# SOUTHWESTERN COLLEGE

#### 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 TERRY NEWTON, STUDENT BOARD MEMBER NORMA L. HERNANDEZ, SECRETARY TO GOVERNING BOARD AND SUPERINTENDENT/PRESIDENT

7:30 PM

Wednesday, April 13, 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

#### 1. CALL TO ORDER

(Aranda)

6:00 p.m., Building 100, Conference Room A

Present: Agosto, Aranda, Salcido, Valladolid

Absent: Roesch

Board members arriving after meeting commences will be noted as "present" at point in this suggested order of business at which they arrive.

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.

#### **Closed Session**

Call to Order

#### 2. ADJOURN TO CLOSED SESSION

(Aranda)

6:01 - 7:30 p.m., Building 100, Conference Room A.

A. CONFERENCE WITH LABOR NEGOTIATOR Negotiator: Marcie Sinclair

Employee Organizations: CSEA and SCEA

Government Code Section 54957.6

B. CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION

Government Code Section 54956.9 Superior Court Case No. GIC 831766 Superior Court Case No. GIS 010381

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Government Code Section 54956.9(b) (2 potential cases)

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

Reconvene in Open Session

#### 3. RECONVENE IN OPEN SESSION

(Aranda)

7:40 p.m., Room 214

Present: Agosto, Aranda, Salcido, Valladolid, Newton (Student Board Member)

Absent: Roesch

Pledge of Allegiance

#### 4. PLEDGE OF ALLEGIANCE

(Aranda)

Closed Session Announcement

#### 5. ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable)

(Aranda)

No Action

Action (Carried)

#### 6. APPROVAL OF MINUTES (ENCLOSURE)

(Hernandez)

| s | Agosto | Aranda | Roesc  | h Salcido | M | Valladolid | Newton-Student Advisory Vote |
|---|--------|--------|--------|-----------|---|------------|------------------------------|
|   | Aye    | Aye    | Absent | Aye       |   | Aye        | Aye                          |

Regular Meeting, March 16, 2005

Senate/Union Reports

#### 7. SENATE/UNION REPORTS

(Aranda)

- A. Professor Joi Lin Blake, President, Academic Senate
- B. Michele Fenlon, President, Classified Senate
- C. Professor Robert Unger, President, Southwestern College Education Association (SCEA)
- D. Tom Holst, President, Classified School Employees Association (CSEA) Absent
- E. Trish Axsom, President, Southwestern Community College District Administrators Association (SCCDAA)

#### Presentation(s)

#### 8. PRESENTATION(S)

Allyne Tachiki, Interim Vice President for Human Resources; Bob Gauvreau, Vice President for Academic Affairs; Shelly Hess, Director of Instructional Services, presentation of Outstanding Classified Employee Award, April to June, presented to Michele Fenlon, Clerical Assistant III, Instructional Services.

#### 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."

Alma Aguilar, Faculty Member, addressed the Board regarding class maximums. Angie Stuart, Faculty Member, addressed the Board regarding class maximums. Phillip Lopez, SCEA, addressed the Board regarding part-time vesting.

Denis, Callahan, Ph.D., Faculty Member, addressed the Board regarding workload pertaining to part-time vesting program.

#### Action (Carried)

#### 10. CONSENT CALENDAR (ITEMS A THROUGH J)

| Ave    | Ave    | Absent | 101 | Ave     |   | Ave        | Ave            |
|--------|--------|--------|-----|---------|---|------------|----------------|
| Agosto | Aranda | Roesch | 1/1 | Salcido | S | Valladolid | Advisory Vote  |
|        |        |        |     |         |   |            | Newton-Student |

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)

(Fite)

