SUGGESTED ORDER OF BUSINESS/MINUTES

REGULAR MEETING, GOVERNING BOARD
SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
ROOM 214
SOUTHWESTERN COLLEGE

CHRISTINE ARANDA, ED.D., GOVERNING BOARD PRESIDENT
YOLANDA SALCIDO, GOVERNING BOARD VICE PRESIDENT
DAVID J. AGOSTO, GOVERNING BOARD MEMBER
JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
TERRI VALLADOLID, GOVERNING BOARD MEMBER
LUIS BANAGA, STUDENT BOARD MEMBER
NORMA L. HERNANDEZ, SECRETARY TO GOVERNING BOARD
AND SUPERINTENDENT/PRESIDENT

7:30 PM

Wednesday, September 14, 2005

COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT

Southwestern Community College District, in compliance with the American Disabilities Act (ADA), requests individuals who may need special accommodation to access, attend, and/or participate in Board meetings to contact Mary Ganio at (619) 482-6301 at least forty-eight hours in advance of the meeting for information on such accommodation.

Persons wishing to address the Governing Board under Oral Communication should complete a yellow request card (available at the reception table) and indicate on the card if they wish to speak under Oral Communication, or when a specific agenda item is considered. Cards should be submitted to the Board secretary prior to the start of the meeting.

	ITEM
Call to Order	**1. CALL TO ORDER** (Aranda) 5:30 p.m., Building 100, Conference Room A 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.
Governing Board Tour	**2. GOVERNING BOARD TOUR** (Hernandez) Online Learning Center, 5:30 – 6:00 p.m. Meet in Building 100 Conference Room A.
Closed Session	**3. ADJOURN TO CLOSED SESSION** (Aranda) *Members of the public may be present to hear the closed session announcements. Members of the public will be given an opportunity to speak on any closed session items at this time.* 6:05 - 7:30 p.m., Building 100, Conference Room A. A. CONFERENCE WITH LABOR NEGOTIATOR Negotiator: Marcie Sinclair Employee Organizations: CSEA Government Code Section 54957.6

	ITEM

B. CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION
Government Code Section 54956.9
Superior Court Case No. GIC 831766
Superior Court Case No. GIC 852590
United States District Court Case No. 04 CR 2233-JAH

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Government Code Section 54956.9(b) (1 potential case)

D. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE
Government Code Section 54957

Reconvene in Open Session

4. RECONVENE IN OPEN SESSION
(Aranda)
7:30 p.m., Room 214

Present:
Absent:

Pledge of Allegiance

5. PLEDGE OF ALLEGIANCE
(Aranda)

Closed Session Announcement

6. ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable)
(Aranda)

Action

7. APPROVAL OF MINUTES (ENCLOSURE)
(Hernandez)

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Banaga-Student Advisory Vote*

Regular Meeting, August 10, 2005
Special Meeting, September 7, 2005
Special Meeting, September 8, 2005

Senate/Union /Association Reports

8. SENATE/UNION/ASSOCIATION REPORTS
(Aranda)

A. Professor Joi Lin Blake, President, Academic Senate

B. Wanda Maxwell, President, Classified Senate

C. Professor Janet Mazzarella, President, Southwestern College Education Association (SCEA)

D. Michael Ford, Ph.D., President, California School Employees Association (CSEA)

E. William Kinney, President, Southwestern Community College District Administrators Association (SCCDAA)

ITEM

Oral Communication

9. ORAL COMMUNICATION

(Aranda)

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."

10. PUBLIC HEARING (ENCLOSURE)

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT'S REQUEST TO NEGOTIATE WITH THE CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION (ENCLOSURE)

Public Hearing

A. Public Hearing on the District's initial bargaining proposal for a successor collective bargaining agreement [Government Code Section 3547(a)].

