Session, other than as required by the representatives in the performance of their negotiations duties.

The Superintendent/President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation of initial proposals for collective bargaining to the Governing Board.

CONFLICT OF INTEREST

References: *Government Code Sections 87105, 87200-87210;
Title 2 Sections 18700 et seq.; and as listed below*

Incompatible Activities (Government Code Sections 1126 and 1099)

Governing Board members shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to the Governing Board member's duties as an officer of the District. A Governing Board member shall not simultaneously hold two public offices that are incompatible. When two offices are incompatible, a Governing Board member shall be deemed to have forfeited the first office upon acceding to the second.

Financial Interest (Government Code Sections 1090 et seq.)

Governing Board members and designated employees shall not be financially interested in any contract made by the Governing Board or in any contract they make in their capacity as members of the Governing Board or as designated employees.

A Governing Board member shall not be considered to be financially interested in a contract if his or her interest meets the definitions contained in applicable law (Government Code Section 1091.5).

A Governing Board member shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract and if the remote interest is disclosed during a Governing Board meeting and noted in the official Governing Board minutes. The affected Governing Board member shall not vote or debate on the matter or attempt to influence any other member of the Governing Board to enter into the contract. Remote interests are specified in Government Code Sections 1091(b); they include, but are not limited to, the interest of a parent in the earnings of his or her minor child.

No Employment Allowed (Education Code Section 72103(b))

An employee of the District may not be sworn in as an elected or appointed member of the Governing Board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. This provision does not apply to an individual who is usually employed in an occupation other than teaching and who also is, at the time of election to the Governing Board, employed part time by the District to teach no more than one course per semester or quarter in the subject matter of that individual's occupation (Education Code Section 72103(b)).

Financial Interest in a Decision (Government Code Sections 87100 et seq.)

If a Governing Board member or designated employee determines that he or she has a financial interest in a decision, as described in Government Code Section 87103, this determination shall be disclosed and made part of the Governing Board's official minutes.

CONFLICT OF INTEREST

In the case of a designated employee, this announcement shall be made in writing and submitted to the Governing Board. A Governing Board member, upon identifying a conflict of interest, or a potential conflict of interest, shall do all of the following prior to consideration of the matter.

- Publicly identify the financial interest in detail sufficient to be understood by the public;
- Recuse himself or herself from discussing and voting on the matter;
- Leave the room until after the discussion, vote, and any other disposition of the matter is concluded unless the matter is placed on the agenda reserved for uncontested matters. A Governing Board member may, however, discuss the issue during the time the general public speaks on the issue.

Gifts (Government Code Section 89503)

Governing Board members and any employees who manage public investments shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law.

Designated employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law if the employee would be required to report the receipt of income or gifts from that source on his/her statement of economic interests.

The above limitations on gifts do not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value.

Gifts of travel and related lodging and subsistence shall be subject to the above limitations except as described in Government Code Section 89506.

A gift of travel does not include travel provided by the District for Governing Board members and designated employees.

Governing Board members and any employees who manage public investments shall not accept any honorarium, which is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering (Government Code Sections 89501 and 89502).

Designated employees shall not accept any honorarium that is defined as any payment made in consideration for any speech given, article published, or attendance at any public or private gathering, if the employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests. The term "honorarium"

CONFLICT OF INTEREST

does not include:

- Earned income for personal services customarily provided in connection with a bona fide business, trade, or profession unless the sole or predominant activity of the business, trade or profession is making speeches.
- Any honorarium that is not used and, within 30 days after receipt, is either returned to the donor or delivered to the District for donation into the general fund without being claimed as a deduction from income tax purposes.

Representation (Government Code Section 87406.3)

Elected officials shall not, for a period of one-year after leaving their position, act as an agent or attorney for, or otherwise represent for compensation, any person appearing before that local government agency.

Conflict of Interest Violations (Government Code Section 1097)

Any violation of the provisions of law regarding financial interests is punishable by a fine of not more than one thousand dollars (\$1,000), or by imprisonment in the state prison, and disqualification from holding any elected office in the State of California.

Procedure for Monitoring and Handling Allegations of Conflict of Interest

The Governing Board has responsibility for monitoring itself, and ensuring that laws and policies are followed. Addressing allegations of Conflict of Interest is the responsibility of the Board Chair or other trustees identified by the Board. Any response to such allegations must uphold the public trust..

The Superintendent/President and Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations regarding conflict of interest. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of Board Policy & Procedure 2710 "Conflict of Interest" or Board Procedure 2712 "Conflict of Interest Code" will be addressed by the Board President, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the President may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers or committee and may include a recommendation to the Board to censure the member. If the Board President is perceived to have committed the violation, the Vice President of the Board is authorized to pursue resolution.

COMMUNICATIONS AMONG BOARD MEMBERS

Reference: Government Code Section 54952.2

A majority of the members of the Governing Board are prohibited from using, outside of a properly agendized meeting, a series of communications of any kind, (e.g., direct communications, telephone, personal intermediaries, e-mail, or other technological device) to discuss, deliberate, or take action on any item of business within the subject matter jurisdiction of the Governing Board.

An unlawful "serial meeting" occurs when communications take place outside a noticed meeting among individual board members or groups of board members less than a majority which come to involve a majority, whether directly or through intermediaries, to discuss, deliberate or take action on any item of business within the subject matter jurisdiction of the board.

Such "serial meetings" are prohibited by law whether or not a concurrence is reached based on the communications.

TRAVEL – BOARD MEMBERS AND SUPERINTENDENT/ PRESIDENT

References: Education Code Sections 72423 and 87032

I. Governing Board Members

Members of the Governing Board shall be reimbursed for travel expenses whenever they travel as representatives of and perform services directed by the Board.

Absence from Governing Board meetings for travel permissible under this Policy will be an excused absence from Governing Board meetings and will not reduce the Governing Board member's monthly compensation unless required by state law.

II. Superintendent/President

The Superintendent/President shall be reimbursed for actual and necessary expenses incurred in connection with conducting official District business.

Please see District Procedure No. 2735, "Travel – Board Members and Superintendent/President."

BOARD EDUCATION

References: Accreditation Standard IV.B.1.f

The Governing Board is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation.

To that end, the Governing Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

The Governing Board and the Superintendent/President shall assist each newly elected or appointed trustee to understand the Governing Board's functions, policies and procedures before he/she takes office. The following methods shall be employed:

1. The new trustee shall be invited to meet with the Superintendent/President, the Governing Board President and appropriate administrative personnel to discuss services being performed by the Governing Board.
2. The new trustee shall be notified of Governing Board meetings prior to his/her officially taking office. The Superintendent/President or designee shall supply materials and information pertinent to meetings and shall explain their use.
3. The new trustee will be given selected materials concerning his/her responsibility as a member of the Governing Board and a copy of all Governing Board policies by the Superintendent/President.

BOARD SELF-EVALUATION

References: Accreditation Standard IV.B.1.e and g

The Governing Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Governing Board shall establish procedures for annual self-evaluation.

Please see District Procedure No. 2745 "Board Self-Evaluation."

EXHIBIT D

TECHNICAL ASSISTANCE MATERIALS

The Sub-recipient attended the Community Development Block Grant (CDBG) Technical Assistance Non-Profit Workshop held on May 26, 2010 and received the following items:

1. Playing by the Rules, A Handbook for CDBG Sub-recipients on Administrative Systems
2. OMB Circular No. A-122: Cost Principals for Non-Profit Organizations
3. Quarterly/Annual Performance Reporting Form (updated format)
4. A Comprehensive Compliance and Performance Monitoring Checklist
5. Expenditure Reimbursement Claim Form (updated format)
6. Qualifying Beneficiary Intake Data Form (updated format)
7. Sample Sub-recipient Agreement and Exhibits (Scope of Services, Budget, Board of Directors and By-laws, Affirmative Action Policy and Insurance Requirements)
8. Orientation on meeting CDBG National Objectives

The workshop and reference documents will assist the Sub-recipient to understand U.S Department of Housing and Urban Development and City of National City rules, regulations, and reporting requirements.

The Grantee also reviewed CDBG regulations under Title 24 and the CDBG webpage on the HUD website:

<http://www.hud.gov/offices/cpd/communitydevelopment/programs/entitlement>

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EXHIBIT E

AFFIRMATIVE ACTION POLICY

1. Provision of Program Services

- a. Subrecipient shall not, on the grounds of race, religion, color, national origin, sex, sexual preference, or handicap, exclude any person from participation in, deny any person the benefits of, or subject any person to discrimination under any program or activity funded in whole or in part with CDBG funds.
- b. Subrecipient shall not under any program or activity funded in whole or in part with CDBG funds, on the grounds of race, religion, color, national origin, sex, sexual preference, or handicap:
 - 1) Deny any facilities, services, financial aid or other benefits provided under the program or activity; or
 - 2) Provide any facilities, services, financial aid, or other benefits which are different or are provided in a different form from that provided to others under the program or activity; or
 - 3) Subject to segregated or separate treatment in any facility in, or in any matter of process related to receipt of any service or benefit under the program or activity; or
 - 4) Restrict in any way access to, or in the enjoyment of any advantage or privilege enjoyed by others in connection with facilities, services, financial aid, or other benefits under the program or activity; or
 - 5) Treat an individual differently from others in determining whether the individual satisfies any admission, enrollment, eligibility, membership, or other requirement or condition which the individual must meet in order to be provided any facilities, services, or other benefits provided under the program or activity; or
 - 6) Deny any opportunity to participate in a program or activity as an employee.
- c. Subrecipient may not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination on the basis of race, religion, color, national origin, sex, sexual preference, or handicap, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity with respect to individuals of a particular race, religion, color, national origin, sex, sexual preference or handicap.
- d. Subrecipient, in determining the site or location of housing or facilities provided in whole or in part with CDBG funds, may not make selections of such site or location which have the effect of excluding individuals from, denying them the benefits of, or subjecting them to discrimination on the grounds of race, color, national origin, or sex, or which have the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of the Civil Rights Act of 1964 and amendments thereto:

- e. In administering a program or activity funded in whole or in part with CDBG funds regarding which the Subrecipient has previously discriminated against persons on the grounds of race, religion, color, national origin, sex, sexual preference or handicap, the Subrecipient must take affirmative action to overcome the effects of prior discrimination.
- f. Even in the absence of such prior discrimination, a Subrecipient in administering a program or activity funded in whole or in part with CDBG funds should take affirmative action to overcome the effects of conditions which would otherwise result in limiting participation by persons of a particular race, color, national origin, or sex. Where previous discriminatory practice or usage tends, on the grounds of race, religion, color, national origin, sex, sexual preference, or handicap, to exclude individuals from participation in, to deny them the benefits of, or to subject them to discrimination under any program or activity to which CDBG funding applies, the Subrecipient has an obligation to take reasonable action to remove or overcome the consequences of the prior discriminatory practice or usage, and to accomplish the purpose of the Civil Rights Act of 1964.
- g. A Subrecipient shall not be prohibited by this part from taking any eligible action to ameliorate an imbalance in services or facilities provided to any geographic area or specific group of persons within its jurisdiction where the purpose of such action is to overcome prior discriminatory practice or usage.
- h. Notwithstanding anything to the contrary in Sections J. 1. (a. through h.), nothing contained herein shall be construed to prohibit any Subrecipient from maintaining or constructing separate living facilities or rest-room facilities for the different sexes. Furthermore, selectivity on the basis of sex is not prohibited when institutional or custodial services can properly be performed only by a member of the same sex as the recipients of the services.

2. Employment Discrimination

- a. Subrecipient shall not discriminate against any employee or application for employment because of race, color, religion, sex, national origin, age, or handicap. Subrecipient shall take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, age, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rate-of-pay or other forms of compensation and selection for training including apprenticeship. Subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- b. Subrecipient shall, in all solicitations or advertisements for employees placed by or on behalf of Subrecipient, state that all qualified applications will receive consideration for employment without regard to race, color, religion, sex, national origin, age, or handicap.
- c. Subrecipient shall send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the CDC's contracting officers, advising the labor union or workers' representative of Subrecipient's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notices in conspicuous places available to

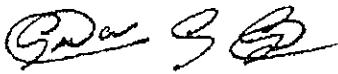
employees and applicants for employment.

- d. Subrecipient shall comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor..
 - e. Subrecipient shall furnish to the CDC all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the related rules, regulations, and orders.
 - f. In the event of Subrecipient'S failure to comply with any rules, regulations, or orders required to be complied with pursuant to this Agreement, the CDC may cancel, terminate, or suspend in whole or in part its performance and Subrecipient may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
 - g. Subrecipient shall include the provisions of Section II. J. 2. (a. through f.), "Affirmative Action Policy," paragraphs (1) through (6) in every subcontract or purchase order unless exempted by rules, regulations, or order of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. Subrecipient shall take such action with respect to any subcontract or purchase order as the CDC may direct as a means of enforcing such provisions including sanctions for non-compliance; provided, however, that in the event Subrecipient becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the CDC, Subrecipient may request the United States to enter into such litigation to protect the interests of the United States.
 - h. Subrecipient shall not discriminate on the basis of age in violation of any provision of the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.) or with respect to any otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794). Subrecipient shall also provide ready access to and use of all CDBG fund-assisted buildings to physically handicapped persons in compliance with the standards established in the Architectural Barriers Act of 1968 (42 U.S.C. 4151 et seq.).
3. Remedies: In the event of Subrecipient'S failure to comply with any rules, regulations, or orders required to be complied with pursuant to this Agreement, the CDC may cancel, terminate, or suspend in whole or in part its performance and Subrecipient may be declared ineligible for further government contracts and any such other sanctions as may be imposed and remedies invoked as provided by law.

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Exhibit F

Insurance Requirements

Statewide Association of Community Colleges Protected Insurance Program for Schools				CERTIFICATE OF COVERAGE		Issue Date 6/30/2010	
ADMINISTRATOR: Keenan & Associates 901 Calle Amanecer, #200 San Clemente, CA 92673 949-940-1760 www.keenan.com			LICENSE # 0451271		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS BELOW.		
COVERED PARTY: Southwestern Community College 900 Otay Lakes Road Chula Vista CA 91910			ENTITIES AFFORDING COVERAGE: ENTITY A: Statewide Association of Community Colleges ENTITY B: Protected Insurance Program for Schools ENTITY C: ENTITY D: ENTITY E:				
THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED PARTY NAMED ABOVE FOR THE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED HEREIN IS SUBJECT TO ALL THE TERMS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.							
ENT LTR	TYPE OF COVERAGE	COVERAGE DOCUMENTS	EFFECTIVE/ EXPIRATION DATE	MEMBER RETAINED LIMIT / DEDUCTIBLE	LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCURRENCE <input checked="" type="checkbox"/> GOVERNMENT CODES <input checked="" type="checkbox"/> ERRORS & OMISSIONS	SWC 01300-12	7/1/2010 7/1/2011	\$ 10,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000		
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> HIRED AUTO <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> GARAGE LIABILITY <input checked="" type="checkbox"/> AUTO PHYSICAL DAMAGE	SWC 01300-12	7/1/2010 7/1/2011	\$ 10,000	COMBINED SINGLE LIMIT EACH OCCURRENCE \$ 1,000,000		
A	PROPERTY <input checked="" type="checkbox"/> ALL RISK <input checked="" type="checkbox"/> EXCLUDES EARTHQUAKE & FLOOD <input type="checkbox"/> BUILDER'S RISK	SWC 01300-12	7/1/2010 7/1/2011	\$ 5,000	\$ 250,000,000 EACH OCCURRENCE		
A	STUDENT PROFESSIONAL LIABILITY	SWC 01300-12	7/1/2010 7/1/2011	\$ 5,000	Included EACH OCCURRENCE		
B	WORKERS COMPENSATION <input checked="" type="checkbox"/> EMPLOYERS' LIABILITY	PIPS 00118-07	7/1/2010 7/1/2011	\$	<input type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER \$ 1,000,000 E.L. EACH ACCIDENT		
	EXCESS WORKERS COMPENSATION <input type="checkbox"/> EMPLOYERS' LIABILITY			\$	\$ 1,000,000 E.L. DISEASE - EACH EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMITS		
	OTHER			\$			
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/RESTRICTIONS/SPECIAL PROVISIONS: As respects to the Grant for Southwestern Community College District.							
CERTIFICATE HOLDER: City of National City, Community Development Department Housing Grants Division Attn: Gerry Torres 1243 National City Blvd. National City CA 91950				CANCELLATION.....SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING ENTITY/JPA WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE ENTITY/JPA, ITS AGENTS OR REPRESENTATIVES.			
				 Graham Grice AUTHORIZED REPRESENTATIVE			

DISCLAIMER

The Certificate of Coverage on the reverse side of this form does not constitute a contract between the issuing entity(ies), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the coverage documents listed thereon.