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

|                            |                                       |   |                               | Charg                 | <u>e</u>           |
|----------------------------|---------------------------------------|---|-------------------------------|-----------------------|--------------------|
| Organization *Southwestern | Facility Requested Student Union East | Purpose<br>Clear Channel                | <u>Date</u><br>April 15, 2005 | Rental/Exce<br>*\$270 | <u>ss</u><br>\$160 |
| College Community          | Student Onion East                    | Communications                          | April 15, 2005                | <b>Φ</b> 270          | Φ100               |
| & Media Relations          |                                       | (Jammin' Z90)                           |                               |                       |                    |
| Department                 |                                       | MC Battle Musical Contest               |                               |                       |                    |
| *Request for Facility      | Fee Waiver by Com                     | • | ations Departmen              | nt.                   |                    |
| . =:                       |                                       |   |                               | <b>4.5</b> 0          |                    |
| La Fifa Soccer Club        | Inner Track Field                     | Soccer<br>Scrimmages &                  | March 22-24,<br>2005          | \$150                 | N/A                |
|                            |                                       | Practice                                | 2000                          |                       |                    |
| *Congressmen Dob           | Cantarana Daam                        | Video Conference                        | A:10 2005                     | * <b>#</b> 400        | ድጋጋር               |
| *Congressman Bob<br>Filner | Conference Room<br>L246               | Video Conference                        | April 9, 2005                 | *\$100                | \$228              |
|                            | Southwestern College                  | e Superintendent/Pr                     | esident's Office; l           | Rental Fee W          | aived.             |
| University of              | Student Union East,                   | Reception for                           | April 10, 2005                | \$180                 | \$220              |
| California, Berkeley       | Staff Dining Room                     | incoming freshmen                       | 7 pm 10, 2000                 | Ψ100                  | ΨΖΖΟ               |
|                            | and Cafeteria Conf                    | and parents                             |                               |                       |                    |
|                            | Rm 3                                  |   |                               |                       |                    |
| City of Chula Vista,       | Student Union East                    | Police Recruit                          | May 3 & 4,                    | \$360                 | \$200              |
| Personnel                  |                                       | Applicant Testing                       | 2005                          |                       |                    |
|                            |                                       |   |                               |                       |                    |

| ITEM                              |  |                                     |                           |              | ŭ       |
|-----------------------------------|--|-------------------------------------|---------------------------|--------------|---------|
| I I LIVI                          |  |                                     |                           | Cha          | rae     |
| Organization                      | Facility Requested                     | <u>Purpose</u>                      | <u>Date</u>               | Rental/Ex    |         |
| *Ballet Neoclasico de Mexico      | Rooms 1006/7                           | Ballet Master<br>Class              | May 14, 2005              | *\$225       | \$60    |
|                                   | Southwestern Colleg                    |                                     | /President's Office       | : Rental Fee | Waived. |
| ,                                 |  |                                     |                           | ,            |         |
| City of Chula Vista,<br>Personnel | Student Union East                     | Police Recruit<br>Applicant Testing | August 17 & g 18, 2005    | \$360        | \$200   |
| City of Chula Vista,<br>Personnel | Student Union East                     | Police Recruit Applicant Testing    | November 16<br>& 17, 2005 | \$360        | \$20    |
| D 4D                              | VANDE TO AVEL DAVA                     | AENT AODEENAEN                      | IT(0)                     |              |         |
| B. <u>AD</u><br>(Fite)            | VANCE TRAVEL PAYN                      | <u>IENT AGREEMEN</u>                | <u>11(S)</u>              |              |         |
|                                   | commend ratification ar                | nd approval of the f                | ollowing advance tr       | avel pavment |         |
|                                   | reement(s):                            |                                     | 3                         | , ,          |         |
| <u>Employee</u>                   | Purpose                                |                                     | Date                      |              | Cost    |
| Blake, Joi                        | Spring Session S                       | tate Academic                       | 4/7-9/05                  |              | 315.00  |
|                                   | Senate                                 |                                     |                           |              |         |
| Cruz, Grace                       | Charting a Course<br>Health Leadership |                                     | 5/31 – 6/4/05             | 231          |         |
| Engholm, Laurel                   | TANF-CDC & Cal                         |                                     | 4/13-15/05                |              | 240.00  |
|                                   | Partnership Confe                      |                                     | .,                        |              | 0.00    |
| Horton, Gisel                     | Charting a Course                      |                                     | 5/31 – 6/4/05             |              | 88.00   |
| Lambert, Larry                    | Health Leadership<br>2005 Blackboard   |                                     | 4/12-14/05                |              | 600.00  |
| Lambert, Larry                    | Conference                             | 03613                               | 4/12-14/03                |              | 000.00  |
| Lee, Alicia                       | Charting a Course                      |                                     | 5/31 - 6/4/05             |              | 88.00   |
| McCleen, Terri                    | Health Leadership                      |                                     | 4/0F 07/0F                |              | 200.00  |
| McCleary, Terri                   | EOPS/CARE Tec<br>Assistance Works      |                                     | 4/25-27/05                |              | 290.00  |
| Peinado, Martina                  | TANF-CDC & Cal                         |                                     | 4/13-15/05                |              | 240.00  |
|                                   | Partnership Confe                      |                                     |                           |              |         |
| Nelson, Riley                     | WASEA 2005 Co                          | nference                            | 4/25-26/05                |              | 200.00  |
| c. cc                             | MMENDATION RESOL                       | <u>LUTIONS</u> (ENCLO               | SURE)                     |              |         |