Action

B. Recommend adoption of proposal as the initial proposal for bargaining purposes.

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Banaga-Student Advisory Vote*

Action

11. CONSENT CALENDAR (ITEMS A THROUGH H)

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Banaga-Student Advisory Vote*

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

A. FACILITY USE REQUEST(S)

(Fitzsimons)

Recommend ratification and approval of listed facility use request(s):

Organization	Facility Requested	Purpose	Date	Charge Rental	Charge Excess
Sweetwater Union High School District	Swimming Pool	Bonita Vista High School Men's Waterpolo Practices	Mon-Sat, Aug 15 – Nov 19, 2005	No Charge	$3520
County of San Diego – Sheriff's Department	Student Union East/West	Sheriff Cadet & Courts Detention Deputy Applicant Written Examinations	Sept 10, Oct 1, Nov 5 and Dec 3, 2005	*****$3240	$1280
County of San Diego – Sheriff's Department	SWC Marquee	Advertising for Sheriff Cadet & Courts Detention Deputy Examination Dates	Sept 8-10, Sept 29-Oct 1, Nov 3-5 and Dec 1-3, 2005	$60	N/A

****Rental Fee Waived.***

ITEM

Organization	Facility Requested	Purpose	Date	Charge Rental	Charge Excess
City of Chula Vista – Personnel	Student Union East	CSO (Community Service Officer) Applicant Written Examination	Sept 12, 2005	$135	$160
University of Phoenix	Eight (8) Classrooms	Classes	Tues/Wed/ Thurs, Sept 20 – Dec 29, 2005	$11800	$240
Sweetwater Union High School District	DeVore Stadium and Team Rooms	Home Football Games	Sept 23, Sept 30, Oct 21 and Nov 11, 2005	No Charge	$2560
Sweetwater Union High School District	Concession Stands at DeVore Stadium	Use During Home Football Games	Sept 23, Sept 30, Oct 21 and Nov 11, 2005	$800	N/A
The Leukemia and Lymphoma Society	Perimeter Road, Gymnasium and Parking Lot N	Walk for Leukemia Fundraiser	Oct 1, 2005	$720	$260
Cathedral High School	DeVore Stadium and Team Rooms	Football Game vs St. Augustine HS	Oct 22, 2005	$670	$760
Cooperative Personnel Services (CPS)	Student Union East/West	California Highway Patrol (CHP) Cadet Written Examination	Feb 25, 2006	$630	$480

B. ADVANCE TRAVEL PAYMENT AGREEMENT(S)
(Fitzsimons)

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

Employee	Purpose	Date	Cost
McCleary, Terri	EOPS Conference	10/12-14/05	$400

C. EMPLOYMENT OF CONSULTANT(S)

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

Department	Consultant	Purpose	Date	Fee
(Gauvreau) Arts & Communication	Philip Lenud/ "Soul Persuaders"	Performance & Pops Concert	9/18/05	$2,500
(Gauvreau) Small Business & International Trade Center	Casey Cook Conrad Davis Angela DiCarlo Leavitt Communications James McCall Leslie Nelson	GIS Internet Services Marketing Public Relations Business Development Marketing	On-call, as needed, for the 2005–06 college year	Not to exceed $2,999

ITEM

Department	Consultant	Purpose	Date	Fee
(Gauvreau) Business & Information Systems	Maria Shull Patricia Corona Esther Diaz	Develop curriculum for Medical Assisting—Administrative and Clinical Program	7/28/05–12/31/05	$500 each
(Gauvreau) Staff Development	Dayle Mazzarella	Teaching Academy—Student Retention Presentation	8/18/05	$100

D. ACCEPTANCE OF FUNDS
(Hernandez)

Recommend ratification and approval of the following agreements for acceptance of funds; and further, recommend the Superintendent/President be authorized to sign such agreements with funding agencies:

National Science Foundation/University of Nevada, Reno, "A Novel Synthesis and Sintering Process for Nanostructured Oxide and Carbide Ceramic Composites," subcontract in the amount of $9,712, August 1, 2005 through July 31, 2006. This item was approved by the Governing Board for application of funds on August 10, 2005.

San Diego Association of Governments (SANDAG), "San Diego Contracting Opportunities Center (SDCOC)," in the amount of $10,000, July 1, 2005 through June 30, 2006. This item was approved by the Governing Board for application of funds on July 13, 2005.

E. ACCEPTANCE OF GIFT(S)
(Fitzsimons)

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

1993 Ford Ranger Pickup, donated by Dennis Clarke, to be used in the Automotive Technology Program, in the School of Technology & Human Services.