Statewide Association of Community Colleges

ENDORSEMENT

ADDITIONAL COVERED PARTY

COVERED PARTY	COVERAGE DOCUMENT	ADMINISTRATOR
Southwestern Community College District	SWC 01300-12	Keenan & Associates

Subject to all its terms, conditions, exclusions, and endorsements, such additional covered party as is afforded by the coverage document shall also apply to the following entity but only as respects to liability arising directly from the actions and activities of the covered party described under "as respects" below.

Additional Covered Party:

City of National City, Community Development
Department Housing Grants Division
Attn: Gerry Torres

1243 National City Blvd.
National City CA 91950

As Respects:

As respects to the Grant for Southwestern Community College District.

The City of San Diego and its respective elected officials, officers, employees, agents, and representatives are named as Additional Covered Parties.

This coverage shall be primary to the certificate holders coverage as respects the actions and activities of the Covered Party due to their sole negligence.



Authorized Representative

Issue Date: 6/30/2010

ITEM #17 A5

October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: *RKC*
Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: *MEM*
Mark Meadows, Ph.D.
Vice President for Academic Affairs

INITIATED BY: *TD*
Terry Davis
Dean, School of Health, Exercise Science and Athletics

SUBJECT: Agreement with Meitetsu Travel U.S.A. Corp.

RECOMMENDATION

Approve Agreement No. AR3095.10 with Meitetsu Travel U.S.A. Corp., for the International Athletic Trainers and Cultural Seminar, for the period November 1 to November 5, 2010, inclusive, in the amount of \$6,000 income to the District.

OVERVIEW

It is within the District's mission and philosophy to recognize its unique role in multicultural communication and education, and commitment to promoting, understanding and appreciating diversity of cultures. The District will facilitate collaboration with the local community to enhance competitive athletic experience. Southwestern College students will experience a cultural exchange of ideas related to athletic trainers. The District will receive \$300 per student with a minimum of 20 students. Funds received will support post-season competition for SWC Athletic programs.

FISCAL IMPACT/ACCOUNT

\$6,000 Income to the District/Account No. 1-38896-083517-507 (General Fund)

TD:jsi

CONTRACT INSTRUCTION AGREEMENT

THIS AGREEMENT is made on October 14, 2010 by and between Southwestern Community College District, 900 Otay Lakes Road, Chula Vista, California 91910 (hereafter referred to as "District") and The Meitetsu Travel USA Corp., 1515 West 190th St., #403, Gardena, California 90301 (hereafter referred to as "Agency").

IN CONSIDERATION of the promises, mutual covenants, consideration and agreement herein contained, the parties mutually agree and contract as follows:

1. **SERVICES:** District agrees to provide the following training program for Agency as follows:

- a. Course Titles and Descriptions: **International Athletic Trainers' Educational and Cultural Seminar.**

Athletic Training History and Methodology: Students will receive instruction on history of athletic trainers' evolution in the United States and national certification for athletic trainers.

Taping Methodology: Participants will receive the opportunity to learn techniques of proper taping of ankle, thumb, and wrist as a preventative measure for sports participation.

Educational Experience: Students will have the opportunity to develop skill in aquatic therapy and exercise physiology with weight training and exercise equipment. Participants will have the opportunity to observe athletic training and sports facilities at two different academic institutions and the Olympic Training facility.

Cultural opportunities: Participants will have the opportunity to experience sports interaction with Southwestern College Exercise Science classes and Athletes from intercollegiate sports programs. Students will have the opportunity to observe an intercollegiate sporting event.

- b. Student credentials provided upon successful completion:

Credit: ☐ Noncredit: ☐ Southwestern Course Certificate: ☒

Course dates: **Athletic Trainers' History and Methodology**
November 1 & 2, 2010

Taping Methodology and Educational Experience
November 3, 4 & 5, 2010

- c. Schedule: Monday, Tuesday, Wednesday, Thursday and Friday
Times: 8:30-4:30pm
- d. Total hours instruction: forty (40)
- e. Training location: SWC, SDSU, Olympic Training Center

2. AGENCY AGREES TO THE FOLLOWING:

- a. Pay to District a fee of \$300 per student with a minimum of 20 student participants. Payment will be made upon completion of training or within fifteen (15) days after receipt of service.
- b. 50% of profits will go towards instructor fees, contracted interpreters and ancillary staff.
- c. The fee includes all course materials.
- d. Class size will not exceed a maximum of 20 students.
- e. Provide transportation to all venues.

3. DISTRICT AGREES TO THE FOLLOWING:

- a. Provide a certificated community college instructor and appropriate curriculum.
- b. Provide interpreter service for mutual communication process.

4. MODIFICATION OF AGREEMENT: This agreement may be modified at any time by the written consent of both parties.

5. CANCELLATION: This agreement may be terminated by either party without cause by giving fifteen (15) days written notice to the other party prior to the commencement of services. Any costs incurred by District prior to the date of termination will be paid to District by Agency.

6. EQUAL OPPORTUNITY: Neither District nor Agency shall discriminate against any employee or student on the basis of age, race, color, religion, national origin, sex, or mental or physical handicap.

7. INSURANCE AND LIABILITY:

- a. Agency shall carry its usual comprehensive general liability insurance and Workers' Compensation for the duration of this agreement, covering Agency's referred employees or students.
- b. District shall carry public liability insurance, or shall self-insure for public liability, covering the employees of District during assignment with the Agency. District shall carry its usual Workers' Compensation coverage for employees of District during assignment with Agency.
- c. District agrees to indemnify and hold harmless the Agency, its respective officers and employees, from and against all liability, loss, or expense (including reasonable attorney's fees) arising out of the performance of this Agreement, providing the injury to persons or damage to property is due or claimed to be due to the negligence of District, its respective officers, or employees.

- d. Agency agrees to indemnify and hold harmless District, its respective officers and employees, from and against all liability, loss, or expense (including reasonable attorney's fees) arising out of the performance of this Agreement, providing the injury to persons or damage to property is due or claimed to be due to the negligence of Agency, its respective officers, or employees.

Southwestern Community College District

The Meitetsu Travel USA Corp.

By: _____

By: _____

Name: Raj K. Chopra, Ph.D.

Name: Ron Toyota

Title: Superintendent/President

Title: Director

Address: 900 Otay Lakes Road
Chula Vista, CA 91910

Address: 1515 West 190th Street, #403
Gardena, CA 980248

Date: _____

Date: _____

Originator: Terry Davis, Dean

Health, Exercise Science and Athletics

Budget #: 1-38896-083517-507

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director
Approval No.: AR3095.10
Date: 9/22/10

ITEM #17 B1

October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: *RKC*
Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Nicholas C.A. Alioto, CPA *Alioto*
Vice President for Business and Financial Affairs

INITIATED BY: Gunnar Schalin *GS/NA*
Program Director, San Diego Contracting Opportunities Center

SUBJECT: Agreement with Santee Community Development Commission

RECOMMENDATION

Ratify Agreement No. AR3042.10 with Santee Community Development Commission, for procurement technical assistance services, for the period July 1, 2010 to June 30, 2011 inclusive, in an amount not to exceed \$20,000 income to the District.

RATIONALE FOR RATIFICATION

The agreement from the Santee Community Development Commission was received September 4, 2010.

OVERVIEW

The San Diego Contracting Opportunities Center, through Southwestern College's Office of Business and Financial Affairs, will provide contracting and procurement technical assistance to San Diego County small businesses desiring to provide products or services to public agencies and government buying offices.

FISCAL IMPACT/ACCOUNT

\$20,000 Income to the District/Account No. 1-38896-709962-928 (Project Funds)

GS:jr

**AN AGREEMENT BETWEEN THE SANTEE COMMUNITY DEVELOPMENT
COMMISSION AND SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
(ALSO KNOWN AS SAN DIEGO CONTRACTING OPPORTUNITIES CENTER)
TO PROVIDE A SANTEE SATELLITE OFFICE OF THE
CONTRACTING OPPORTUNITIES CENTER**

Agreement Number: SDCOC 090310

THIS AGREEMENT is made by and between the Santee Community Development Commission, a municipal corporation, hereinafter referred to as "CDC," and Southwestern Community College District, hereinafter referred to as San Diego Contracting Opportunities Center "SDCOC."

NOW THEREFORE, it is agreed between the parties hereto that;

I SCOPE OF SERVICE

A. Activities

The San Diego Contracting Opportunities Center (SDCOC) will be responsible for administering a satellite office at the Santee Chamber of Commerce which will function as a Business Development Center for small businesses located in the City of Santee in a manner satisfactory to the CDC and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the California Redevelopment Law:

1. Provide business counseling services to small and disadvantaged businesses to help them identify, pursue, and obtain local, state, and federal contracts.

B. Program Delivery

1. SDCOC warrants that it has the expertise and experience to perform the work set forth in this Agreement and that it shall perform said work pursuant to this Agreement and as stated in the Statement of Work, attached hereto as Exhibit "A" incorporated herein by reference.
2. SDCOC shall document performance on a quarterly basis by submittal of a Quarterly Report.

C. Performance Monitoring

The CDC will monitor the performance of SDCOC against goals and performance standards required herein. Substandard performance as determined by the CDC will constitute non-compliance with this

Agreement. If action to correct such substandard performance is not taken by SDCOC within a reasonable period of time after being notified by the CDC, contract suspension or termination procedures will be initiated.

II. TIME OF PERFORMANCE

Services of SDCOC shall start on the 1st day of July 2010 and end on the 30th day of June 2011.

III. BUDGET

<u>CATEGORY</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Labor	[500 hours]	\$18,400.00
	Initial & Follow-up Counseling	400
	Marketing	24
	Community Outreach & Education	48
	Training & Professional Development	<u>32</u>
		500
	Indirect Costs (8% to Southwestern College)	<u>\$ 1,600.00</u>
TOTAL EXPENSES		\$20,000.00

Any amendments to this budget must be approved in writing by the CDC and SDCOC.

IV. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the CDC under this contract shall not exceed \$20,000. Payments shall be made on a quarterly basis, pursuant to the submittal of a quarterly report and invoice.

Communication and details concerning this contract shall be directed to the following contract representatives:

Santee CDC

City of Santee
Pamela A. White
Assistant to the Executive Director
10601 Magnolia Avenue
Santee, CA 92071-1266
(619) 258-4100, ext. 223
Fax Number: (619) 562-0649

SDCOC

San Diego Contracting Opportunities Center
Gunnar Schalin, Program Director
4007 Camino del Rio South, Suite 210
San Diego, CA 92108-4189
(619) 285-7020, ext. 102
Fax Number: (619) 285-7030

V. GENERAL CONDITIONS

A. "Independent Contractor"

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. SDCOC shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The CDC shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as SDCOC is an independent contractor.

B. Indemnification

1. SDCOC shall defend, indemnify and hold CDC, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of SDCOC, its officers, employees or agents.
2. CDC shall defend, indemnify and hold SDCOC, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of CDC, its officers, employees or agents.
3. Should it become necessary for the CDC or SDCOC to commence suit to enforce any of the terms and conditions of this Agreement, the prevailing party will be awarded any and all attorney fees and court costs incurred in litigation.

C. Insurance

SDCOC agrees to maintain in full force and effect and bear the cost of adequate policies of public liability and property damage insurance in an aggregate amount of no less than \$500,000 combined single limit. SDCOC further agrees to maintain adequate automobile liability insurance for personal injury and property damage caused by employees in the scope of work performance. Evidence of insurance issued by the insurance carrier shall be presented by SDCOC to the CDC within thirty (30) days following execution of this Agreement in a policy form setting

forth terms of insurance and indicating that the insurance policies are in effect and that thirty (30) days written notice will be given prior to cancellation or modification thereof. The policy(ies) of insurance shall be with a California admitted carrier. These requirements may be modified by the Assistant to the Executive Director if SDCOC submits evidence sufficient to ensure adequate coverage.

D. Workers' Compensation

SDCOC shall secure, maintain in full force and effect, and bear the cost of complete Workers' Compensation insurance in accordance with the laws of the State of California for the duration of the Agreement.

E. Amendments

The CDC or SDCOC may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each party. Such amendments shall not invalidate this Agreement, nor relieve or release the CDC or SDCOC from its obligations under this Agreement.

The CDC or SDCOC may, in its discretion, amend this Agreement to conform with Federal, State, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the CDC and SDCOC.

F. Suspension or Termination

Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Service in Paragraph I.A above may only be undertaken with the prior approval of the CDC. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by SDCOC under this Agreement shall, at the option of the CDC, become the property of the CDC, and SDCOC shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

The CDC may also suspend or terminate this Agreement, in whole or in part, effective immediately upon notice to SDCOC if SDCOC materially fails to comply with any term of this Agreement, or with any of the rules,

regulations or provisions referred to herein; and the CDC may declare SDCOC ineligible for any further participation in the CDC's contracts, in addition to other remedies as provided by law. In the event there is probable cause to believe SDCOC is in noncompliance with any applicable rules or regulations, the CDC may withhold up to fifteen (15) percent of said contract funds until such time as SDCOC is found to be in compliance by the CDC, or is otherwise adjudicated to be in compliance.

VI. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

SDCOC agrees to utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

B. Documentation and Record-Keeping

1. Records to be Maintained

SDCOC shall maintain all records that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- a. Records providing a full description of each activity undertaken;
- b. Records required to determine the eligibility of activities;
- c. Records documenting compliance with equal opportunity components of the State law;
- d. Financial records as required by the CDC; and
- e. Other records necessary to document compliance with California Redevelopment Law.

2. Retention

SDCOC shall retain all records pertinent to expenditures incurred under this contract for a period of two (2) years after the termination of all activities funded under this Agreement. Records for non-expendable property acquired with funds under this contract shall be retained for two (2) years after final disposition of such property, whichever occurs later.

3. Client Data

SDCOC shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, type and/or size of business, and description of service provided. Such information shall be made available to the CDC or its designees for review upon request.

4. Disclosure

SDCOC understands that client information collected under this contract is private, and the disclosure of such information is prohibited when not directly connected with the administration of the CDC's or SDCOC's responsibilities with respect to services provided under this contract.