C. <u>COMMENDATION RESOLUTIONS</u> (ENCLOSURE) (Tachiki)

Recommend adoption of commendation resolution for the following staff members who are retiring:

Kenneth Fite, Vice President for Fiscal Affairs (retirement, completing 15 years of service)

Virginia Lopez Hansen, Ph.D., Dean of Student Support Services (retirement, completing 34 years of service)

#### D. EMPLOYMENT OF CONSULTANT(S)

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

| <u>Department</u><br>(Gauvreau)                         | Consultant                     | Purpose   | <u>Date</u>  | <u>Fee</u>                  |  |
|---|--------------------------------|---|--|-----------------------------|--|
| Small Business Development & International Trade Center | Aster Keleta<br>Ricardo Picazo | Business Development<br>Bookkeeping               | On-call, as<br>needed for the<br>2004-05<br>college year | Not to<br>exceed<br>\$2,999 |  |
| (Gauvreau)  |                                |   |  |                             |  |
| Staff Development                                       | J&M Productions                | Provide music at Classified Recognition Dinner    | 4/22/05  | \$365                       |  |
|   | J&M Productions                | Provide music at<br>Faculty Recognition<br>Dinner | 4/29/05  | \$365                       |  |
| (Sandoval)  | Daniello Marcele III           | 0 1 0 1 1   | 4/40/05  | <b>#</b> 000                |  |
| CTECS/Women's<br>Resource Center                        | Dorothy Mitchell               | Guest Speaker at P.O.W.E.R. Club Event            | 4/19/05-<br>4/19/05                                      | \$200                       |  |
| (Hernandez)   |                                |   |  |                             |  |
| Superintendent/<br>President's Office                   | Cindra Smith, Ed.D., CCLC      | Policy & Procedure<br>Workshop                    | 5/10/05  | Not to exceed \$1,000       |  |
|   | A-TIGNI(G)                     |   |  | ψ1,000                      |  |

#### E. <u>APPLICATION(S)</u>

(Hernandez)

Recommend approval of filing of the following application(s) to meet filing deadline(s):

California Department of Education/Nutrition Services Division, "Summer Food Program/National Youth Sports Program (NYSP)," in the amount of \$19,980, June 27 through July 29, 2005.

National Youth Sports Corporation, "National Youth Sports Program (NYSP)," in the amount of \$60,000, June 27 through July 29, 2005.

State of California – Department of Boating & Waterways, "Department of Boating and Waterways," augmentation in the amount of \$47,200, July 1, 2004 through June 30, 2014. (Original grant approved for acceptance of funds by Governing Board on July 9, 2003.)

#### F. ACCEPTANCE OF GIFT(S)

(Fite)

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

Laparocopy Towers, Operating Room Table, Miscellaneous Supplies, valued at approximately \$23,000, donated by Kaiser Permanente, to be used in the surgical technology skills laboratory, in the School of Technology and Human Services.

