SOUTHWESTERN COLLEGE

SUGGESTED ORDER OF BUSINESS/MINUTES

REGULAR MEETING, GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT ROOM 214

SOUTHWESTERN COLLEGE

DAVID J. AGOSTO, PRESIDENT
JEAN ROESCH, ED.D., VICE PRESIDENT
CHRISTINE ARANDA, ED.D., GOVERNING BOARD MEMBER
YOLANDA SALCIDO, GOVERNING BOARD MEMBER
TERRI VALLADOLID, GOVERNING BOARD MEMBER
ROBERT WILLIAMS, STUDENT BOARD MEMBER
SERAFÍN A. ZASUETA, PH.D., SECRETARY TO GOVERNING BOARD
AND SUPERINTENDENT/PRESIDENT

7:00 PM

Wednesday, January 15, 2003

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.

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	(Government C	ode Section 549	957.6)		
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Workshop

3. WORKSHOP

(Agosto)

ITEM

Agosto	Aranda	Roesch	Salcido	Valladolid	Williams-Student Advisory Vote

7:00 – 8:00 p.m., Room 214.

Presentation regarding potential right of way/easement to mitigate, three (3) acres, corner of H Street and Otay Lakes Road

Action

4. APPROVAL OF MINUTES (ENCLOSURE)

(Zasueta)

						Williams-Student
	Agosto	Aranda	Roesch	Salcido	Valladolid	Advisory Vote

Regular Meeting, December 11, 2002 Special Meeting, December 16, 2002

Presentation(s)

5. PRESENTATION(S)

Outstanding Classified Employee Award, January to March, presented to Elizabeth Valdez, Clerical Assistant III, Basic Police Academy, School of Technology and Human Services, by Marcie Sinclair, Vice President for Human Resources and Legal Affairs; Christine Rivera, Chair of the Employer/ Employee Relations Committee; Trish Axsom, Dean, School of Technology and Human Services; Gary Creason, Chief of Police/Director of Basic Police Academy; and Andre Harris, Classified Senate President.

Action

6. CONSENT CALENDAR (ITEMS A THROUGH E)

	Agosto	Aranda	Roesch	Salcido	Valladolid	Williams-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. <u>FACILITY USE REQUEST(S)</u>

(Fite)

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

Organization	Facility Requested	Purpose	Date	Chai Rental/E	0
Church of Jesus Christ Latter Day Saints	Inner Track Field	Flag Football Game	Nov 28, 2002	\$45	N/A
San Diego Gauchos Soccer Team	DeVore Stadium Steps/Bleachers Only	Soccer Team Conditioning	Dec 18 & 19, 2002	No Charge	N/A
Gloria World Mission	Gymnasium	Black Belt Test	Dec 21, 2002	\$195	\$140
Southbay Aquatics	Lap Pool	Swim Practice	Mon-Fri, Jan 2 – May 30, 2003	\$5100	\$3672

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Organization	Facility Requested	Purpose	Date	Cha Rental/E	
Berechiah Ministry	Rooms 1631/32	Weekly Bible Study	Fri, Jan 3 – June 27, 2003	\$1080	\$1560
Calvary Chapel	Gymnasium, Student Union East/West, Conference Rooms, and 5 Classrooms	Church Services	Sun, Jan 5 – June 29, 2003	\$35100	\$11960
Grace Alliance Church	Rooms 701A, 801 & 855	Church Services	Sun, Jan 5 – June 29, 2003	\$3510	\$1560
Elohim Church of God In Christ	Room 301	Church Services	Sun, Jan 5 – June 29, 2003	\$2600	\$1560
Academy of Certified Hazardous Materials Managers	Room 229A	Training Course and Examinations	Jan 14-17, 2003	\$465	\$240
Southern California Gaelic Athletic Assoc	DeVore Stadium, Team Rooms, and Men's/Women's Locker/Shower Rooms	Irish Football Game	Jan 18, 2003	\$1955	\$500
City of Chula Vista, Personnel	Student Union West	Police Recruit Written Examinations	Feb 7-8, 2003	\$360	\$260
LANZ	Mayan Hall	Music Concert with Rehearsal	Feb 20-21, 2003	\$766	\$564
SANDAG	Student Union East	Public Workshop	Feb 26, 2003	\$180	\$160
Bonita Vista Middle School	Mayan Hall, Green Room, and Dressing Rooms	Choral Concert	June 5, 2003	No Charge	\$739