5. Audits and Inspections

All SDCOC records with respect to any matters covered by this Agreement shall be made available to the CDC, at any time during normal business hours, as often as the CDC deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by SDCOC within 30 days after receipt by SDCOC.

C. Reporting and Payment Procedures

1. Payment Procedures

The CDC will make quarterly payments to SDCOC under this contract based upon quarterly reports and invoices submitted by SDCOC and consistent with any approved budget and CDC policy concerning payments.

2. Progress Reports

SDCOC shall submit Quarterly Reports to the CDC in the form, content, and frequency as required by the CDC.

VII. PERSONNEL AND PARTICIPANT CONDITIONS

A. Civil Rights

1. Compliance

SDCOC agrees to comply with all of the following, including any future amendments thereto: Title VI of the Civil Rights Act of 1964

as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Age Discrimination Act of 1975, Executive Order 11246 as amended by Executive Orders 11375 and 12086.

2. Nondiscrimination

SDCOC will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. SDCOC will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

3. Section 504

SDCOC agrees to comply with all of the following, including any future amendments thereto: any Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the handicapped in any Federally assisted program.

B. Conduct

1. Assignability

SDCOC shall not assign or transfer any interest in this contract without the prior written consent of the CDC thereto; provided, however, that claims for money due or to become due to SDCOC from the CDC under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the CDC.

2. Conflict of Interest

SDCOC covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of

services required under this Agreement. SDCOC further covenants that in the performance of this Agreement no person having such a financial interest shall be employed or retained by SDCOC. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the CDC.

VIII. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

The effective date of this Agreement shall be July 1, 2010.

SANTEE COMMUNITY DEVELOPMENT COMMISSION

By: _____
KEITH TILL, EXECUTIVE DIRECTOR

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

By: _____
RAJ K. CHOPRA, Ph.D., SUPERINTENDENT / PRESIDENT

Approved As To Form:

BEST BEST & KRIEGER LLP

By: _____
SHAWN D. HAGERTY, CITY ATTORNEY

Originator: Gunnar Schalin

Account No: 1-38896-709962-928

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director
Approval No: AR3042.10
Date: 9/21/10

EXHIBIT A

STATEMENT OF WORK

CONTRACT TERM: July 1, 2010 through June 30, 2011

ADDRESS OF AGENCY: San Diego Contracting Opportunities Center
4007 Camino del Rio South, Suite 210
San Diego, CA 92108-4189

CONTACT PERSON: Tim Warren (Santee Satellite Office)
PHONE: (619) 449-6572 / 449-2151

PROJECT GOALS, OBJECTIVES AND PERFORMANCE MEASURES:

SDCOC agrees to provide the following services to City:


1. Will provide counseling and technical assistance for small and small disadvantaged businesses in the City of Santee. Services to include:
 - a) Technically knowledgeable counselor to counsel and advise clients on the methodology for obtaining government contracts.
 - b) Maintain a library of procurement publications, Small Business Certification forms, procurement personnel phone lists, "How to Sell to" publications, etc.
 - c) Enter all qualified clients on the PTAssist data base for accountability and bid match with the various procurement opportunities available.
 - d) Make clients aware of workshops and seminars available. Schedule workshops in East County when sufficient interest exists.
2. Submit Quarterly Report to the Assistant to the Executive Director by the last day of the month following the end of a quarter.
3. Provide Year End Evaluation Report of program's success meeting established goals.
4. Provide notification to CDC of any audits or investigations including results, findings, and/or liens.

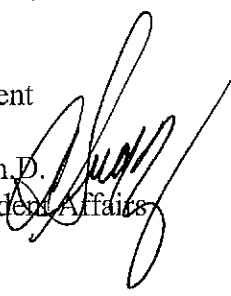
ITEM #17 C1


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Angelica L. Suarez, Ph.D. 
Vice President for Student Affairs

INITIATED BY: Mia McClellan 
Dean, Student Services

SUBJECT: Service Learning Program Agreement with Wildcoast

RECOMMENDATION

Approve Agreement No. A3084.10 with Wildcoast, for the Service Learning Program, for the period October 14, 2010 to June 30, 2013, inclusive, at no cost to the District.

OVERVIEW

The 2010-2013 Service Learning Program agreement is an ongoing agreement used to establish partnerships with community agencies for the purpose of providing volunteer learning experiences to students eligible for the Service Learning Program.

FISCAL IMPACT/ACCOUNT

No cost to the District.

MM/dt



**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
SERVICE LEARNING PROGRAM AGREEMENT WITH WILD COAST
2010-2013**

THIS AGREEMENT is executed by and between Southwestern Community College District (hereinafter referred to as "District") and Wildcoast (hereinafter referred to as "Agency") (hereinafter collectively referred to as "Parties") for the purpose of the Service Learning Program.

WHEREAS, it is the intention of the Parties to participate in the Service Learning Program for the purpose of providing students (hereinafter referred to as "Students" or "Participants"); with opportunities to learn by providing various volunteer services to the community (Agency).

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

I. Scope of Agreement

A. This Agreement forms the basis of mutual understanding and respective responsibilities between the Agency and District for the participation of Students in the Service Learning Program.

B. This Agreement will be for a period of three years, with review for continuation of the Program at three year intervals. Renewal of this Agreement and continuation of the Program will be subject to each Party signing a renewal agreement.

C. Agency Agrees:

1. To the extent Agency is able, provide Students with safe working conditions within which to provide the volunteer services. Agency shall not direct or permit Students to undertake activities that may be risky or inherently dangerous. Agency shall provide sufficient instruction to the Students so that the volunteer services provided meet both the Students' need to learn and the Agency's service needs. Agency may, within its discretion, provide the District with a written evaluation of the volunteer services that each Student provides.
2. To provide a mutually acceptable workstation to Students and to provide supervision, necessary equipment, materials, and tools.
3. To retain the right at all times to screen Students before they deliver volunteer services and to reject the volunteer services of any Student.
4. To not unlawfully discriminate, either in the provision of services against any Student on the basis of race, color, national origin, gender, religion, or disability.
5. To comply with all applicable laws relating to nondiscrimination.
6. For District to have access to Agency to observe and evaluate the Students' delivery of the volunteer services.

D. District Agrees:

1. To advise Students of the nature of the services that Agency needs according to information that Agency provides.

2. To not be held responsible for screening Students for their suitability to provide the volunteer services.
3. To keep in force at all times, during the term of this agreement, Workers' Compensation Insurance covering all Students during assigned volunteer/work periods.
4. To not unlawfully discriminate in the provision of services against any Student on the basis of race, color, national origin, gender, religion, or disability.
5. To comply with all applicable laws relating to nondiscrimination.

II. Term of Agreement

- A. This agreement may be terminated by Agency or District at any time by giving at least seven (7) days written notice.
- B. This agreement shall be effective October 14, 2010 to June 30, 2013.
- C. This agreement may be modified at any time by written consent of the Parties.
- D. This agreement constitutes the entire agreement between the Parties. There is no express or implied agreement except as stated in this agreement.

III. Insurance and Liability

- A. District and Agency shall secure and maintain comprehensive general liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with coverage for incidental contracts. District shall name the Agency and the Agency agrees to name Southwestern Community College District and the Southwestern Community College District Governing Board as additional insured's under its respective policy(s). Further, the Certificate of Insurance shall provide 30 days prior written notice of cancellation.
- B. District agrees to defend, hold harmless, and indemnify Agency and its directors, officers, employees, and agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including without limitation, attorney's fees) for injury or death to persons, including employees of Agency, and damage to property including property of Agency, caused by the negligent acts or omissions of District in the performance of this Agreement. District's duty to indemnify Agency under this Agreement shall not extend to loss, liability, damage, claim, cost, charge, demand, or expense resulting from Agency's negligence or willful misconduct.
- C. Agency agrees to defend, hold harmless, and indemnify District and its directors, officers, employees, students, and agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including without limitation, attorney's fees) for injury or death to persons, including employees of the District, and damage to property including property of District, caused by the negligent acts or omissions of Agency in the performance of this Agreement. Agency's duty to indemnify District under this Agreement shall not extend to loss, liability, damage, claim, cost, charge, demand, or expense resulting from District's negligence or willful misconduct.

IV. Independent Contractor

District is, for all purposes, an independent Contractor and shall not be deemed an employee of Agency. District specifically acknowledges that it controls the manner and means by which the program is accomplished, agrees to hold itself out as an independent Contractor, and waives any rights to claim that it is an employee of Agency under the common law agency test, the economic realities test, or any other legal test.

- A. It is expressly understood and agreed that neither District nor Students shall in no event, as a result of this Agreement or any work performed under this Agreement, be entitled to any benefits in which Agency employees are entitled, including, but not limited to, overtime or other pay differentials, retirement benefits, social security benefits, disability insurance benefits, unemployment compensation or insurance, workers' compensation benefits, and/or injury, vacation, sick, or other leave or employment benefits. District expressly agrees that all legal recourse for performance and severance of the relationship between it and Agency is set forth in this Agreement, and not in any statutes of case law relating to rights of employees.
- B. District agrees to notify Students that they are not employees of Agency and are not entitled to any benefits to which Agency employees are entitled, as set forth above. District furthermore agrees to indemnify, defend and hold harmless Agency, its officers and its employees, from any such claims made by Students.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

By: _____

Raj K. Chopra, Ph.D.
Superintendent/President
900 Otay Lakes Road
Chula Vista, CA 91910

Stephanie Batt
Finance Director
925 Seacoast Drive
Imperial Beach, CA 91932

Date : _____

Date : _____

Please print or type the following information:

Originator: Arlie Ricasa

Department: Office of Student Activities & Health Services

Budget No. (No cost to District)

Stephanie Batt
Name of Agency Contact

Wildcoast
Name of Agency

925 Seacoast Drive, Imperial Beach CA 91932
Address of Agency

(619) 423-8665 ext. 200
Agency Telephone Number

(619) 423-8488
Agency Fax Number

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director
Approval No.: A3084.10
Date: 9/12/10

ITEM #17 C2

October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY: *RKC*
Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: *[Signature]*
Angelica L. Suarez, Ph.D.
Vice President for Student Affairs

INITIATED BY: *mm*
Mia McClellan
Dean, Student Services

SUBJECT: Service Learning Program Agreement with the Burn Institute

RECOMMENDATION

Approve Agreement No. A3085.10 with the Burn Institute, for the Service Learning Program, for the period October 14, 2010 to June 30, 2013, inclusive, at no cost to the District.

OVERVIEW

The 2010-2013 Service Learning Program agreement is an ongoing agreement used to establish partnerships with community agencies for the purpose of providing volunteer learning experiences to students eligible for the Service Learning Program.

FISCAL IMPACT/ACCOUNT

No cost to the District.

MM/dt



**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
SERVICE LEARNING PROGRAM AGREEMENT WITH BURN INSTITUTE
2010-2013**

THIS AGREEMENT is executed by and between Southwestern Community College District (hereinafter referred to as "District") and Burn Institute (hereinafter referred to as "Agency") (hereinafter collectively referred to as "Parties") for the purpose of the Service Learning Program.

WHEREAS, it is the intention of the Parties to participate in the Service Learning Program for the purpose of providing students (hereinafter referred to as "Students" or "Participants"); with opportunities to learn by providing various volunteer services to the community (Agency).

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

I. Scope of Agreement

- A. This Agreement forms the basis of mutual understanding and respective responsibilities between the Agency and District for the participation of Students in the Service Learning Program.
- B. This Agreement will be for a period of three years, with review for continuation of the Program at three year intervals. Renewal of this Agreement and continuation of the Program will be subject to each Party signing a renewal agreement.
- C. Agency Agrees:
 - 1. To the extent Agency is able, provide Students with safe working conditions within which to provide the volunteer services. Agency shall not direct or permit Students to undertake activities that may be risky or inherently dangerous. Agency shall provide sufficient instruction to the Students so that the volunteer services provided meet both the Students' need to learn and the Agency's service needs. Agency may, within its discretion, provide the District with a written evaluation of the volunteer services that each Student provides.
 - 2. To provide a mutually acceptable workstation to Students and to provide supervision, necessary equipment, materials, and tools.
 - 3. To retain the right at all times to screen Students before they deliver volunteer services and to reject the volunteer services of any Student.
 - 4. To not unlawfully discriminate, either in the provision of services against any Student on the basis of race, color, national origin, gender, religion, or disability.
 - 5. To comply with all applicable laws relating to nondiscrimination.
 - 6. For District to have access to Agency to observe and evaluate the Students' delivery of the volunteer services.
- D. District Agrees:
 - 1. To advise Students of the nature of the services that Agency needs according to information that Agency provides.
 - 2. To not be held responsible for screening Students for their suitability to provide the volunteer services.

3. To keep in force at all times, during the term of this agreement, Workers' Compensation Insurance covering all Students during assigned volunteer/work periods.
4. To not unlawfully discriminate in the provision of services against any Student on the basis of race, color, national origin, gender, religion, or disability.
5. To comply with all applicable laws relating to nondiscrimination.

II. Term of Agreement

- A. This agreement may be terminated by Agency or District at any time by giving at least seven (7) days written notice.
- B. This agreement shall be effective October 14, 2010 to June 30, 2013.
- C. This agreement may be modified at any time by written consent of the Parties.
- D. This agreement constitutes the entire agreement between the Parties. There is no express or implied agreement except as stated in this agreement.

III. Insurance and Liability

- A. District and Agency shall secure and maintain comprehensive general liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with coverage for incidental contracts. District shall name the Agency and the Agency agrees to name Southwestern Community College District and the Southwestern Community College District Governing Board as additional insured's under its respective policy(s). Further, the Certificate of Insurance shall provide 30 days prior written notice of cancellation.
- B. District agrees to defend, hold harmless, and indemnify Agency and its directors, officers, employees, and agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including without limitation, attorney's fees) for injury or death to persons, including employees of Agency, and damage to property including property of Agency, caused by the negligent acts or omissions of District in the performance of this Agreement. District's duty to indemnify Agency under this Agreement shall not extend to loss, liability, damage, claim, cost, charge, demand, or expense resulting from Agency's negligence or willful misconduct.
- C. Agency agrees to defend, hold harmless, and indemnify District and its directors, officers, employees, students, and agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including without limitation, attorney's fees) for injury or death to persons, including employees of the District, and damage to property including property of District, caused by the negligent acts or omissions of Agency in the performance of this Agreement. Agency's duty to indemnify District under this Agreement shall not extend to loss, liability, damage, claim, cost, charge, demand, or expense resulting from District's negligence or willful misconduct.

IV. Independent Contractor

District is, for all purposes, an independent Contractor and shall not be deemed an employee of Agency. District specifically acknowledges that it controls the manner and means by which the program is accomplished, agrees to hold itself out as an independent Contractor, and waives any rights to claim that it is an employee of Agency under the common law agency test, the economic realities test, or any other legal test.