Curlin Pump, valued at \$1,200, donated by Turpin Vascular Access Services, to be used in the training of nursing students in the nursing skills laboratory, in the School of Technology and Human Services.

## G. <u>CURRICULUM SUMMARY REPORT APRIL 2005</u> (ENCLOSURE)

(Gauvreau)

Recommend approval of Curriculum Summary Report, April 2005.

|        |      | ragoo   | 4 |
|--------|------|---|---|
| ITEM   |      |   |   |
|        | H.   | REVISION OF COURSE MATERIALS FEES LIST (ENCLOSURE)  |   |
| (Gauvr | eau) | Recommend approval of revised course materials fees, effective with the fall 2005 semester. |   |
| (Fite) | l.   | CONFIRMATION OF PURCHASE ORDERS (ENCLOSURE)   |   |
| (Fite) |      | General Fund Nos. 58801 - 59779<br>Blanket Fund Nos. B974 – B982                            |   |
| (Fite) | J.   | PAYMENT OF BILLS, MONTH OF MARCH 2005 (ENCLOSURE)   |   |

Action (Carried)

#### **ITEM**

### 11. HUMAN RESOURCES – ACADEMIC (A THROUGH E)

(Tachiki)

|   | Aye    | Aye    | Absent |   | Aye     |   | Aye        | Aye                             |  |
|---|--------|--------|--------|---|---------|---|------------|---------------------------------|--|
| ı | Agosto | Aranda | Roesch | s | Salcido | М | Valladolid | Newton-Student<br>Advisorv Vote |  |
|   | <br>   |        |        |   |         |   |            |                                 |  |

#### A. EMPLOYMENT

Recommend approval of listed employment as indicated:

| Employee<br>Diana<br>Avila* | Position Center for Career & Technical Success Coordinator (Vocational & Technology Education Amendment Act - tenure track position) | <u>Department</u><br>Student<br>Affairs           | Mos/<br>Service<br>11 | Range/<br>Step<br>II-15 | Monthly<br><u>Salary</u><br>\$6,980.27 | Annual<br><u>Salary</u><br>\$76,783 | Effective<br><u>Date</u><br>7-1-05 |
|-----------------------------|--|---|-----------------------|-------------------------|--|-------------------------------------|------------------------------------|
| William<br>Maddox**         | Professor,<br>Surgical<br>Technology,<br>Regional<br>Occupational<br>Program<br>(tenure track<br>position)                           | School of<br>Technology<br>& Human<br>Services    | 10                    | 1-11                    | \$5,872.10                             | \$58,721                            | 8-19-05                            |
| Raschel<br>Parsons**        | Professor, Office Information Systems, Regional Occupational Program (tenure track position)   | School of<br>Business &<br>Information<br>Systems | 10                    | I-16-8                  | \$6,795.50                             | \$67,955                            | 8-19-05                            |

<sup>\*</sup>Conversion from temporary, project-funded, non-tenure to District, tenure track position with continuation of project funding

#### B. <u>REEMPLOYMENT OF ACADEMIC STAFF</u> (ENCLOSURE)

1) Recommend approval of one-year reemployment contract for the 2005-06 academic year for the following (2) probationary academic employees completing less than one full year of service:

Russell Bonine

Perry Vasquez

<sup>\*\*</sup>Conversion from R.O.P., non-tenure to District, tenure track position with continuation of ROP funding

2) Recommend approval of one-year reemployment contract for the 2005-06 academic year for the following twenty-five (25) probationary academic employees completing their first full year of satisfactory service:

Zaydie Abucejo Maria E. Martinez
Fredric Ball Cynthia McGregor
John R. Beach Janelle Melendrez
Francisco Bustos Jr. Carmen Nieves
Maria Constein Mark Pentilescu
Sandra Corona David Preciado
Yvette Duncan Marisol Rendon Ober

Surian Figueroa Bruce Smith

Adriana Garibay Marisa Soler-McElwain

Christopher Hayashi Gail Stockin

Tinh-Alfredo Khuong Mustafa "Cem" Tont Linda Lukacs Charles Waggoner

Eric Maag

3) Recommend approval of two-year reemployment contract for the 2005-07 academic years for the following two (2) probationary academic employees completing their second full year of service of satisfactory service:

Mark Sisson Linda Williams

4) The following eleven (11) probationary academic employees have completed their third full year of satisfactory service, and, pursuant to contract, shall be reemployed for the 2005-06 academic year:

Dean Aragoza Dionicio Monarrez, Jr.
Elizabeth Ballesteros Maria Elena Solis-Matson

Susan Brenner Matthew Truitt
Veronica Burton Mark Van Stone
John Davis Marie Vicario

Kesa Hopkins

5) Recommend approval of reemployment and tenure status for the 2005-06 academic year for the following sixteen (16) contract (probationary) academic employees completing their fourth full year of satisfactory service. (With acceptance of this offer of reemployment and by reporting to duty, these employees will gain regular (permanent) academic status effective with their fifth year of service):

Peter Bolland Michael Meehan
Rita Callahan Jordan Mills
Martha Carey Terri Poulos
Naomi Davis Lina Rocha
Jennifer Harper Sharon Shapiro
Caree Lesh Margery Stinson

Danielle McAneney Candice Taffolla-Schreiber

Andrew Medin Vivien Vaughan

NOTE: Excluded from items 1 through 5 are those individuals employed pursuant to temporary contracts and in project-funded programs.

6) Recommend reemployment of one hundred eighty-seven (187) regular permanent academic employees for the 2005-2006 academic year.

#### C. REDUCED FACULTY SERVICE

Pursuant to provisions set forth in <u>Article VII, Section 7.8 of the 2004-2006 S.C.E.A.</u> <u>Contract</u>, and in accordance with employee's request, recommend approval of the following changes in contract service, effective as indicated:

Karen Smith, Librarian, Academic Information Services, from 100% to 90% service, effective with the 2005-2006 academic year.

#### D. ACADEMIC ADMINISTRATOR DESIGNATION AND 2005-06 SALARY PLACEMENT

| NAME              | RANGE/STEP | MONTHS OF SERVICE | CONTRACT DURATION |
|-------------------|------------|-------------------|-------------------|
| Alvarez, Irma     | C-5        | 12                | 7-1-05 - 6-30-06  |
| Arnold, Donna     | D-7        | 12                | 7-1-05 - 6-30-06  |
| Axsom, Patricia   | C-7        | 12                | 7-1-05 - 6-30-06  |
| Comstock, Sandra  | F-7        | 12                | 7-1-05 - 6-30-06  |
| Davis, Terry      | F-5        | 12                | 7-1-05 - 6-30-06  |
| Edelbrock, Robert | C-5+Dr.    | 12                | 7-1-05 - 6-30-06  |
| Gauvreau, Robert  | A-7        | 12                | 7-1-04 - 6-30-06  |
| Giraffe, Viara    | C-7+Dr.    | 12                | 7-1-05 - 6-30-06  |
| Kilmer, Renee     | C-7+Dr.    | 12                | 7-1-05 - 6-30-06  |
| Kinney, William   | C-7        | 12                | 7-1-05 - 6-30-06  |
| McClellan, Mia    | C-7        | 12                | 7-1-05 - 6-30-06  |
| Perri, Christine  | F-6        | 12                | 7-1-05 - 6-30-06  |
| Ricasa, Arlie     | F-7        | 12                | 7-1-05 - 6-30-06  |
| Sandoval, Greg    | C-7*       | 12                | 7-1-05 - 6-30-06  |
| Suarez, Angelica  | C-7+Dr.    | 12                | 7-1-05 - 6-30-06  |
| Tadlock, Stephen  | F-7        | 12                | 7-1-05 - 6-30-06  |
| Turner, Bruce     | C-7        | 12                | 7-1-05 - 6-30-06  |
| Tyner, Kathy      | C-6        | 12                | 7-1-05 - 6-30-06  |
| Wylie, Mary       | C-7        | 12                | 7-1-05 - 6-30-06  |

<sup>\*</sup>To be paid at Range A, Step 7 for the duration of assignment as Interim Vice President for Student Affairs, subject to amendments and termination at the discretion of the Governing Board.