B. <u>EMPLOYMENT OF CONSULTANT(S)</u>

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

Department	Consultant	Purpose	Date	Fee
(Gauvreau) Small Business Development & International Trade Center	Kent J. Burnes Rachel Gershwin Robert Gottlieb E. Mark Jahn	Marketing Marketing Business Management Business Planning	On-call, as needed for the 2002–03 college year	Not to exceed \$2,999 each
(Gauvreau) Academic Information Services	Robert Edelbrock	Consultant Services	December 2002	Not to exceed \$2,999

ITEM C. APPLICATION(S) (Zins) Recommend approval of filing of the following application(s) to meet filing deadline(s): City of Chula Vista/Community Development Block Grant (CDBG), "San Diego Contracting Opportunities Center (SDCOC)," in the amount of \$12,074, July 1, 2003 through June 30, 2004. City of Chula Vista/Community Development Block Grant (CDBG), "South County Career Center (SCCC)," in the amount of \$18,244, July 1, 2003 through June 30, 2004. City of Oceanside/Community Development Block Grant (CDBG), "San Diego Contracting Opportunities Center (SDCOC)," in the amount of \$16,704, July 1, 2003 through June 30, 2004. San Diego/Imperial Counties Regional Consortium for Community Colleges, "Center for Technical Education and Career Success (CTECS)," in the amount of \$4,204, January 6, 2003 through May 30, 2003. The San Diego Foundation/Reuben H. Fleet Fund, "MESA Jamstrip Project," in the amount of \$20,808, March 1, 2003 through August 1, 2003. D. CONFIRMATION OF PURCHASE ORDERS (ENCLOSURE) (Fite) General Fund Nos. 41217 – 41778 Blanket Fund No. B677

PAYMENT OF BILLS, MONTH OF DECEMBER 2002 (ENCLOSURE)

E.

(Fite)

Oral Communication

7. ORAL COMMUNICATION

(Agosto)

ITEM

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."

Action

8. HUMAN RESOURCES – ACADEMIC

(Sinclair)

			5 /	0 1 1 1		Williams-Student
	Agosto	Aranda	Roesch	Salcido	Valladolid	Advisory Vote

A. <u>EMPLOYMENT</u> (ENCLOSURE)

Recommend approval of listed employment effective as indicated:

Employee	Program	Class/Range	Step	Effective Date
Mark Sisson	Assistant Professor of Telemedia, School of Arts and Communication, 10-month, tenure track position	I	*1	1/21/03

^{*}Final salary placement contingent upon verification of education/experience.

B. <u>REDUCED FACULTY SERVICE</u>

Pursuant to provisions set forth in Article VII, Section 7.8 of the 2001-2003 S.C.E.A. Contract, and in accordance with the employee's request, recommend approval of the following change in contract service, effective as indicated:

Joal Mayer, Professor of Reading, School of Languages and Humanities, from 100% to 60% effective for the 2003-04 academic year.

C. RESIGNATION/RETIREMENT

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

<u>Employee</u>	Position	Effective Date
Frank Giardina, Jr.	Professor, School of Languages and Humanities, Retirement (completing 26 years of service)	May 30, 2003

NOTE: Retirement is in accordance with provisions of the 2001-2003 S.C.E.A. Contract, Section 8.5, which provides for continuation of medical and dental insurance coverage.

Action

9. HUMAN RESOURCES - CLASSIFIED

(Sinclair)

					Williams-Student
Agosto	Aranda	Roesch	Salcido	Valladolid	Advisory Vote

A. <u>PROJECT EMPLOYMENT</u>

Recommend approval of employment of the following temporary, project-funded employee(s), effective as indicated and contingent upon project funding:

Employee	Position	Department	Mos./ Serv.	Range /Step	Monthly Salary	Annual Salary	Effective Date
Carol Eklund	Small Business Assistant	Small Business Develop- ment and International Trade Center	12	22/1	\$3,113.00	\$37,356.00	1/16/03 to 6/30/03
Alejandra Romero	Senior Project Clerk	Small Business Develop- ment and International Trade Center	12	13/1	\$2,493.00	\$29,916.00	1/16/03 to 6/30/03