F. CONFIRMATION OF PURCHASE ORDERS (ENCLOSURE)
(Fitzsimons)

General Fund Nos. 62908 - 63820
Blanket Fund Nos. B1038 – B1069

G. PAYMENT OF BILLS, MONTH OF AUGUST 2005 (ENCLOSURE)
(Fitzsimons)

H. INSTITUTIONAL MEMBERSHIPS (ENCLOSURE)
(Fitzsimons)

Recommend approval of the 2005-2006 Institutional Memberships in the amount of $96,355.

ITEM

Action

12. HUMAN RESOURCES – ACADEMIC (A THROUGH G)
(Yokotobi)

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Banaga-Student Advisory Vote*

A. EDUCATIONAL ADMINISTRATOR EMPLOYMENT (ENCLOSURE)

Recommend ratification and approval of listed employment effective as indicated:

Employee	Position	Department	Mos/ Srvc	Range/ Step	Monthly Salary	Annual Salary	Effective Date
Helen Elias	Director of Disability Support Services	Disability Support Services	11	F-4	$7,995.00	$87,945.00	9/19/05
Raga Bakhiet, Ph.D.	*Interim Director of Mathematics, Engineering, Science Achievement (M.E.S.A.) Program (temporary, project-funded position)	School of Mathematics, Science and Engineering	12	Q-3 +Dr.	$4,951.66	$59,420.00	8/22/05

*Interim positions cannot exceed one year from the effective date and are subject to amendment and termination at the discretion of the Governing Board.

B. ACADEMIC EMPLOYMENT (ENCLOSURE)

Recommend approval of listed employment effective as indicated:

Employee	Position	Department	Mos/ Srvc	Range/ Step	Monthly Salary	Annual Salary	Effective Date
Sarah Axford	Assistant Professor of Chemistry (temporary, non-tenure track position, 2005-06 academic year only)	School of Mathematics, Science and Engineering	10	I-1*	$4,122.30	$41,223.00	8/22/05-5/26/06

*Final salary placement of academic assignments contingent upon verification of education/experience.

ITEM

C. LEAVE OF ABSENCE

Pursuant to provisions set forth in Article V, Section 5.13.3 of the 2004-2006 S.C.E.A Contract, and in accordance with the employee's request, recommend ratification of the following long-term personal leaves of absence without pay, effective as indicated:

Brian Sterck, Professor of Computer Information Systems, School of Business and Information Systems, from August 19, 2005 through May 26, 2006.

Sharon Taylor, Professor of Communication, School of Arts and Communication, from August 20, 2005 through August 20, 2006.

D. REPLACEMENT OF ACADEMIC POSITIONS FOR SPRING SEMESTER 2006

Recommend approval to replace and advertise for the following 10-month, tenure-track positions, contingent upon funding.

School of Arts and Communication
Assistant Professor of Music (1 vacancy)

School of Languages and Humanities
Assistant Professor of English (3 vacancies)

School of Mathematics, Science and Engineering
Assistant Professor of Mathematics (2 vacancies)
Assistant Professor of Biology (2 vacancies)
Assistant Professor of Chemistry (1 vacancy)
Assistant Professor of Physics (1 vacancy)

School of Social Sciences and International Studies
Assistant Professor of Psychology (1 vacancy)
Assistant Professor of History (1 vacancy)

School of Technology and Human Services
Assistant Professor of Automotive Technology (1 vacancy)

E. RESIGNATION/RETIREMENT

The following academic administrator has resigned and his resignation has been accepted by the Superintendent/President under delegation of powers:

Employee	Position	Effective Date
Robert Gauvreau	Vice President for Academic Affairs (Retirement)	March 3, 2006

F. REPLACEMENT OF ACADEMIC ADMINISTRATOR POSITION

Recommend approval to replace and advertise for the following 12-month, Academic Administrator position:

Vice President for Academic Affairs
Range A on the Academic Management Salary Schedule

ITEM

G. (Gauvreau) WITHDRAWAL OF 2005–2006 SABBATICAL LEAVE OF ABSENCE

The following academic employee has withdrawn her approved 2005–2006 sabbatical leave of absence:

Applicant	School	Term
Taylor, Sharon	Arts & Communication	FA 05

	ITEM
Action	**13. HUMAN RESOURCES – CLASSIFIED (A THROUGH F)** (Yokotobi)

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Banaga-Student Advisory Vote*

A. EMPLOYMENT

Pursuant to California Education Code Section 88003, Ms. Avila-Ruelas became a probationary member of the classified service on the 195th day of her short-term, hourly employment as a Clerk Non-Typist (Seasonal) in the Bookstore, effective May 19, 2005.