- A. It is expressly understood and agreed that neither District nor Students shall in no event, as a result of this Agreement or any work performed under this Agreement, be entitled to any benefits in which Agency employees are entitled, including, but not limited to, overtime or other pay differentials, retirement benefits, social security benefits, disability insurance benefits, unemployment compensation or insurance, workers' compensation benefits, and/or injury, vacation, sick, or other leave or employment benefits. District expressly agrees that all legal recourse for performance and severance of the relationship between it and Agency is set forth in this Agreement, and not in any statutes of case law relating to rights of employees.
- B. District agrees to notify Students that they are not employees of Agency and are not entitled to any benefits to which Agency employees are entitled, as set forth above. District furthermore agrees to indemnify, defend and hold harmless Agency, its officers and its employees, from any such claims made by Students.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

By: _____
Raj K. Chopra, Ph.D.
Superintendent/President
900 Otay Lakes Road
Chula Vista, CA 91910

James A. Floros, CEO
8825 Aero Drive #200
San Diego, CA 92123

Date : _____

Date : _____

Please print or type the following information:

Originator: Arlie Ricasa

Department: Office of Student Activities & Health Services

Budget No. (No cost to District)

James A. Floros

Name of Agency Contact

Burn Institute

Name of Agency

8825 Aero Drive #220, San Diego CA 92123

Address of Agency

(858) 541-2277

Agency Telephone Number

(858) 541-7179

Agency Fax Number

Approved as to form by the office of the
Purchasing, Contracting & Central Services

Director

Approval No.: A3085-10


Date: 9/24/10

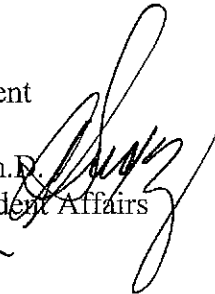
ITEM #17 C3


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY:  Angelica L. Suarez, Ph.D.
Vice President for Student Affairs

INITIATED BY:  Mia McClellan
Dean, Student Services

SUBJECT: Service Learning Program Agreement with The Salvation Army of Chula Vista

RECOMMENDATION

Approve Agreement No. A3086.10 with The Salvation Army of Chula Vista, for the Service Learning Program, for the period October 14, 2010 to June 30, 2013, inclusive, at no cost to the District.

OVERVIEW

The 2010-2013 Service Learning Program agreement is an ongoing agreement used to establish partnerships with community agencies for the purpose of providing volunteer learning experiences to students eligible for the Service Learning Program.

FISCAL IMPACT/ACCOUNT

No cost to the District.

MM/dt



**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
SERVICE LEARNING PROGRAM AGREEMENT WITH
THE SALVATION ARMY OF CHULA VISTA
2010-2013**

THIS AGREEMENT is executed by and between Southwestern Community College District (hereinafter referred to as "District") and The Salvation Army of Chula Vista (hereinafter referred to as "Agency") (hereinafter collectively referred to as "Parties") for the purpose of the Service Learning Program.

WHEREAS, it is the intention of the Parties to participate in the Service Learning Program for the purpose of providing students (hereinafter referred to as "Students" or "Participants"); with opportunities to learn by providing various volunteer services to the community (Agency).

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

I. Scope of Agreement

- A. This Agreement forms the basis of mutual understanding and respective responsibilities between the Agency and District for the participation of Students in the Service Learning Program.
- B. This Agreement will be for a period of three years, with review for continuation of the Program at three year intervals. Renewal of this Agreement and continuation of the Program will be subject to each Party signing a renewal agreement.

C. Agency Agrees:

- 1. To the extent Agency is able, provide Students with safe working conditions within which to provide the volunteer services. Agency shall not direct or permit Students to undertake activities that may be risky or inherently dangerous. Agency shall provide sufficient instruction to the Students so that the volunteer services provided meet both the Students' need to learn and the Agency's service needs. Agency may, within its discretion, provide the District with a written evaluation of the volunteer services that each Student provides.
- 2. To provide a mutually acceptable workstation to Students and to provide supervision, necessary equipment, materials, and tools.
- 3. To retain the right at all times to screen Students before they deliver volunteer services and to reject the volunteer services of any Student.
- 4. To not unlawfully discriminate, either in the provision of services against any Student on the basis of race, color, national origin, gender, religion, or disability.
- 5. To comply with all applicable laws relating to nondiscrimination.
- 6. For District to have access to Agency to observe and evaluate the Students' delivery of the volunteer services.

D. District Agrees:

- 1. To advise Students of the nature of the services that Agency needs according to information that Agency provides.

2. To not be held responsible for screening Students for their suitability to provide the volunteer services.
3. To keep in force at all times, during the term of this agreement, Workers' Compensation Insurance covering all Students during assigned volunteer/work periods.
4. To not unlawfully discriminate in the provision of services against any Student on the basis of race, color, national origin, gender, religion, or disability.
5. To comply with all applicable laws relating to nondiscrimination.

II. Term of Agreement

- A. This agreement may be terminated by Agency or District at any time by giving at least seven (7) days written notice.
- B. This agreement shall be effective October 14, 2010 to June 30, 2013.
- C. This agreement may be modified at any time by written consent of the Parties.
- D. This agreement constitutes the entire agreement between the Parties. There is no express or implied agreement except as stated in this agreement.

III. Insurance and Liability

- A. District and Agency shall secure and maintain comprehensive general liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with coverage for incidental contracts. District shall name the Agency and the Agency agrees to name Southwestern Community College District and the Southwestern Community College District Governing Board as additional insured's under its respective policy(s). Further, the Certificate of Insurance shall provide 30 days prior written notice of cancellation.
- B. District agrees to defend, hold harmless, and indemnify Agency and its directors, officers, employees, and agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including without limitation, attorney's fees) for injury or death to persons, including employees of Agency, and damage to property including property of Agency, caused by the negligent acts or omissions of District in the performance of this Agreement. District's duty to indemnify Agency under this Agreement shall not extend to loss, liability, damage, claim, cost, charge, demand, or expense resulting from Agency's negligence or willful misconduct.
- C. Agency agrees to defend, hold harmless, and indemnify District and its directors, officers, employees, students, and agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including without limitation, attorney's fees) for injury or death to persons, including employees of the District, and damage to property including property of District, caused by the negligent acts or omissions of Agency in the performance of this Agreement. Agency's duty to indemnify District under this Agreement shall not extend to loss, liability, damage, claim, cost, charge, demand, or expense resulting from District's negligence or willful misconduct.

IV. Independent Contractor

District is, for all purposes, an independent Contractor and shall not be deemed an employee of Agency. District specifically acknowledges that it controls the manner and means by which the program is accomplished, agrees to hold itself out as an independent Contractor, and waives any rights to claim that it is an employee of Agency under the common law agency test, the economic realities test, or any other legal test.

- A. It is expressly understood and agreed that neither District nor Students shall in no event, as a result of this Agreement or any work performed under this Agreement, be entitled to any benefits in which Agency employees are entitled, including, but not limited to, overtime or other pay differentials, retirement benefits, social security benefits, disability insurance benefits, unemployment compensation or insurance, workers' compensation benefits, and/or injury, vacation, sick, or other leave or employment benefits. District expressly agrees that all legal recourse for performance and severance of the relationship between it and Agency is set forth in this Agreement, and not in any statutes of case law relating to rights of employees.
- B. District agrees to notify Students that they are not employees of Agency and are not entitled to any benefits to which Agency employees are entitled, as set forth above. District furthermore agrees to indemnify, defend and hold harmless Agency, its officers and its employees, from any such claims made by Students.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

By: _____

Raj K. Chopra, Ph.D.
Superintendent/President
900 Otay Lakes Road
Chula Vista, CA 91910

Major Carlos Rodriguez
Director
648 3rd Avenue
Chula Vista, CA 91910

Date : _____

Date : _____

Please print or type the following information:

Originator: Arlie Ricasa

Department: Office of Student Activities & Health Services

Budget No. (No cost to District)

Major Carlos Rodriguez & Rosa Rodriguez
Name of Agency Contact

The Salvation Army of Chula Vista
Name of Agency

648 3rd Avenue, Chula Vista CA 91910
Address of Agency

(619) 422-7027
Agency Telephone Number

(619) 422-0314
Agency Fax Number


Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director
Approval No.: A3086.10
Date: 9/22/10


ITEM #17 C4


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Angelica L. Suarez, Ph.D. 
Vice President for Student Affairs

INITIATED BY: Mia McClellan 
Dean, Student Services

SUBJECT: Service Learning Program Agreement with the Big Brothers Big Sisters of
San Diego County

RECOMMENDATION

Approve Agreement No. A3087.10 with the Big Brothers Big Sisters of San Diego County, for the Service Learning Program, for the period October 14, 2010 to June 30, 2013, inclusive, at no cost to the District.

OVERVIEW

The 2010-2013 Service Learning Program agreement is an ongoing agreement used to establish partnerships with community agencies for the purpose of providing volunteer learning experiences to students eligible for the Service Learning Program.

FISCAL IMPACT/ACCOUNT

No cost to the District.

MM/dt



**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
SERVICE LEARNING PROGRAM AGREEMENT WITH
BIG BROTHERS BIG SISTERS OF SAN DIEGO COUNTY
2010-2013**

THIS AGREEMENT is executed by and between Southwestern Community College District (hereinafter referred to as "District") and Big Brothers Big Sisters of San Diego County (hereinafter referred to as "Agency") (hereinafter collectively referred to as "Parties") for the purpose of the Service Learning Program.

WHEREAS, it is the intention of the Parties to participate in the Service Learning Program for the purpose of providing students (hereinafter referred to as "Students" or "Participants"); with opportunities to learn by providing various volunteer services to the community (Agency).

NOW, THEREFORE, in consideration of the mutual covenants hereinafter contained, the Parties hereto agree as follows:

I. Scope of Agreement

A. This Agreement forms the basis of mutual understanding and respective responsibilities between the Agency and District for the participation of Students in the Service Learning Program.

B. This Agreement will be for a period of three years, with review for continuation of the Program at three year intervals. Renewal of this Agreement and continuation of the Program will be subject to each Party signing a renewal agreement.

C. Agency Agrees:

1. To the extent Agency is able, provide Students with safe working conditions within which to provide the volunteer services. Agency shall not direct or permit Students to undertake activities that may be risky or inherently dangerous. Agency shall provide sufficient instruction to the Students so that the volunteer services provided meet both the Students' need to learn and the Agency's service needs. Agency may, within its discretion, provide the District with a written evaluation of the volunteer services that each Student provides.
2. To provide a mutually acceptable workstation to Students and to provide supervision, necessary equipment, materials, and tools.
3. To retain the right at all times to screen Students before they deliver volunteer services and to reject the volunteer services of any Student.
4. To not unlawfully discriminate, either in the provision of services against any Student on the basis of race, color, national origin, gender, religion, or disability.
5. To comply with all applicable laws relating to nondiscrimination.
6. For District to have access to Agency to observe and evaluate the Students' delivery of the volunteer services.

D. District Agrees:

1. To advise Students of the nature of the services that Agency needs according to information that Agency provides.

2. To not be held responsible for screening Students for their suitability to provide the volunteer services.
3. To keep in force at all times, during the term of this agreement, Workers' Compensation Insurance covering all Students during assigned volunteer/work periods.
4. To not unlawfully discriminate in the provision of services against any Student on the basis of race, color, national origin, gender, religion, or disability.
5. To comply with all applicable laws relating to nondiscrimination.

II. Term of Agreement

- A. This agreement may be terminated by Agency or District at any time by giving at least seven (7) days written notice.
- B. This agreement shall be effective October 14, 2010 to June 30, 2013.
- C. This agreement may be modified at any time by written consent of the Parties.
- D. This agreement constitutes the entire agreement between the Parties. There is no express or implied agreement except as stated in this agreement.

III. Insurance and Liability

- A. District and Agency shall secure and maintain comprehensive general liability insurance in the amount of one million dollars (\$1,000,000) per occurrence with coverage for incidental contracts. District shall name the Agency and the Agency agrees to name Southwestern Community College District and the Southwestern Community College District Governing Board as additional insured's under its respective policy(s). Further, the Certificate of Insurance shall provide 30 days prior written notice of cancellation.
- B. District agrees to defend, hold harmless, and indemnify Agency and its directors, officers, employees, and agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including without limitation, attorney's fees) for injury or death to persons, including employees of Agency, and damage to property including property of Agency, caused by the negligent acts or omissions of District in the performance of this Agreement. District's duty to indemnify Agency under this Agreement shall not extend to loss, liability, damage, claim, cost, charge, demand, or expense resulting from Agency's negligence or willful misconduct.
- C. Agency agrees to defend, hold harmless, and indemnify District and its directors, officers, employees, students, and agents against and from any and all loss, liability, damage, claim, cost, charge, demand, or expense (including any direct, indirect or consequential loss, liability, damage, claim, cost, charge, demand, or expense, including without limitation, attorney's fees) for injury or death to persons, including employees of the District, and damage to property including property of District, caused by the negligent acts or omissions of Agency in the performance of this Agreement. Agency's duty to indemnify District under this Agreement shall not extend to loss, liability, damage, claim, cost, charge, demand, or expense resulting from District's negligence or willful misconduct.

IV. Independent Contractor

District is, for all purposes, an independent Contractor and shall not be deemed an employee of Agency. District specifically acknowledges that it controls the manner and means by which the program is accomplished, agrees to hold itself out as an independent Contractor, and waives any rights to claim that it is an employee of Agency under the common law agency test, the economic realities test, or any other legal test.

- A. It is expressly understood and agreed that neither District nor Students shall in no event, as a result of this Agreement or any work performed under this Agreement, be entitled to any benefits in which Agency employees are entitled, including, but not limited to, overtime or other pay differentials, retirement benefits, social security benefits, disability insurance benefits, unemployment compensation or insurance, workers' compensation benefits, and/or injury, vacation, sick, or other leave or employment benefits. District expressly agrees that all legal recourse for performance and severance of the relationship between it and Agency is set forth in this Agreement, and not in any statutes of case law relating to rights of employees.
- B. District agrees to notify Students that they are not employees of Agency and are not entitled to any benefits to which Agency employees are entitled, as set forth above. District furthermore agrees to indemnify, defend and hold harmless Agency, its officers and its employees, from any such claims made by Students.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

By: _____
Raj K. Chopra, Ph.D.
Superintendent/President
900 Otay Lakes Road
Chula Vista, CA 91910

Carolina Adrianzen
Program Manager
8515 Arjons Drive
San Diego, CA 92126

Date : _____

Date : _____

Please print or type the following information:

Originator: Arlie Ricasa

Department: Office of Student Activities & Health Services

Budget No. (No cost to District)

Carolina Adrianzen
Name of Agency Contact

Big Brothers Big Sisters of San Diego County
Name of Agency

8515 Arjons Drive, San Diego CA 92126
Address of Agency

(619) 253-2654/(858) 536-4900
Agency Telephone Number

(858) 537-6405
Agency Fax Number


Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director
Approval No.: A3687.10
Date: 9/24/10

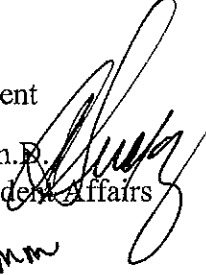
ITEM #17 C5


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY:  Angelica L. Suarez, Ph.D.
Vice President for Student Affairs

INITIATED BY: Mia C. McClellan 
Dean, Student Services

SUBJECT: Memorandum of Understanding with the State of California Employment
Development Department (EDD), San Diego Workforce Services #146,
California Operation Welcome Home (COWH)

RECOMMENDATION

Approve Memorandum of Understanding No. M3088.10 with the State of California Employment Development Department (EDD), San Diego Workforce Services #146, California Operation Welcome Home (COWH), for veteran services and benefits in the San Diego Community to recently separated veterans, for the period October 14, 2010 to October 30, 2011, inclusive, at no cost to the District.

OVERVIEW

The Memorandum of Understanding between Southwestern Community College District and EDD will provide an agreement for a COWH advocate to come to the Chula Vista campus once a week to provide unemployment insurance information, referrals to employment and training services, and other available services in the San Diego County community. The District will provide office space and the use of a copier and facsimile machine in the Cesar E. Chavez building.