B. <u>CHANGE(S) IN CONTRACT SERVICE</u>

Recommend approval of listed change(s) in contract service, effective as indicated:

Employee	Position	Mos./Serv. Range/Class Salary	To	Mos./Serv. Range/Class Salary	Effective Date
David Ford	PE/Athletic Attendant to Athletic Equipment Technician/Physical Education Attendant	11 Mos. Range 9 Step 6-9 \$2,747.00/mo. \$30,217.00/ann.		11 Mos. Range 13 Step 6-9 \$3,033.00/mo. \$33,363.00/ann.	1/16/03
Debra McHorney	PE/Athletic Attendant to Athletic Equipment Technician/Physical Education Attendant	10 Mos. Range 9 Step 6-7 \$2,747.00/mo. \$27,470.00/ann.		10 Mos. Range 13 Step 6-7 \$3,033.00/mo. \$30,330.00/ann.	1/16/03

Action

10. RESOLUTION TO PURCHASE A XEROX PRINT MANAGEMENT SYSTEM THROUGH COOPERATIVE BIDDING (ENCLOSURE)

(Fite)

ITEM

	Agosto	Aranda	Roesch	Salcido	Valladolid	Williams-Student Advisory Vote

Recommend adoption of resolution authorizing purchase of a Xerox Print Management System utilizing the Los Angeles County Bid # 41380.

Action

11. RECOMMENDATION OF AWARD

(Fite)

						Williams-Student
	Agosto	Aranda	Roesch	Salcido	Valladolid	Advisory Vote

Recommend award of contract on the following Bid tabulation(s):

Bid No. 59 - Parking lot paving, repair, and maintenance to SealRight Paving on individual unit cost as needed from January 16, 2003 through January 15, 2004.

Area/sq. ft.	Asphalt Skin Patching	Grinding	Asphalt Repair 4"	Asphalt Repair 4" & 4" Base
0 - 10,000	0.55	1.10	1.97	2.45
10,001 - 20,000	0.53	1.07	1.92	2.39
20,001 - 40,000	0.51	1.05	1.89	2.35
40,001 - 60,000	0.50	1.04	1.86	2.31
60,001 - 80,000	0.49	1.02	1.84	2.28
80,001 - 100,000	0.48	1.00	1.81	2.24
100,001 - 200,000	0.47	0.99	1.79	2.20
over 200,000	0.46	0.97	1.76	2.16

Area/sq. ft.	Joint & Crack Sealing	Sealer (one coat)	Sealer (two coat)	Pavement Resurfacing
0 - 10,000	0.65	0.091	0.129	0.96
10,001 - 20,000	0.613	0.084	0.122	0.93
20,001 - 40,000	0.575	0.078	0.114	0.91
40,001 - 60,000	0.538	0.07	0.107	0.89
60,001 - 80,000	0.50	0.064	0.099	0.87
80,001 - 100,000	0.4625	0.057	0.092	0.86
100,001 – 200,000	0.425	0.05	0.084	0.84
over 200,000	0.388	0.043	0.077	0.82

Pavement Marking

	(new or over old)
Parking Stall	1.45
Disabled Person Stall	40.50
Directional Arrow	10.00
Turn Arrow	10.00
Double Arrow	12.00
Curb per LF	0.45
Lines 4" per LF	0.09
Lines 6" per LF	0.14