B. RELEASE OF SERVICE

Ms. Avila-Ruelas is being released during the probationary period from her probationary classified hourly employment effective September 15, 2005, and is eligible for accrued health and welfare benefits for the period May 19, 2005 through September 15, 2005.

C. CHANGE(S) IN CONTRACT SERVICE

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

Employee	Position	Range/Step	To	Range/Step	Effective Date
Ramsey Romero	Lead Custodian, Evening, Bargaining Unit position to Custodial Supervisor, Evening, Supervisory position (replacement)	12 Mos. Range 13 Step 6 $ 3,094/mo. $37,128/ann.		12 Mos. Range 14 Step 3 $ 4,117/mo. $49,404/ann.	9-15-05
Jerry Conrad	Carpenter/Lead Trades Person, Bargaining Unit position to Facilities & Operations Manager, Supervisory position (replacement)	12 Mos. Range 31*** Step 6 $ 4,827/mo. $57,924/ann.		12 Mos. Range 30**** Step 4 $ 6,387/mo. $76,644/ann.	9-15-05
Monica Veinbergs	EOPS Supervisor, EOPS Office, Supervisory position to Student Employment Services Specialist, Bargaining Unit position, Student Employment Services	12 Mos. Range 18* Step 8 $ 5,662/mo. $67,944/ann.		12 Mos. Range 27** Step 6 $ 4,372/mo. $52,464/ann.	9-15-05

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

D. REPLACEMENT OF CLASSIFIED POSITION FOR 2005-06

Position	Department	Range	Months Service
Evaluator	Evaluations Office	20	12

ITEM

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

Recommend ratification and approval of 65 classified staff for the 2005-06 academic year, pursuant to Education Code Section 88003, and contingent upon determination of staff members.

F. RESIGNATION/RETIREMENT

The following classified employees have resigned and their resignations have been accepted by the Superintendent/President under delegation of powers:

Employee	Position	Effective Date
Alberto Ayala	Student Employment Services Specialist-CalWORKs, Student Employment Services	9-1-05
Patti Blevins	Legal Affairs Assistant, Human Resources	9-14-05
Rashmi Kamath	Programmer Analyst, Computer Systems and Services	8-12-05
Amy Moreno	Grants Technician, Institutional Advancement	8-19-05
John Wagstaff	Director of Computer Systems and Services, Computer Systems and Services	8-31-05

ITEM

Action **14. FACILITIES**
(Fitzsimons)

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Banaga-Student Advisory Vote*

A. BIDS

Recommend approval and acceptance of the following completed project, effective as indicated:

Bid No. 100 Learning Assistance Center, Building 420 Construction at Southwestern Community College with Erickson Hall, Inc., as satisfactorily completed as of September 15, 2005.

Bid No. 104 Re-Roofing of the 420 Building Project at Southwestern Community College with Chambers Inc., dba Roof Construction, as satisfactorily completed as of September 15, 2005.

B. RECOMMENDATION OF AWARD

Recommend award and assignment of contract for:

1. RFP No. 77 Southwestern Community College District requested proposals for Constructability Review for the Higher Education Center in Otay Mesa. RFP is scheduled to open September 7, 2005 at 2:00 p.m. Results will be provided at the Board meeting.

2. Bid No. 105 Printing of the 2006 Spring, Summer, & Continuing Ed. Class Schedules to VQS Enterprises in the amount of $131,923,00.

Action **15. ADOPTION OF 2005-06 DISTRICT BUDGET (ENCLOSURE)**
(Fitzsimons)

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Banaga-Student Advisory Vote*

After consideration and possible revision, recommend adoption of 2005-06 District budget.

Action **16. 2005-2006 PROPOSED A.S.O. BUDGET (ENCLOSURE)**
(Sandoval)

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Banaga-Student Advisory Vote*

Recommend review and adoption of the proposed 2005-2006 Associated Student Organization (A.S.O.) budget.

ITEM

Action

17. AGREEMENTS (ENCLOSURE)

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Banaga-Student Advisory Vote*

Recommend ratification and approval of listed agreements effective as indicated; and further, recommend the Superintendent/President be authorized to sign the agreement and any future amendments which may occur.