EDD will work collaboratively with the District to offer these veterans services and benefits to recently separated veterans. These services will be advertised through the office of Veterans Services.

FISCAL IMPACT/ACCOUNT

No cost to the District.

MCM/jb

**MEMORANDUM OF UNDERSTANDING
BETWEEN SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
AND STATE OF CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)
San Diego Workforce Services #146 California Operation Welcome Home (COWH)**

Southwestern Community College District (hereafter referred to as the "District") and the State of California Employment Development Department San Diego Workforce Services #146 (hereafter referred to as "EDD"), hereby enters into this Memorandum of Understanding (MOU), and agrees as follows:

The goal of the California Operation Welcome Home (COWH) is to connect recently separated veterans to services and benefits available to them in the San Diego community. EDD Veterans staff shall provide these services in coordination with local veterans' organizations.

1. Term of MOU: The period covered by this MOU begins October 14, 2010, and terminates October 30, 2011.

2. District Responsibility:

- Provide office space for one or two staff—days and hours to be determined by both parties based on need.
- Permit use of office equipment, e.g., copier and fax machines on an incidental basis.

3. EDD/COWH Responsibility:

Provide the following services:

- Unemployment Insurance information
- Referrals to employment and training services
- Other services and benefits in the community

4. Cost: There shall be no cost to the District for the services provided by EDD.

5. Insurance: Each party to this MOU agrees to ensure that it currently has, or will procure and maintain in full force and effect during the life of this MOU, adequate insurance covering its obligations and liabilities under this MOU. Each party shall supply a certificate of insurance upon request.

6. Indemnification: Each party to this MOU shall, to the extent permitted by law, indemnify, defend, and hold harmless the other party, its officers, agents, and/or employees from any and all liability claims and losses arising out of the performance of this MOU, except that each party shall bear any liabilities or expenses arising in whole or in part from its own negligent acts or omissions or those of its officers, agents and/or employees.

7. Termination: Either party to this MOU may terminate the MOU with thirty (30) days written notice to the other party.

By: _____
Raj K. Chopra, Ph.D.
Superintendent/President
Southwestern Community College District
900 Otay Lakes Road
Chula Vista, CA 91010
Phone: 619-421-6700

By: _____
Annie Taamilo, Manager III
State of California, Employment Development
Department
EDD San Diego Workforce Services #146
4389 Imperial Avenue
San Diego, CA 92113
Phone: (619) 266-4255

Date: _____

Date: _____

Originator: Mia McClellan, Dean
Department: Student Services
Account No: No Cost to the District

Approved as to form by the office of the
Purchasing, Contracting & Central Services
Director
Approval No.: M3088.10
Date: 9/22/10

ITEM #18 A1

SHARED PLANNING & DECISION MAKING

*References: Education Code Sections 70902(b)(7); AB 1725
Title 5, Sections 53200 et seq., 51023.5, and 51023.7;
Accreditation Standard IV.A.2 and IV. A.5*

Southwestern Community College District believes that the high quality of decision-making, and planning and the resulting programs and services offered by the College are dependent upon a collaborative process in which creative thinking, ideas and perspectives contribute to the well being of the entire College community. The Governing Board of Southwestern Community College District adopts the following principles and policies when receiving, adopting and acting upon recommendations from the Academic Senate in areas of academic and professional matters as specified in Title 5, Section 53200, of the California State Code of Regulations, and AB 1725 (1988) and in respect to the concept and need for shared planning and decision-making in all areas defined by State laws and regulations. In executing that responsibility, the Governing Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Except for unforeseeable emergency situations, the Governing Board or its sole designee shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq., or any collectively bargained agreements.

Each of the following constituent groups shall participate as required by law in the decision-making processes of the District:

1. Faculty (Title 5 Sections 53200-53206 & AB 1725)

Faculty shall be provided with opportunities for participatory decision making and have a substantial voice in decision-making. The Governing Board or its designees will consult with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law, District Policy and Procedure No. 2510, "Shared Planning & Decision Making," and District Policy and Procedure No. 2515, "Role & Scope of the Academic Senate: 10 + 1 Agreement".

The Governing Board recognizes Southwestern College Educator's Association (SCEA) as the exclusive bargaining unit for faculty.

SHARED PLANNING & DECISION MAKING**2. Staff** (Title 5 Section 51023.5 & Education Code Section 70901.2)

Staff shall be provided with opportunities for participatory decision making and have a substantial voice in decision making. "Staff" means all employees in the Classified Service, including Classified Administrators, Classified Confidentials and Classified Bargaining Unit members.

The Governing Board recognizes California School Employees' Association (CSEA) Chapter 524 as the exclusive bargaining agent for all members of the classified bargaining unit. The Governing Board or its designee will work jointly with CSEA Chapter 524 to ensure the District's compliance with California Education Code Section 70901.2 and any other legislation, legal decisions, or administrative determinations affecting shared governance issues.

3. Students (Title 5 Section 51023.7)

The Associated Students Organization (ASO) shall be provided with opportunities to participate for participatory decision making and have a substantial voice in decision-making. The recommendations and positions of the ASO will be given equal value and every reasonable consideration.

The Governing Board recognizes the ASO as the official voice for all Southwestern College students in the areas listed below:

1. grading policies
2. codes of student conduct
3. academic disciplinary policies
4. curriculum development
5. courses or programs which should be initiated or discontinued
6. processes for institutional planning and budget development
7. standards and policies regarding student preparation and success
8. student services planning and development
9. student fees within the authority of the District to adopt
10. any other District or College policy, procedure or related matter that the District Governing Board determines will have a significant effect on students.
11. policies and procedures pertaining to the hiring and evaluation of faculty, administration and staff.

SHARED PLANNING & DECISION MAKING

4. Administrators

Administrators shall be provided with opportunities for participatory decision making and have a substantial voice in decision making.

The Governing Board recognizes Southwestern Community College District Administrator's Association (SCCDAA) as the sole and official representation of administrators promoting the interest of administrators of the District

ITEM #18 A2

ROLE AND SCOPE OF THE ACADEMIC SENATE: 10 + 1 AGREEMENT

References: Ed Code 70901 & 70902 (b)(7), Title 5 §53200 (c) (1-11), & AB 1725

The Governing Board has established this policy to outline the District's official Agreement with the Academic Senate as set out in AB 1725 and hereby agrees to consult with the Academic Senate in either rely primarily or mutually agree manner with respect to all academic and professional matters as defined by law.

Academic and professional matters are defined in AB 1725 and regulation, which includes policy development and implementation. These 10 + 1 areas include:

1. Curriculum, including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements.
3. Grading Policies.
4. Educational programs development.
5. District and college governance structures as related to faculty roles.
6. Policies for faculty professional development activities.
7. Standards and Policies regarding student preparation and success
8. Processes for Academic Program Review.
9. Faculty roles and involvement in accreditation processes, including self-study and annual reports.
10. Processes for institutional planning, budget development, and program review.
11. Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

Corresponding procedures to implement Policy No. 2515 have been developed in collaboration with the Academic Senate.

ITEM #18 A3

CODE OF ETHICS

References: *Accreditation Standard IV.B.1.a, e, and h*

The Governing Board of Southwestern Community College District is committed to serving the educational needs of all residents of the District community and to carrying out its duties and responsibilities in accordance with the highest high standards of ethical conduct.

District Policy and Procedure No. 2715, "Code of Ethics," together with District Policy No. 3015, "Institutional Code of Ethics," shall constitute the ethical standard for its members in both the conduct of policy and in its relationships with the administration, staff, students, and the District community.

Within this ethical context and the Board's obligation to the District's primary mission, each member of the Board is responsible to adhere to the standards of practice set forth below. The process for addressing alleged violations of this policy are set forth in District Procedure No. 2715.

1. Practice good citizenship in community and state affairs;
2. Accept the legal and ethical commitments and responsibilities of the Governing Board to residents of the District, to the staff, to the taxpayers, and, most important, to the students served;
3. Dedicate themselves to the highest ideals of honor and integrity in all public and personal relationships;
4. Not accept or solicit loans or gifts from employees of the Southwestern Community College District or their family members;
5. Recognize that a Governing Board member has no legal authority as an individual, that decisions can be made only by a majority vote of the entire Board at a Board meeting, and that no individual Governing Board member has authority to direct staff or programs at the District;
6. Render all decisions regarding the issues at hand based on the available facts and independent judgment, and to refuse to surrender that judgment to any other individual or special interest group;
7. Be aware of the cultural and economic make-up, and the geographic distribution of the members of our community, and to make responsible decisions to meet the educational goals of a diverse population;

CODE OF ETHICS

8. Encourage the free expression of opinion by all Governing Board members and to seek systematic communications between the Board and students, staff and all elements of the community;
9. Abide by majority decisions of the Governing Board, while retaining the right to seek changes in decisions through ethical and constructive channels;
10. Keep confidential all information and discussions conducted during closed sessions of the Governing Board;
11. Bring direct and indirect credit to the District through personal effort in business, social, professional, and personal relationships;
12. Avoid any conflict of interest or the appearance of impropriety that could result because of their position as Governing Board members, and to not intentionally use Board membership, the goodwill or name of the College or District for personal gain or prestige;
13. Fulfill the responsibilities of their commission without regard to prejudice, provinciality, partisanship, or animosity;
14. Recognize that the District is a major employer and that the Governing Board's actions will affect the capacity of many people to practice the profession or trade in which they have so much personal investment;
15. Refrain from using District time, personnel, supplies, and equipment for non-District activities;
16. Work with other Governing Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent/President;
17. Ensure public input into Governing Board deliberations and adhere to the law and spirit of the open meeting laws and regulations;
18. Be informed and educated about the District, educational issues and the responsibilities of trusteeship and devote adequate time to perform the work of the Governing Board.

ITEM #18 B1

SHARED PLANNING AND DECISION MAKING

*References: Education Code Sections 70902(b)(7); AB 1725;
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
Accreditation Standards IV.A.2 and IV.A.5*

A. Purpose:

Southwestern Community College District believes that the high quality of planning, decision making, programs and services offered by the College is dependent upon the most creative thinking, ideas and contributions by the entire College community. The Governing Board of the Southwestern Community College District, adopts the following principles and policies when receiving, adopting, and acting upon recommendations from the Academic Senate in areas of academic and professional matters as specified in Title 5, Section 53200, of the California State Code of Regulations, and AB 1725 (1988).

The Governing Board shall identify procedures for the delegation of authority and responsibility to its Academic Senate. The Governing Board and Academic Senate are then enjoined to consult with each other in a collegial and timely manner. Regulations have made provision to rely primarily on the judgment of the Academic Senate, or to seek joint resolution with the Academic Senate.

"Participatory decision-making" is the act of District employees participating collegially in the decision-making processes of the College. The goal of participatory decision-making is to include within the decision-making processes, representatives of all college constituencies affected by these decisions (Title 5 53203.a-f and Education Code Sections 66700 and 70901). To ensure that governance is shared, all groups shall operate within the participatory decision-making processes. Mutual trust and support are essential for the success of participatory decision making; these result from demonstration by each group involved that they first seek to improve the college and to strengthen its ability to carry out the college's mission of educating our constituent populations. Participatory decision making is designed to serve the entire District. It is, therefore, incumbent upon all constituent groups, ad-hoc committees, standing committees, councils, task forces, and others involved, to ensure that representation from all areas of the District, and any satellite locations, be fair and inclusive. Every effort should be made to include individuals who increase the District's ability to represent the increasingly diverse student body faculty, staff, employees and the District population.

B. Principles:

1. Participation is to be encouraged in all sectors to encourage all members of the College's constituency groups to ensure equal opportunity to participate fully in governance activities.

SHARED PLANNING AND DECISION MAKING

2. The number and size of committees should be kept as small as possible.
3. Each committee or council will establish operating principles to govern the following:
 - An annual review of its goals in relation to the college mission to be presented in a written progress report to its designated parent committee as determined by the Integrated Planning Handbook.
 - A method to determine the membership of the committee.
 - Distribution of agenda prior to meeting dates, timely distribution of minutes and distribution of other materials deemed necessary for the effective participation on said committees. These materials will be maintained and available on the committee website annually. Archival documents will be electronically stored in an accessible public domain.
 - Methods to conduct their meetings in accordance with standard parliamentary procedures and/or self-developed rules.
 - A calendar of meeting dates made available at the beginning of each academic year.
4. Constituent groups may form ad-hoc groups and task forces as needed based on definitions determined by the Integrated Planning Model Handbook.
5. The Superintendent/President shall act as the Governing Board's sole designee in matters which affect shared planning and decision making and which pertain to faculty outside of the collective bargaining process.

C. Constituent Groups

Each of the following shall participate as required by law in the decision-making processes of the District:

1. Faculty (Title 5 Sections 53200-53206 & AB 1725)

Faculty shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.

The Governing Board or its sole designee will consult with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law, District Policy No. 2510, "Shared Planning & Decision Making," and District Policy and Procedure No. 2515 "Role & Scope of the Academic Senate: 10 + 1 Agreement," which clarifies the areas of rely primarily and mutually agree, which are based on Education Code, Title 5 regulations and AB 1725.

SHARED PLANNING AND DECISION MAKING

All faculty appointments shall be made through the Academic Senate President except those that entail compensation, workload and working conditions, which shall be made through the SCEA President.

2. Staff (Title 5 Section 51023.5.)

Staff shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.

All classified staff appointments will be made through the CSEA President.

3. Students (Title 5 Section 51023.7.)

Students shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups.

All student appointments shall be made through the ASO President.

4. Administrators

Administrators shall be included in all matters of participatory decision-making in order to ensure full participation of all constituency groups. The Southwestern Community College District Administrators' Association (SCCDAA) utilizes the meet and confer process to represent the administrative staff.

All administrator appointments shall be made through the SCCDAA President.

Except for unforeseeable emergency situations, the Governing Board or its sole designee shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate. Any action taken by the Governing Board or its sole designee in emergency situations shall be explained in writing and made available to all constituency groups for transparency in shared decision-making at our campus and to strengthen participatory decision making among all constituencies.

ITEM #18 B2

ROLE AND SCOPE OF THE ACADEMIC SENATE: 10 + 1 AGREEMENT

References: Educational Code §66700 §70901 & 70902; Title 5 §53200 (d) (1) & (2) and §53203 (d) (1) & (2); AB 1725.

The Governing Board agrees to consult with the Academic Senate and to either rely primarily upon the advice and judgment of the Academic Senate or mutually agree with respect to all academic and professional matters as defined by law. The Governing Board designates the Superintendent/President as its sole designee for purposes of implementation of this policy. Regarding all academic and professional matters, the Board of Trustees recognizes the Academic Senate as the representative of the faculty and will rely primarily upon the advice and judgment of the Academic Senate in accordance with processes of collegial consultation as defined by law and outlined in this procedure.

a) Title V Mandate:

Academic and professional matters are delineated in Title V, Section §53200 (c), the Governing Boards of individual Community College Districts are directed by this section and §53200 (d) to "*consult collegially*." This means that the District Governing Board shall develop policies on academic and professional matters through either or both of the following methods. At the Governing Board's discretion, they may either Rely Primarily or Mutually Agree with the Academic Senate. Academic and professional matters are defined in regulation, which includes policy development and implementation.

b) Definitions & Procedures:

"Rely Primarily" means that the Governing Board shall rely primarily upon the advice and judgment of the Academic Senate. The recommendations of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not approved after a good faith effort to reach agreement, the Board or its designee shall promptly communicate in writing its reason to the Academic Senate within a period of ten (10) days.