# E. REVISIONS TO APPROVED 2005–06 SABBATICAL LEAVE APPLICATIONS (ENCLOSURE)

(Gauvreau)

Recommend revised sabbatical leaves of absence for 2005–2006 be granted to the following academic personnel identified by the Sabbatical Leave Review Board, in accordance with provisions of the Southwestern College Education Association (SCEA) Contract, subject to available funding.

Note: Original requests were Board approved on January 12, 2005.

Krauss, Randolph Spring 2006

Tuyay, Felix Fall 2005/Spring 2006

Action (Carried)

#### **ITEM**

### 12. HUMAN RESOURCES – CLASSIFIED (A THROUGH F)

(Tachiki)

|     | Aye    | Aye    | Absent |   | Aye     |   | Aye        | Aye                             |
|-----|--------|--------|--------|---|---------|---|------------|---------------------------------|
|     | Agosto | Aranda | Roesch | s | Salcido | М | Valladolid | Newton-Student<br>Advisory Vote |
| 100 | <br>   |        |        |   |         |   |            |                                 |

#### A. <u>EMPLOYMENT</u>

Recommend approval of listed employment effective as indicated:

| Employee<br>Deborah<br>Peckenpaugh* | Position<br>Library<br>Assistant,<br>90% service<br>(replacement) | Department Academic Information Services – Library | Mos./<br>Serv.<br>12 | Range<br>/Step<br>12-1 | Monthly<br>Salary<br>\$2,232 | Annual<br>Salary<br>\$26,784 | Effective<br>Date<br>4-14-05 |
|-------------------------------------|---|--|----------------------|------------------------|------------------------------|------------------------------|------------------------------|
| Janell<br>Ciardulli*                | Clerical<br>Assistant II<br>(replacement)                         | Assessment<br>Office                               | 12                   | 10-1                   | \$2,360                      | \$28,320                     | 4-14-05                      |
| Omar<br>Fimbres*                    | Admissions &<br>Records<br>Technician<br>(replacement)            | Admissions<br>& Records                            | 12                   | 16-1                   | \$2,738                      | \$32,856                     | 4-14-05                      |
| Martha<br>Delgadillo*               | Clerical<br>Assistant II,<br>47.5% service<br>(replacement)       | School of<br>Business &<br>Information<br>Systems  | 11                   | 10-1                   | \$1,121                      | \$12,331                     | 4-14-05                      |

<sup>\*</sup>Re-hire for the 2005-06 academic year.

#### B. <u>REORGANIZATION OF ACADEMIC INFORMATION SERVICES</u> (ENCLOSURE)

Recommend approval of the following reorganization of functions and responsibilities of Academic Information Services Supervisory Staff, effective April 14, 2005:

1. New job titles, job descriptions and salary levels:

Library Support Services Supervisor, Range 18 (Classified Management/Supervisory Position)

Library Technical Services Technician, Range 20 (Classified Bargaining Unit Position)

2. Elimination of the following Classified Management/Supervisory Positions and salary levels:

L.R.C. Supervisor, Range 18

Library Clerical Supervisor, Range 10

#### 3. Changes in Service:

| Employee<br>Elisa Merino | Position LRC Supervisor to Library Support Services Supervisor (change in job description/title, only, no change in salary)                 | Mos./Serv. Range/Step Salary 12 Mos. Range 18 Step 8 \$ 5,519/00/mo \$66,228.00/an | <u>To</u> | Mos./Serv. Range/Step Salary 12 Mos. Range 18 Step 8 \$ 5,519.00/mo \$66,228.00/an | Effective<br>Date<br>4-14-05 |
|--------------------------|---|--|-----------|--|------------------------------|
| Judy Faas                | Library Clerical Supervisor, Classified Management/ Supervisory Position to Library Technical Services Technician, Bargaining Unit Position | 12 Mos.<br>Range 10<br>Step 8<br>\$ 4,531/00/mo<br>\$54,372.00/an                  |           | 12 Mos.<br>Range 21*<br>Step 6<br>\$ 3,769.00/mo<br>\$45,228.00/an                 | 4-14-05                      |

<sup>\*</sup>Includes one range for Longevity Increment.