A. ACADEMIC AFFAIRS

(Gauvreau)

Department	Organization	Purpose	Effective Period	Cost to District
1. Continuing Education, Economic & Workforce Develop.	Network Interpreting Services	Provide sign language interpreting services	8/22–12/21/05	$18,000
2. Continuing Education, Economic & Workforce Develop.	Foundation for Community Colleges	Provide structured career ladder, supportive services, and pre-employment assistance to CalWORKs participants	6/1/05–5/31/06	$49,765 to the benefit of the District

B. FISCAL AFFAIRS

(Fitzsimons)

Department	Organization	Purpose	Effective Period	Cost to District
1. Business & Operations	Balboa Travel, Inc.	Provide for on-line or agent ticketing for reservation processing at the lowest applicable fares	9/15/05-9/30/08	$35 service charge per transaction
2. Business & Operations	Four Square Productions	Develop a student recruitment video	9/15/05-6/30/06	$25,000
3. Computer Systems & Services	Strata Information Group	Provide support of hardware and software for District	9/1505-6/30/06	$145/hour plus travel expenses

C. HUMAN RESOURCES

(Yokotobi)

Department	Organization	Purpose	Effective Period	Cost to District
1. Human Resources	Law Firm of Parham & Rajcic	Special legal services and representation	9/15/05 - 12/31/06	Not to exceed $158 per hour
2. Human Resources	Law Firm of Stutz Artiano Shinoff & Holtz, APC	Special legal services and representation	9/15/05 - 12/31/06	Not to exceed $185 per hour
3. Human Resources	Law Firm of Stephenson Worley Garratt Schwartz Garfield & Prairie, LLP	Special legal services and representation	9/15/05 - 12/31/06	Not to exceed $160 per hour

ITEM

Action

18. RESOLUTIONS (ENCLOSURE)

	Agosto		*Aranda*		*Roesch*		*Salcido*		*Valladolid*		*Banaga-Student Advisory Vote*

Recommend adoption of listed resolution:

A. RESOLUTION TO DESIGNATE AUTHORIZED REPRESENTATIVE TO SAN DIEGO COUNTY SCHOOLS FRINGE BENEFITS CONSORTIUM FOR FRINGE BENEFITS PROGRAMS (FITZSIMONS)

Information

19. NON-ACTION ITEMS

A. INFORMATION ITEMS (ENCLOSURE)

1. Fall 2005 Opening Day Enrollment Report (Sandoval)
2. Annual Report on Grants and Contracts (Hernandez)
3. Staff Development Report (Gauvreau)
4. Proposed Staffing Plan for the Higher Education Center at Otay Mesa for Academic Years 2007–2008 and 2008–2009 (Gauvreau)

Administrative Reports

20. ADMINISTRATIVE REPORTS
(Aranda)

A. ACADEMIC AFFAIRS – MR. GAUVREAU

B. FISCAL AFFAIRS – DR. FITZSIMONS

1. General Fund Financial Report for Period Ending June 30, 2005 (ENCLOSURE)
2. Quarterly Report CCFS 311Q for Period Ending June 30, 2005 (ENCLOSURE)

C. HUMAN RESOURCES – MS. YOKOTOBI

1. Human Resources Report (ENCLOSURE)
2. Southwestern Community College District: The Human Capital Crisis—Fact or Fiction? (ENCLOSURE)

D. STUDENT AFFAIRS – MR. SANDOVAL

E. SUPERINTENDENT/PRESIDENT – MS. HERNANDEZ

Governing Board Reports

21. GOVERNING BOARD REPORTS
(Aranda)

A. STUDENT TRUSTEE LUIS BANAGA

B. TRUSTEE JEAN ROESCH, ED.D.

C. TRUSTEE DAVID J. AGOSTO

D. TRUSTEE TERRI VALLADOLID

E. VICE PRESIDENT YOLANDA SALCIDO

F. PRESIDENT CHRISTINE ARANDA, ED.D.

	ITEM
Closed Session	**22. CLOSED SESSION/REPORT OF ACTION(S) (If Applicable)** (Aranda)
Adjournment	**23. ADJOURNMENT** (Aranda)
Information	**24. NEXT REGULAR MEETING** Wednesday, October 12, 2005

NORMA L. HERNANDEZ
SUPERINTENDENT/PRESIDENT