"Mutually Agree" means that recommendations will be prepared by either the Academic Senate or the Board's designee and are subsequently ratified by both. If mutual agreement cannot be reached, the Board or its designee shall promptly communicate in writing its reason to the Academic Senate within a period of ten (10) days.

ROLE AND SCOPE OF THE ACADEMIC SENATE: 10 + 1 AGREEMENT

A. The Governing Board of Southwestern College shall **rely primarily** upon the advice and judgment of the Academic Senate in the following areas:

- 1 Curriculum, including establishing prerequisites and placing courses within disciplines.
- 2 Degree and certificate requirements.
- 3 Grading Policies.
- 4 Educational programs development.
- 5 District and college governance structures as related to faculty roles.
- 6 Policies for faculty professional development activities.
- 7 Standards and Policies regarding student preparation and success
- 8 Processes for Academic Program Review.

B. Matters that require the SWC Governing Board and the Academic Senate to **mutually agree** include:

- 9 Faculty roles and involvement in accreditation processes, including self study and annual reports.
- 10 Processes for institutional planning, budget development, and program review.
- 11 Other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

Policy No. 2515 and its corresponding Procedure No. 2515 cannot be changed without full agreement of the Academic Senate.

ITEM #18 B3

CODE OF ETHICS

Reference: Accreditation Standard IV.B.1.a, e, and h

The Governing Board is committed to serving the educational needs of all residents of the Southwestern Community College District, and to carrying out its duties in accordance with the highest standards of ethical behavior. The Governing Board shall foster awareness of ethical expectations by:

- Providing the Code of Ethics policy and procedure to all trustees and having them available at Board meetings;
- Including a review of the Code of Ethics when orienting new Board members;
- Assuring the vitality of the Code of Ethics by reviewing, reading and signing the Code of Ethics at its annual retreat;
- Using the Code of Ethics as criteria in the Board self-evaluation process.

The Governing Board has responsibility for monitoring itself, and ensuring that laws and policies are followed. Addressing alleged violations of the Code of Ethics is the responsibility of the Board President or other members identified by the Board. Any response to such allegations must uphold the public trust.

Possible violations of the Code of Ethics include, but are not limited to, the following:

- Verbal attacks against any person at a public meeting;
- Publicly advocating against Board decisions after they are made;
- Sabotaging the work of the Board;
- Attempting to administer, rather than govern the District;
- Advocating a single interest instead of the common public good;
- Appearing to be the agent of a union, specific community group, or business interest.

The Governing Board will promptly address any alleged violation by a Board member or Board members of the Code of Ethics in the following manner:

The Superintendent/President and Board President are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of Policy No. 2715, "Code of Ethics." Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of Board Policy No. 2715, "Code of Ethics," will be addressed by the Board President, who will first discuss the alleged violation with the Board member. If resolution is not achieved and further action is deemed necessary, the President will appoint a two-member ad hoc committee. The committee will initiate a thorough fact-finding process regarding the alleged violation, including interviews with the person making the allegation and the member in question. The committee will recommend further courses of action to the Board. The Board will consider the committee's findings. If the Board determines that

CODE OF ETHICS

the member has not violated Policy No. 2715, the process shall be concluded. If the Board determines that a violation has occurred, sanctions will be determined by the Board. If the Board President is perceived to have committed the violation, the Vice President of the Board is authorized to pursue resolution.

ITEM #19 A

RESOLUTION NO. 1665

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
RESOLUTION TO COMPENSATE BOARD MEMBER**

WHEREAS, the Southwestern Community College District ("District") Policy No. 2725 Board Member Compensation states in part that a member of the Governing Board may be paid for a meeting when absent if the Board, by resolution duly adopted and included in its minutes, finds at the time of the meeting the absent member is performing services outside the meeting for the District, is ill, on jury duty, or is absent due to a hardship deemed acceptable by the Governing Board;

WHEREAS, Board Member Jorge Dominguez, Ph.D. was absent from the Governing Board Special meeting on September 29, 2010, due to illness.

NOW, THEREFORE, BE IT RESOLVED, the Governing Board of the Southwestern Community College District hereby finds, determines, declares, and orders, that the Board Member shall be compensated for the September 29, 2010 Governing Board meeting:

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 13th day of October 2010.

AYES:

NOES:

ABSTENTIONS:

President of the Governing Board of the
Southwestern Community College District

Attested to:

Secretary of the Governing Board of the
Southwestern Community College District

ITEM #19 B

RESOLUTION NO. 1666

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
RESOLUTION TO COMPENSATE STUDENT BOARD MEMBER**

WHEREAS, the Southwestern Community College District ("District") Policy No. 2725 Board Member Compensation states in part that a member of the Governing Board may be paid for a meeting when absent if the Board, by resolution duly adopted and included in its minutes, finds at the time of the meeting the absent member is performing services outside the meeting for the District, is ill, on jury duty, or is absent due to a hardship deemed acceptable by the Governing Board;

WHEREAS, Student Board Member Manuel R. Lopez, Jr. was absent from the Governing Board Special meeting on September 29, 2010, due to illness.

NOW, THEREFORE, BE IT RESOLVED, the Governing Board of the Southwestern Community College District hereby finds, determines, declares, and orders, that the Student Board Member shall be compensated for the September 29, 2010 Governing Board meeting:

PASSED AND ADOPTED by the Governing Board of the Southwestern Community College District, Chula Vista, California, this 13th day of October 2010.

AYES:

NOES:

ABSTENTIONS:

President of the Governing Board of the
Southwestern Community College District

Attested to:

Secretary of the Governing Board of the
Southwestern Community College District

ITEM #20 A



SOUTHWESTERN COLLEGE
COMPARATIVE STATEMENT OF REVENUES and EXPENSES
General Fund - Unrestricted
REPORT ENDING
August 31, 2010

August
2009-10/2010-11
General Fund - Unrestricted

	ADOPTED BUDGETS				REVISED BUDGETS				YTD ACTUAL			
	2009-10	2010-11	Variance		2009-10	2010-11	Variance		2009-10	Budget	2010-11	% of Budget
Revenues												% of Budget
Federal	\$ 85,112	\$ 381,925	\$ 296,813		\$ 85,112	\$ 381,925	\$ 296,813		\$ -	\$ 0%	\$ 130,307	34%
State Revenues	\$ 52,183,929	\$ 54,890,006	\$ 2,706,077		\$ 52,183,929	\$ 54,890,006	\$ 2,706,077		\$ 5,102,380	10%	\$ 4	0%
Local Revenues	\$ 27,065,095	\$ 24,753,355	\$ (2,311,740)		\$ 27,065,095	\$ 24,753,355	\$ (2,311,740)		\$ 4,200,221	16%	\$ 3,083,381	12%
Other Revenues	\$ 175,000	\$ 175,000	\$ -		\$ 175,000	\$ 175,000	\$ -		\$ 318,427	182%	\$ 238,302	136%
Total Revenues	\$ 79,509,136	\$ 80,200,286	\$ 691,150		\$ 79,509,136	\$ 80,200,286	\$ 691,150		\$ 9,621,028	12%	\$ 3,451,994	4%
Expenses												
Academic Salaries	\$ 39,482,282	\$ 37,050,841	\$ (2,431,441)		\$ 39,476,102	\$ 37,050,841	\$ (2,425,261)		\$ 3,970,830	10%	\$ 3,396,124	9%
Classified and Other Nonacademic Salaries	\$ 17,942,161	\$ 18,936,587	\$ 994,426		\$ 17,951,837	\$ 18,936,587	\$ 984,750		\$ 2,540,931	14%	\$ 2,815,513	15%
Employee Benefits	\$ 12,974,060	\$ 13,518,741	\$ 544,681		\$ 12,974,060	\$ 13,518,741	\$ 544,681		\$ 1,093,688	8%	\$ 1,541,024	11%
Supplies and Materials	\$ 1,792,403	\$ 1,912,722	\$ 120,319		\$ 1,788,552	\$ 1,912,722	\$ 124,170		\$ 366,565	20%	\$ 363,963	19%
Other Operating Expenses and Services	\$ 9,423,635	\$ 9,713,292	\$ 289,657		\$ 9,423,990	\$ 9,713,292	\$ 289,302		\$ 5,853,028	62%	\$ 3,706,358	38%
Capital Outlay	\$ 1,122,580	\$ 1,177,036	\$ 54,456		\$ 1,122,580	\$ 1,177,036	\$ 54,456		\$ 323,478	29%	\$ 43,550	4%
Other Outgo	\$ 2,106,365	\$ 1,075,589	\$ (1,030,776)		\$ 2,106,365	\$ 1,075,589	\$ (1,030,776)		\$ (1,609)	0%	\$ (178,907)	-17%
Total Expenses	\$ 84,843,486	\$ 83,384,808	\$ (1,458,678)		\$ 84,843,486	\$ 83,384,808	\$ (1,458,678)		\$ 14,146,911	17%	\$ 11,687,626	14%
Change in Fund Balance	\$ (5,334,350)	\$ (3,184,522)	\$ 2,149,828		\$ (5,334,350)	\$ (3,184,522)	\$ 2,149,828					



SOUTHWESTERN COLLEGE
COMPARATIVE STATEMENT OF REVENUES AND EXPENSES
General Fund - Restricted
REPORT ENDING
August 31, 2010

August
2009-10/2010-11
General Fund - Restricted

	ADOPTED BUDGETS			REVISED BUDGETS			YTD ACTUAL		
	2009-10	2010-11	Variance	2009-10	2010-11	Variance	2009-10	2010-11	% of Budget
Revenues									
Federal	\$ 3,382,875	\$ 3,549,662	\$ 166,787	\$ 4,110,871	\$ 4,097,582	\$ (13,289)	\$ 361,747	\$ 175,995	5%
State Revenues	\$ 7,242,138	\$ 4,121,252	\$ (3,120,886)	\$ 7,813,098	\$ 5,165,577	\$ (2,647,521)	\$ 2,001,376	\$ 1,769,011	43%
Local Revenues	\$ 2,727,711	\$ 2,408,927	\$ (318,784)	\$ 2,817,289	\$ 2,680,844	\$ (136,445)	\$ 1,779,722	\$ 2,081,032	86%
Other Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (152,892)	\$ (198,662)	0%
Total Revenues	\$ 13,352,724	\$ 10,079,841	\$ (3,272,883)	\$ 14,741,258	\$ 11,944,003	\$ (2,797,255)	\$ 3,989,953	\$ 3,827,377	38%
Expenses									
Academic Salaries	\$ 3,282,993	\$ 2,201,556	\$ (1,081,437)	\$ 3,352,167	\$ 2,820,431	\$ (531,736)	\$ 380,905	\$ 413,056	19%
Classified and Other Nonacademic Salaries	\$ 4,457,276	\$ 4,174,553	\$ (282,723)	\$ 4,953,966	\$ 4,749,709	\$ (204,257)	\$ 635,430	\$ 597,814	14%
Employee Benefits	\$ 1,374,110	\$ 1,057,215	\$ (316,895)	\$ 1,486,218	\$ 1,243,563	\$ (242,655)	\$ 257,139	\$ 276,243	26%
Supplies and Materials	\$ 777,578	\$ 600,226	\$ (177,352)	\$ 990,573	\$ 784,020	\$ (206,553)	\$ 177,223	\$ 193,455	32%
Other Operating Expenses and Services	\$ 2,463,974	\$ 1,223,096	\$ (1,240,878)	\$ 2,692,716	\$ 1,523,084	\$ (1,169,632)	\$ 315,977	\$ 238,438	19%
Capital Outlay	\$ 370,483	\$ 269,908	\$ (100,576)	\$ 624,306	\$ 269,908	\$ (354,399)	\$ 279,386	\$ 40,962	15%
Other Outgo	\$ 626,310	\$ 553,289	\$ (73,021)	\$ 641,312	\$ 553,289	\$ (88,023)	\$ 270,443	\$ 237,086	43%
Total Expenses	\$ 13,352,724	\$ 10,079,841	\$ (3,272,883)	\$ 14,741,258	\$ 11,944,003	\$ (2,797,255)	\$ 2,316,503	\$ 1,997,055	20%
Change in Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,316,503	\$ 1,997,055	20%



SOUTHWESTERN COLLEGE
COMPARATIVE STATEMENT OF REVENUES AND EXPENSES
General Fund - Unrestricted/Restricted (Combined)
Report Ending
August 31, 2010

August
2009-10/2010-11
General Fund - Combined

	ADOPTED BUDGETS			REVISED BUDGETS			YTD ACTUAL		
	2009-10	2010-11	Variance	2009-10	2010-11	Variance	2009-10	Budget	% of Budget
Revenues									
Federal	\$ 3,467,987	\$ 3,931,587	\$ 463,600	\$ 4,195,983	\$ 4,479,507	\$ 283,524	\$ 361,747	\$ 306,302	8%
State Revenues	\$ 59,426,067	\$ 59,011,258	\$ (414,809)	\$ 59,997,027	\$ 60,055,583	\$ 58,556	\$ 7,103,756	\$ 1,769,015	3%
Local Revenues	\$ 29,792,806	\$ 27,162,282	\$ (2,630,524)	\$ 30,127,607	\$ 27,434,199	\$ (2,693,408)	\$ 5,979,943	\$ 5,164,413	19%
Other Revenues	\$ 175,000	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ -	\$ 166,605	\$ 39,640	23%
Total Revenues	\$ 92,861,860	\$ 90,280,127	\$ (2,581,733)	\$ 94,495,617	\$ 92,144,289	\$ (2,351,328)	\$ 13,612,051	\$ 7,279,371	\$ (6,332,680)
Expenses									
Academic Salaries	\$ 42,765,275	\$ 39,252,397	\$ (3,512,878)	\$ 42,824,883	\$ 39,871,272	\$ (2,953,611)	\$ 4,351,735	\$ 3,809,180	10%
Classified and Other Nonacademic Salaries	\$ 22,999,437	\$ 23,111,140	\$ 711,703	\$ 22,996,392	\$ 23,686,296	\$ 689,904	\$ 3,176,361	\$ 3,413,327	15%
Employee Benefits	\$ 14,348,170	\$ 14,575,956	\$ 227,786	\$ 14,479,650	\$ 14,762,304	\$ 282,654	\$ 1,350,828	\$ 1,817,267	12%
Supplies and Materials	\$ 2,569,981	\$ 2,512,948	\$ (57,033)	\$ 2,799,300	\$ 2,696,742	\$ (102,558)	\$ 543,789	\$ 557,418	22%
Other Operating Expenses and Services	\$ 11,887,609	\$ 10,936,388	\$ (951,221)	\$ 12,217,966	\$ 11,236,376	\$ (981,590)	\$ 6,169,006	\$ 3,944,797	36%
Capital Outlay	\$ 1,493,063	\$ 1,446,944	\$ (46,120)	\$ 1,764,101	\$ 1,446,944	\$ (317,158)	\$ 602,864	\$ 84,512	6%
Other Outgo	\$ 2,732,675	\$ 1,628,878	\$ (1,103,797)	\$ 2,747,675	\$ 1,628,878	\$ (1,118,797)	\$ 268,834	\$ 58,179	4%
Total Expenses	\$ 98,196,210	\$ 93,464,649	\$ (4,731,561)	\$ 99,829,967	\$ 95,328,811	\$ (4,501,156)	\$ 16,463,417	\$ 13,684,680	\$ (2,778,737)
Change in Fund Balance	\$ (5,334,350)	\$ (3,184,522)	\$ 2,149,828	\$ (5,334,350)	\$ (3,184,522)	\$ 2,149,828			