Page 8 of 10 **ITEM** Action 12. AGREEMENT WITH THE LAW FIRM OF LIEBERT CASSIDY WHITMORE (ENCLOSURE) (Sinclair) Williams-Student Agosto Aranda Roesch Salcido Valladolid Advisory Vote Recommend approval of agreement to continue special legal services with the law firm of Liebert Cassidy Whitmore, for the period January 17 through December 31, 2003, at an hourly rate not to exceed \$260, plus reasonable expenses; and further, recommend the Superintendent/President be authorized to sign the agreement and any future amendments which may occur. **AGREEMENT WITH MARTHA A. TORGOW (ENCLOSURE)** Action 13. (Sinclair) Williams-Student Agosto Aranda Roesch Salcido Valladolid Advisory Vote Recommend approval of agreement for special investigative services with Martha A. Torgow, for the period January 16 through December 31, 2003, at an hourly rate not to exceed \$200. plus reasonable expenses; and further, recommend the Superintendent/President be authorized to sign the agreement and any future amendments which may occur. 14. AGREEMENT WITH GOVERNET (ENCLOSURE) Action (Gauvreau) Williams-Student Advisory Vote Salcido Valladolid Agosto Aranda Roesch Recommend approval of agreement with Governet, for the development of customized CurricUNET software, user training, and related technical services, for the period January 16, 2003 through January 16, 2004, in the amount of \$75,000; and further, recommend the Superintendent/President be authorized to sign the agreement and any future amendments which may occur. Action 15. ATM LICENSE AGREEMENT WITH MISSION FEDERAL CREDIT UNION (ENCLOSURE) (Hernandez) Williams-Student Salcido Valladolid Advisory Vote Agosto Aranda Roesch Recommend approval of agreement with Mission Federal Credit Union, for the right to maintain and operate an ATM machine in front of the bookstore, for the period January 16, 2003 through December 31, 2008. This agreement is for a period of 5 years per Mission Federal Credit Union, and will be reviewed annually by the District. The estimated revenue of \$10,700 will be paid to the District; and further, recommend the Superintendent/President be authorized to sign the agreement and any future amendments which may occur.

Information

16. FALL 2002 HIGH SCHOOL ENROLLMENT REPORT (ENCLOSURE) (Hernandez)

For information and discussion only.

Information

17. HEALTH SERVICES REPORT 2001-2002 (ENCLOSURE) (Hernandez)

For information and discussion only.

	ITEM		
Information	18. (Herna		/ANCE AND ORDER REPORT 2001-2002 (ENCLOSURE)
		For Inf	formation and discussion only.
Senate Reports	19. (Agost		TE REPORTS
		A.	Professor Alexis Davidson, President, Academic Senate
		B.	Andre Harris, President, Classified Senate
Administrative Reports	20. (Agost		NISTRATIVE REPORTS
		A.	ACADEMIC AFFAIRS – MR. GAUVREAU
		B.	 FISCAL AFFAIRS – MR. FITE General Fund Financial Report, November 2002 (ENCLOSURE) Audited Financial Statements – General Operational Funds - for Year Ended June 30, 2002 (ENCLOSURE) Audited Financial Statements – Prop AA Bond Fund - for Year Ended
			June 30, 2002 (ENCLOSURE) 4. Update Information on Computer Crimes
		C.	HUMAN RESOURCES/LEGAL AFFAIRS – MS. SINCLAIR 1. Human Resources Report (ENCLOSURE)
		D.	INSTITUTIONAL ADVANCEMENT – MS. ZINS
		E.	STUDENT AFFAIRS – MS. HERNANDEZ
		F.	HIGHER EDUCATION CENTER AT NATIONAL CITY – MR. KINNEY
		G.	SOUTHWESTERN COLLEGE EDUCATION CENTER AT SAN YSIDRO – DR. ARELLANO
		H.	COMPUTER SYSTEMS & SERVICES – MR. WAGSTAFF
		I.	SUPERINTENDENT/PRESIDENT – DR. ZASUETA
Governing Board Reports	21. (Agost		RNING BOARD REPORTS
		A.	STUDENT TRUSTEE ROBERT WILLIAMS
		B.	TRUSTEE TERRI VALLADOLID
		C.	TRUSTEE YOLANDA SALCIDO
		D.	TRUSTEE CHRISTINE ARANDA, Ed.D.
		E.	VICE PRESIDENT JEAN ROESCH, Ed.D.
		F.	PRESIDENT DAVID J. AGOSTO

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Closed Session	22. CLOSED SESSION/REPORT OF ACTION (If Applicable) (Agosto)												
		Agosto	Aranda		Roesch		Salcido		Valladolid		Williams-Student Advisory Vote		

Adjournment

23. ADJOURNMENT

(Agosto)

Information

24. NEXT REGULAR MEETING

Wednesday, February 12, 2003, Southwestern College Education Center at San Ysidro

SERAFÍN A. ZASUETA, PH.D. SUPERINTENDENT/PRESIDENT