SOUTHWESTERN COLLEGE
COMPARATIVE STATEMENT OF REVENUES
GENERAL FUND - Unrestricted/Restricted (Combined)
Report Ending
August 31, 2010

August
2009-10/2010-11

General Fund - Combined Revenues

	ADOPTED BUDGETS			REVISED BUDGETS			YTD ACTUAL		
	2009-10	2010-11	Variance	2009-10	2010-11	Variance	2009-10	2010-11	Variance
Federal Revenues									
National Science Foundation	\$ -	\$ 420,076	\$ 420,076	\$ 327,545	\$ 420,076	\$ 92,531	\$ 53,272	\$ 9,256	\$ (44,016)
Vet Ed Outreach Program	\$ 466,830	\$ 479,463	\$ 12,633	\$ 466,830	\$ 479,463	\$ 12,633	\$ -	\$ 38,861	\$ 38,861
Workforce	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Military Personnel Development	\$ -	\$ -	\$ -	\$ 1,650	\$ -	\$ (1,650)	\$ 4,765	\$ 3,115	\$ (1,650)
Federal Student Financial Aid	\$ 60,112	\$ -	\$ (60,112)	\$ 60,112	\$ -	\$ (60,112)	\$ -	\$ -	\$ -
FWS Admin Allowance	\$ -	\$ 22,723	\$ 22,723	\$ -	\$ 22,723	\$ 22,723	\$ -	\$ 1,818	\$ 1,818
Admin Allice-PELL	\$ -	\$ 21,795	\$ 21,795	\$ -	\$ 21,795	\$ 21,795	\$ -	\$ -	\$ -
SEOG Admin Allowance	\$ -	\$ 13,367	\$ 13,367	\$ -	\$ 13,367	\$ 13,367	\$ -	\$ -	\$ -
Veterans Services	\$ -	\$ -	\$ -	\$ 1,542,379	\$ 7,360	\$ (1,535,019)	\$ 193,301	\$ -	\$ (193,301)
VTEA/Career Tech Education	\$ 1,542,379	\$ 1,178,727	\$ (363,652)	\$ -	\$ 1,248,435	\$ 1,248,435	\$ -	\$ -	\$ -
ARRA Federal Funds	\$ -	\$ 127,957	\$ 127,957	\$ -	\$ 127,957	\$ 127,957	\$ -	\$ 65,133	\$ 65,133
Other Federal Revenue	\$ 1,398,666	\$ 1,667,480	\$ 268,814	\$ 1,797,467	\$ 2,138,332	\$ 340,865	\$ 110,410	\$ 188,119	\$ 77,709
Total Federal Revenues	\$ 3,467,987	\$ 3,931,587	\$ 463,600	\$ 4,195,983	\$ 4,479,507	\$ 283,524	\$ 361,748	\$ 306,302	\$ (55,446)

State Revenues									
SBI133 SETTLEMENT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PTAX BACKFILLS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Two Percent Bogg	\$ 77,550	\$ 77,550	\$ -	\$ 77,550	\$ 77,550	\$ -	\$ 12,856	\$ -	\$ (12,856)
STATE CAREER TECH EDU	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Return to Title IV	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Growth Apportionment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
State General Apportionment	\$ 341,166	\$ 268,224	\$ (72,942)	\$ 341,166	\$ 268,224	\$ (72,942)	\$ 61,437	\$ 21,085	\$ (40,352)
Principal State Apportionment	\$ 49,799,916	\$ 52,614,514	\$ 2,814,598	\$ 49,799,916	\$ 52,614,514	\$ 2,814,598	\$ 5,035,245	\$ -	\$ (5,035,245)
Prior Year Gen. Appor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Skills Growth	\$ 1,575,346	\$ 50,000	\$ (1,525,346)	\$ 1,554,962	\$ 801,316	\$ (753,646)	\$ 68,473	\$ 633,450	\$ 564,977
S.B 98 One Time Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PT Faculty Parity	\$ 276,667	\$ 201,191	\$ (75,476)	\$ 276,667	\$ 201,191	\$ (75,476)	\$ 54,272	\$ -	\$ (54,272)
Categorical Apportionment	\$ 445,909	\$ 210,661	\$ (235,248)	\$ 583,663	\$ 306,138	\$ (277,525)	\$ 133,692	\$ 209,322	\$ 75,630
EOFS/CARE	\$ 185,458	\$ -	\$ (185,458)	\$ 185,458	\$ -	\$ (185,458)	\$ 45,483	\$ 28,048	\$ (17,435)
Ext Optt Pgms/SVC	\$ 1,823,962	\$ 1,309,504	\$ (514,458)	\$ 1,823,962	\$ 1,309,504	\$ (514,458)	\$ 519,641	\$ 80,776	\$ (438,865)
Phy Hand Exces Cost	\$ 1,445,708	\$ 898,293	\$ (547,415)	\$ 1,445,708	\$ 898,293	\$ (547,415)	\$ 74,291	\$ -	\$ (74,291)
District Match	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ 75,733	\$ 75,733	\$ 112,258	\$ -	\$ (112,258)



SOUTHWESTERN COLLEGE
COMPARATIVE STATEMENT OF REVENUES
GENERAL FUND - Unrestricted/Restricted (Combined)
Report Ending
August 31, 2010

August
2009-10/2010-11

General Fund - Combined Revenues

	ADOPTED BUDGETS			REVISED BUDGETS			YTD ACTUAL		
	2009-10	2010-11	Variance	2009-10	2010-11	Variance	2009-10	2010-11	
							% of Budget	% of Budget	Variance
Other Categorical Apportionment	\$ 596,762	\$ 627,553	\$ 30,791	\$ 736,071	\$ 678,121	\$ (57,950)	62%	37%	\$ (138,397)
Matriculation	\$ 741,755	\$ 711,969	\$ (29,786)	\$ 741,755	\$ 711,969	\$ (29,786)	11%	2%	\$ (67,679)
AB 1725 Affirm Actn	\$ 15,049	\$ 15,049	\$ -	\$ 15,049	\$ 15,049	\$ -	166%	0%	\$ (25,050)
State Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ (10,150)
Tax Relief Subvent	\$ 245,582	\$ 196,751	\$ (48,831)	\$ 245,582	\$ 196,751	\$ (48,831)	7	4	\$ (3)
Lottery Proceeds	\$ 1,784,214	\$ 1,800,000	\$ 15,786	\$ 1,915,635	\$ 1,901,231	\$ (14,404)	17%	0%	\$ (303,062)
PY Lottery Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ 290,597
State Apportionment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ 73,407
Trailer License Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -
Other State Revenues	\$ 71,023	\$ -	\$ (71,023)	\$ 253,884	\$ -	\$ (253,884)	55%	0%	\$ (9,437)
Total State Revenues	\$ 59,426,067	\$ 59,011,258	\$ (414,809)	\$ 59,997,028	\$ 60,055,583	\$ 58,355			\$ (5,334,740)
Local Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -
Beginning Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ 110
Restitution Payments	\$ 18,740,151	\$ 17,634,009	\$ (1,106,142)	\$ 18,740,151	\$ 17,634,009	\$ (1,106,142)	0%	0%	\$ -
Secured Roll Taxes	\$ 320,534	\$ 176,281	\$ (144,253)	\$ 320,534	\$ 176,281	\$ (144,253)	0%	1%	\$ 1,752
Unsecured Roll Taxes	\$ 729,309	\$ 725,682	\$ (3,627)	\$ 729,309	\$ 725,682	\$ (3,627)	17%	29%	\$ 83,047
Prior Year Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -
2% Pias Through	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ -
Property Tax Backfill	\$ -	\$ 56,634	\$ 56,634	\$ -	\$ 56,634	\$ 56,634	0%	0%	\$ -
Donations	\$ -	\$ 4,205	\$ 4,205	\$ -	\$ 14,605	\$ 14,605	0%	1761%	\$ (10,401)
Foundation Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ 3,531
GF : Student Lost/Overaged Checks	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ (3,191)
GF : Overage Warrants/Payroll	\$ 298,167	\$ -	\$ (298,167)	\$ 298,167	\$ -	\$ (298,167)	0%	0%	\$ (5,069)
ROP Contract	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12%	0%	\$ 122,246
Local Contract Services	\$ 123,558	\$ -	\$ (123,558)	\$ 150,661	\$ 103,020	\$ (47,641)	0%	0%	\$ 37,270
Individual Service Contracts	\$ -	\$ -	\$ -	\$ 16,150	\$ -	\$ (16,150)	198%	0%	\$ 76,950
Sales	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	0%	0%	\$ 9,127
Sales of Publications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	2%	\$ 240
Cash Over	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	0%	\$ (293)
CDC Rental	\$ 95,000	\$ 75,000	\$ (20,000)	\$ 95,000	\$ 75,000	\$ (20,000)	11%	0%	\$ (10,634)
Game Room Income	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	0%	0%	\$ -
Facility Use Fee	\$ 265,557	\$ 100,000	\$ (165,557)	\$ 265,557	\$ 205,557	\$ (60,000)	14%	30%	\$ (7,510)



SOUTHWESTERN COLLEGE
COMPARATIVE STATEMENT OF REVENUES
GENERAL FUND - Unrestricted/Restricted (Combined)
Report Ending
August 31, 2010

August
2009-10/2010-11

General Fund - Combined Revenues

	ADOPTED BUDGETS			REVISED BUDGETS			YTD ACTUAL		
	2009-10	2010-11	Variance	2009-10	2010-11	Variance	2009-10	2010-11	Variance
Interest Earned	\$ 375,000	\$ 150,000	\$ (225,000)	\$ 375,000	\$ 150,000	\$ (225,000)	\$ 79	\$ 75	\$ (4)
Community Services	\$ -	\$ 87,383	\$ 87,383	\$ 4,350	\$ 104,016	\$ 99,666	\$ 68,653	\$ 44,271	\$ (24,382)
Enrollment Fees	\$ 5,199,508	\$ 4,912,749	\$ (286,759)	\$ 5,199,508	\$ 4,912,749	\$ (286,759)	\$ 3,446,951	\$ 2,262,942	\$ (1,184,009)
Health Fee	\$ 631,158	\$ 690,616	\$ 59,458	\$ 631,158	\$ 690,616	\$ 59,458	\$ 255,367	\$ 368,524	\$ 113,157
Other Student Fees	\$ 60,000	\$ 60,000	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 10,253	\$ 12,389	\$ 2,136
Tuition Fee	\$ 980,000	\$ 600,000	\$ (380,000)	\$ 980,000	\$ 600,000	\$ (380,000)	\$ 535,298	\$ 534,755	\$ (543)
Parking Services Fee	\$ 800,000	\$ 1,000,000	\$ 200,000	\$ 800,000	\$ 1,000,000	\$ 200,000	\$ 282,314	\$ 162,261	\$ (120,053)
Credit By Exam	\$ 2,500	\$ 3,000	\$ 500	\$ 2,500	\$ 3,000	\$ 500	\$ 13,841	\$ 11,074	\$ (2,767)
Course Audit	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000	\$ 7,371	\$ 6,686	\$ (686)
Local Revenue Misc.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fines and Collection Charges	\$ 200,000	\$ 214,125	\$ 14,125	\$ 200,000	\$ 214,125	\$ 14,125	\$ 48,858	\$ 47,819	\$ (1,039)
Cobra	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66	\$ 33	\$ (33)
Misdiplay Permit Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78	\$ 94	\$ 16
Local Miscellaneous Income	\$ 942,364	\$ 640,598	\$ (301,766)	\$ 1,229,562	\$ 676,905	\$ (552,657)	\$ 589,653	\$ 695,555	\$ 105,902
Transfer In Staff Parking	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Total Local Revenues	\$ 29,792,806	\$ 27,162,282	\$ (2,630,524)	\$ 30,127,607	\$ 27,434,199	\$ (2,693,408)	\$ 5,979,944	\$ 5,164,413	\$ (815,531)
Other Revenues									
Transfer In - Bookstore	\$ 175,000	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -
Transfers In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Board Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue Suspense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,605	\$ 39,640	\$ (126,965)
Total Other Revenues	\$ 175,000	\$ 175,000	\$ -	\$ 175,000	\$ 175,000	\$ -	\$ 166,605	\$ 39,640	\$ (126,965)
Total Revenues	\$ 92,861,860	\$ 90,280,127	\$ (2,581,733)	\$ 94,495,618	\$ 92,144,289	\$ (2,351,329)	\$ 5,979,944	\$ 5,164,413	\$ (815,531)



SOUTHWESTERN COLLEGE
COMPARATIVE STATEMENT OF REVENUES AND EXPENSES
General Fund - Unrestricted/Restricted (Combined)
REPORT ENDING
August 31, 2010

August
2009-10/2010-11

General Fund - Combined Expenses

Expenses	ADOPTED BUDGETS			REVISED BUDGETS			YTD ACTUAL		
	2009-10	2010-11	Variance	2009-10	2010-11	Variance	2009-10	Budget	% of Budget
Academic Salaries - Contract	\$ 19,388,000	\$ 18,333,679	\$ (1,054,321)	\$ 19,388,000	\$ 18,605,288	\$ (782,712)	\$ 1,915,988	10%	11%
Academic/Non Instructional Contract Salaries	\$ 7,669,746	\$ 7,037,349	\$ (632,397)	\$ 7,687,134	\$ 7,192,517	\$ (494,617)	\$ 1,143,883	15%	17%
Academic Salaries - Hourly	\$ 14,342,288	\$ 12,604,969	\$ (1,737,319)	\$ 14,367,960	\$ 12,696,380	\$ (1,671,580)	\$ 1,201,675	8%	5%
Academic/Non Inst Salaries - Hourly	\$ 1,365,241	\$ 1,276,400	\$ (88,841)	\$ 1,381,789	\$ 1,377,087	\$ (4,702)	\$ 90,189	7%	8%
Classified Salaries - Contract	\$ 19,530,419	\$ 20,270,095	\$ 739,676	\$ 19,820,579	\$ 20,628,069	\$ 807,490	\$ 3,104,011	16%	17%
Classified Non-Instructional Hourly	\$ 2,004,445	\$ 2,032,685	\$ 28,240	\$ 2,247,025	\$ 2,198,924	\$ (48,101)	\$ 45,252	2%	1%
Classified Instructional Hourly	\$ 864,573	\$ 808,360	\$ (56,213)	\$ 928,787	\$ 859,304	\$ (69,483)	\$ 27,098	3%	3%
Employee Benefits	\$ 14,348,170	\$ 14,575,956	\$ 227,786	\$ 14,479,650	\$ 14,762,304	\$ 282,654	\$ 1,350,828	9%	12%
Text Books	\$ 23,070	\$ 24,570	\$ 1,500	\$ 23,592	\$ 25,092	\$ 1,500	\$ 15,160	66%	60%
Books or Manuals	\$ 76,424	\$ 62,172	\$ (14,252)	\$ 34,458	\$ 65,672	\$ 31,214	\$ 1,442	2%	29%
Supplies and Materials	\$ 1,414,616	\$ 1,442,038	\$ 27,422	\$ 1,503,855	\$ 1,514,068	\$ 10,213	\$ 326,458	23%	18%
Miscellaneous Operating Expenses	\$ 399,628	\$ 285,287	\$ (114,341)	\$ 430,931	\$ 320,015	\$ (110,916)	\$ 84,027	21%	34%
Printing & Other	\$ 502,712	\$ 561,420	\$ 58,708	\$ 586,630	\$ 615,945	\$ 29,315	\$ 81,261	16%	21%
Merchant Write-Offs	\$ 43,559	\$ 26,559	\$ (17,000)	\$ 43,559	\$ 26,559	\$ (17,000)	\$ 113	0%	38%
Supplies	\$ 109,972	\$ 110,901	\$ 929	\$ 176,276	\$ 129,390	\$ (46,886)	\$ 35,329	32%	33%
Contract Services	\$ 1,706,401	\$ 2,005,903	\$ 299,502	\$ 1,930,385	\$ 2,136,128	\$ 205,743	\$ 225,593	13%	9%
Classified Travel	\$ 613,849	\$ 719,762	\$ 105,913	\$ 689,037	\$ 836,119	\$ 147,082	\$ 63,138	10%	7%
Dues Memberships	\$ 145,445	\$ 147,319	\$ 1,874	\$ 146,158	\$ 148,659	\$ 2,501	\$ 8,390	6%	41%



SOUTHWESTERN COLLEGE
COMPARATIVE STATEMENT OF REVENUES AND EXPENSES
General Fund - Unrestricted/Restricted (Combined)
REPORT ENDING
August 31, 2010

August
2009-10/2010-11
General Fund - Combined Expenses

Expenses	ADOPTED BUDGETS			REVISED BUDGETS			YTD ACTUAL		
	2009-10	2010-11	Variance	2009-10	2010-11	Variance	2009-10	Budget	2010-11
Insurance	\$ 926,831	\$ 936,831	\$ 10,000	\$ 926,831	\$ 936,831	\$ 10,000	\$ 815,205	88%	\$ 887,303
Phone Costs/Utilities	\$ 3,096,415	\$ 2,780,014	\$ (316,401)	\$ 3,101,672	\$ 2,786,429	\$ (315,243)	\$ 2,802,297	91%	\$ 453,658
Maintenance Contracts	\$ 3,004,091	\$ 3,138,832	\$ 134,741	\$ 3,019,577	\$ 3,157,645	\$ 138,068	\$ 2,224,621	74%	\$ 2,265,620
Employee Adds/Litigation	\$ 551,249	\$ 527,249	\$ (24,000)	\$ 551,249	\$ 527,249	\$ (24,000)	\$ 8,225	1%	\$ 36,553
Postage	\$ 1,986,813	\$ 578,093	\$ (1,408,720)	\$ 1,947,584	\$ 581,789	\$ (1,365,795)	\$ 22,009	1%	\$ 15,674
Other Operating Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -
Indirect and Other	\$ (143,485)	\$ 102,386	\$ 245,871	\$ (94,528)	\$ 125,528	\$ 220,056	\$ (500)	0%	\$ -
Sites and Site Improvement	\$ 55,130	\$ 55,130	\$ -	\$ 55,130	\$ 55,130	\$ -	\$ 25,513	46%	\$ -
Buildings	\$ 92,841	\$ 92,841	\$ -	\$ 92,841	\$ 92,841	\$ -	\$ 5,223	6%	\$ 27,206
Books & Book Abatement	\$ 121,117	\$ 74,997	\$ (46,120)	\$ 121,117	\$ 74,997	\$ (46,120)	\$ 6,325	5%	\$ 11,885
Equipment	\$ 1,223,975	\$ 1,223,976	\$ 1	\$ 1,495,012	\$ 1,223,976	\$ (271,037)	\$ 565,802	46%	\$ 45,421
Debt Retirement	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	\$ -	0%	\$ (200,000)
Interfund Transfers	\$ 195,000	\$ 216,000	\$ 21,000	\$ 195,000	\$ 216,000	\$ 21,000	\$ -	0%	\$ -
Student Financial Aid	\$ 1,063	\$ 10,063	\$ 9,000	\$ 1,063	\$ 10,063	\$ 9,000	\$ 6,447	60%	\$ 3,435
Other Payments to Students	\$ 701,248	\$ 553,226	\$ (148,022)	\$ 716,248	\$ 553,226	\$ (163,022)	\$ 262,600	37%	\$ 259,195
Golden Handshake	\$ 1,835,365	\$ 749,589	\$ (1,085,776)	\$ 1,835,365	\$ 749,589	\$ (1,085,776)	\$ (212)	0%	\$ (4,451)
TOTAL EXPENSES	\$ 98,196,211	\$ 93,464,649	\$ (4,731,562)	\$ 99,829,966	\$ 95,328,811	\$ (4,501,155)			

ITEM #20 B



Southwestern Community College District
General Fund Cash Analysis
For Period Ending August 31, 2010

	July	August
Beginning Cash	\$ 6,113,097	\$ 10,547,790
Deposits	\$ 12,819,783	\$ 4,479,576
Cash Available	\$ 18,932,880	\$ 15,027,367
Expenditures	\$ (8,385,090)	\$ (8,885,121)
Month Ending Balance	\$ 10,547,790	\$ 6,142,246

Cash Flow -

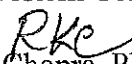
Cash flow refers to the amounts of cash received and spent by a business or organization during a defined period of time. It is usually reviewed on monthly, quarterly or annual basis. Cash Received (Deposits) are the source of income and Cash Outlay (Expenditures) are the resources used for operating expenses.

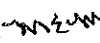
ITEM #20 C


October 13, 2010

MEMORANDUM

TO: Members of the Governing Board
Southwestern Community College District

APPROVED BY:  Raj K. Chopra, Ph.D.
Superintendent/President

SUBMITTED BY: Mark Meadows, Ph.D. 
Vice President for Academic Affairs

INITIATED BY: Steve Tadlock 
Director of Continuing Education & Special Projects

SUBJECT: College for Kids Annual Report

RECOMMENDATION

The College for Kids (CFK) annual report is submitted for information and discussion only.

OVERVIEW

The College for Kids Summer 2010 Report to the Governing Board provides an overview of this 36-year old program. Sponsored by the College with the assistance of the six local school districts, the two-session summer program for gifted/high-ability students was well received.

FISCAL IMPACT/ACCOUNT

CFK is a self-supporting, fee-funded program.

ST/zb

College for Kids
Summer 2010

Steve Tadlock, Director of Continuing Education and Special Projects
Darnell Cherry, College for Kids Program Coordinator

Report to the Governing Board
October 13, 2010

Sponsorship: College for Kids (CFK) is a summer enrichment program for gifted and high-achieving students. CFK is sponsored by Southwestern College in cooperation with the six South Bay school districts. This year marks the thirty-sixth anniversary of this highly acclaimed program.

The Advisory Committee consists of representatives from the six local school districts (usually the coordinators of the gifted programs) and Southwestern College's CFK staff.

Program Description: Students range from grades fifth through ninth and each selects workshops designed to challenge their learning abilities in all areas of the educational spectrum. The philosophy applied in the selection of summer workshops is to present a wide menu of course topics from which students can select. Those classes most in demand remain as the curricula and the classes with minimal interest are dropped. This process allows for students and parents to communicate their preference of study and determine those classes which will be delivered.

Session 1 and 2 workshops are held for two weeks, 1–4 p.m., Monday through Thursday. The last day of each session is an Open House for all the parents, family members, friends, and interested community members. Attendees are able to visit all the CFK classes and take part in the myriad of fascinating activities the students experience.

Budget and Funding: CFK is a self-supporting, fee-funded program, costing participants \$125 for each session. Some workshops include an additional materials fee to help defray the high cost of special supplies used. CFK funds, after a 35% administrative indirect payment to the College, are retained in a special project account and are carried over each year for exclusive program use. A finalized budget will be included in the Special Projects report submitted by Vice President Nicholas Alioto.

Eligibility: Eligible students are those entering fifth through ninth grades in the fall and meeting one of the following criteria: a) have been identified as gifted or talented; b) achieve at or above 400 in total reading or math scores on the California Standardized Test (CST); c) have a B average or higher in academic coursework and acceptable citizenship grades.

Registration: In response to parent requests, the registration process is based on a first-come, first-served basis. The admission process began on May 11, 2010.

CFK enrollment this summer totaled 454 students. Of these students, 273 registered in Session 1, 181 registered in Session 2. A total of 37 classes were held.

CFK 2010 participants experienced mathematical magic, ciphering and deciphering codes, scientific explorations and self defense; young thespians were able to explore their talent; and CFK artists continued to find expression through such mediums as photography, drawing and creative writing.

Students who signed up for Dig Our Past were able to experience all aspects of archeology while those in Wilderness Survival learned to conquer the outdoors.

Technologically-oriented young people were able to expand their skills and fuel their interest by enrolling in Web Movies or Computer Repair.

Session 1

<u>Course</u>	<u>Instructor</u>	<u>Period</u>
Big Screen on Small Paper	Brienne Hranek	2
Biology from A-Z	Dr. John Tolli	1-2
Computer Repair	Jorge Nava	1-2
Creative Writing	Diane Putrus	1
Dig Our Past	Susan Walter	1-2
Digital Photography	Jessica Austin	1-2
Having Fun Drawing	Cecie McCaffery	1-2
Math & Magic	Scott Raymo	1-2
Self Defense	Alex Gacuya	1-2
Stage Works	Sharon Maley	1-2
The Truth About Pill Bugs	Cristi Saylor	1
Web Movies	Merissa Arcolas	1-2
Wilderness Survival	Peter Feltes	1-2

Session 2

<u>Course</u>	<u>Instructor</u>	<u>Period</u>
Big Screen on Small Paper	Brienne Hranek	1
Code Breaker	Celina Register	1-2
Creative Writing	Diane Putrus	2
Dig Our Past	Susan Walter	2
Digital Photography	Jessica Austin	1-2
Having Fun Drawing	Cecie McCaffery	1-2
Self Defense	Alex Gacuya	2
Stage Works	Sharon Maley	1
Web Movies	Merrisa Arcolas	1-2
Wilderness Survival	Peter Feltes	1

Enrollment 2009-2010

		2009	2010
By Gender	Females	215	202
	Males	187	217
	Total	402*	419**

- *Of the 402 students, 48 attended both sessions bringing the total enrollment to 450.
- **Of the 419 students, 35 attended both sessions bringing the total enrollment to 454.

		2009	2010
By Grades	4 th	5	6
	5 th	95	158
	6 th	129	117
	7 th	92	98
	8 th	50	35
	9 th	31	5
	Not Provided	0	0

By District	Chula Vista	261	296
	Coronado	5	6
	National	4	3
	Private	31	53
	San Diego	7	11
	San Ysidro	9	3
	South Bay	4	12
	Sweetwater	72	22
	Other	9	13

Classes with paid instructional aides:

Session 1

Biology from A-Z
Computer Repair
Digital Photography
Web Movies

Session 2

Biology from A-Z
Dig Our Past
Digital Photography
Web Movies

Donations: Financial support was provided as follows:

Chula Vista Elementary School District	\$2,125
CSEA Scholarships	\$625
Feaster Charter School	\$267

Evaluations: Parents, students, and instructors continue to be overwhelmingly supportive of this special summer program. A summation of those who responded is as follows:

Student Comments:

This is my

First year:	288	Third year:	26
Second year:	62	Fourth year:	3

I hope to attend CFK next year

Yes:	325	No:	32	I'll be too old:	13
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Going to CFK has increased my interest in going to college

Yes:	324	No:	45
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This is what I liked best in College for Kids

The fun activities that are different than school; doing experiments in Biology; being able to see what college is like; finding friends that have the same interests; doing magic tricks; setting up tents in Wilderness Survival; I liked when we got to see a brain and a human cadaver in Biology from A-Z; drawing magna in Big Screen; learning about Photoshop; playing the improvisation games in Stage Works; digging in a mock site; making phone cables in Computer repair; doing things I hadn't done before; learning Zentangle in Having Fun Drawing; learning things more my level; experimenting with mice when we learned about respiration; the teachers and how they explained things; meeting new people; I go to two different classes, it makes me feel bigger; digging up artifacts; the experience of having different grades in one class; I liked being around kids who wanted to learn as much as I did.

This is how I would improve College for Kids

Have more periods; split the age levels; keep classes closer together; longer time to get to class; getting more help to get from class to class; more helpers in class; have an easier to read map, showing the easiest way to get to class; more class direction posters around campus; have longer sessions; make it available to all students, not just gate students; more classes; separate classes like Biology by grade.

Parent Comments:

When selecting the workshops, what process was followed?

Child's decision:	66	Parent's decision:	2
Child and parent's decision:	88		

Did your child enjoy the workshops and learn new things? Yes: 157 No: 2

Did you feel the ability level and challenge were suitable to the workshop and the age group?
Yes: 153 No: 6

Did your child enjoy the workshops and learn new things? Yes: 157 No: 2

Did you feel the ability level and challenge were suitable to the workshop and the age group:
Yes: 153 No: 6

Did your child enjoy the workshops and learn new things?

Survival teacher was great, he learned so much; she enjoyed being introduced to photoshop in the photography class; my child was always so happy when I picked her up; enjoyed learning about bacteria, great exposure for future biology classes; Stageworks had a great instructor and offered new ideas and dramatic exercises; Biology provided all new information to our 5th grader; child had a blast looking at DNA, a human brain and on the last day a chance to see a human cadaver; my child learned what it was to be an archeologist and different types of art such as Artist Trading Cards; my child created new and innovative art drawings that were so good, he also showed us a few self-defense moves that almost took his dad down; he was very excited about that; this was such a great experience for my son, he became more self confident and thoroughly enjoyed himself.

What further comments or suggestions do you have that could improve our program?

Parking is ridiculous; CFK parents should get a temporary 2-week parking pass, you have created a situation that is dangerous; by having a controlled area for parents to pick-up and drop off; have more periods available for the popular classes; more computer classes; add a third period; allow for mail-in applications to be considered like walk-ins; more helpers/assistants; volunteers to help the kids get from class to class; the program runs very smoothly and seems very organized; I wouldn't change a thing; offer CFK at least twice a year.

The following workshops were suggested for 2011:

Anime Drawing; Anatomy; Anthropology; Animals/Zoology; Astronomy; Babysitting/Basic CPR-First Aid; Black and White Photography; Brainetics; Calligraphy; Cartooning/Comics; Chemistry; Cooking; Computer Programming; Dance; DNA; Etiquette; Fashion Design; Foreign Language; Graphic Design; Interior Design; Keyboarding; Mad Science; Money Management; Model Building; Music; Oceanography; Origami; Painting; Physics; Poetry; Pottery; Robotics/Electronics; Sewing; Singing; Video Game Design; Water Color; Web Design; Woodshop.

Note: All evaluations are on file in the CFK office.

Special Note of Appreciation

The CFK staff sincerely appreciates the cooperation and encouragement that the College community continues to offer the program. Their assistance greatly contributes to the high level of success for which the program is known.

A special note of appreciation goes to the instructors who stimulated the minds of our youngsters and challenged them in the quest for knowledge and the development of new skills.

Recommendations

Begin classes at 1:30 and end at 4:30 to allow for the college students to leave campus as well as give the instructors more prep time for their classes; establish student drop-off and pick-up sites on campus, preferably away from high-use areas and roadways; increase the cost of CFK to \$175 for 2 weeks and have a 30-minute paid prep time for instructors; establish policy on late pickups; add in the cost of a summer parking pass into the cost of CFK; open up the program to 4th graders; encourage students to bring a snack because the students spend too much time at the vending machines and not making it to class on time; go to online registration to cut down on paper cost; establish travel route for students which will allow for better supervision.