#### C. REPLACEMENT OF CLASSIFIED POSITIONS FOR 2004-05

| <u>Position</u>                        | <u>Department</u> | <u>Range</u> | Months Service |
|--|-------------------|--------------|----------------|
| Account Clerk,<br>47.5% service        | Fiscal Services   | 15           | 12 mos.        |
| Staff Development<br>Program Assistant | Staff Development | 16           | 12 mos.        |

#### D. <u>APPROVAL OF NEW CLASSIFIED POSITION</u> (ENCLOSURE)

| Position Position    | <u>Department</u>     | <u>Range</u> | Months Service |
|----------------------|-----------------------|--------------|----------------|
| Online Instructional | Online Support Center | 32           | 12 mos.        |
| Support Specialist   |                       |              |                |

Note: Initial funding for this project will be 100% by Title V until 9-30-05 with alternate funding thereafter

#### E. <u>REEMPLOYMENT OF CLASSIFIED STAFF</u> (ENCLOSURE)

Recommend reemployment for the 2005-06 academic year 327 Classified employees pursuant to the attached list. Not included are those employed in project-funded positions.

NOTE: There are 29 employees included in this recommendation who are currently serving less than full-time. The percentage of service for these employees may be adjusted for the 2005-06 year. The decision will be based on the needs of the various offices in which they work and availability of funds.

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

Recommend ratification and approval of 25 Classified staff for the 2004-05 academic year, pursuant to Education Code Section 88003 and contingent upon final determination of staff members.

| Action      |
|-------------|
| (Carried)   |
| Approved as |
| Amended     |

## 13. FACILITIES (A THROUGH B)

(Fite)

**ITEM** 

#### A. NOTICE OF COMPLETION

Recommend approval and acceptance of the following complete project. Effective as indicated.

- 1. Resolution No 1452 Resolution to purchase relocatable classrooms accepted as completed as of April 14, 2005.
- 2. <u>Bid No. 103 Fire Main Extension Project accepted as completed as of April 11, 2005.</u>

#### B. <u>AWARD OF BID</u>

Recommend award and assignment of contract for the following:

Bid No. 102 Southwestern College Parking Lot Repair Project (Various Parking Lots), to SealRight Paving in the amount of \$153,657.00. Unit price awarded at the March 16, 2005 meeting.

Action (Carried)

14. AGREEMENTS (A THROUGH C) (ENCLOSURE)

| Agosto | Aranda | Roesch | s | Salcido | М | Valladolid | Newton-Student<br>Advisory Vote |
|--------|--------|--------|---|---------|---|------------|---------------------------------|
| Aye    | Aye    | Absent |   | Aye     |   | Aye        | Aye                             |

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

| A.<br>(Gauvreau)  | ACADEMIC AFFAIRS                                   |  |                                  |  |
|---|--|--|----------------------------------|--|
| Department 1. Health, Exercise Science & Athletics        | Organization<br>Meitetsu Travel<br>Corporation     | Purpose Approval of collaborative to provide educational and cultural experiences for Japanese paramedic training students               | Effective Period<br>5/17–5/19/05 | Cost to District Approximate \$4,500 benefit to the District |
| 2. Continuing Education, Economic & Workforce Development | Foundation for<br>California Community<br>Colleges | Modification of agreement to provide structured career ladder, supportive services and preemployment assistance to CalWORKs participants | 2/1-5/31/05                      | \$8,595 benefit to<br>the District                           |

#### B. <u>FISCAL AFFAIRS</u>

(Fite)

<u>Department</u> <u>Organization</u> <u>Purpose</u> <u>Effective Period</u> <u>Cost to District</u>

1. Business & Infinity Construction Scheduling and cost 4/14 - 12/31/05 \$85 per hour on

|                                |                                      |   |                                   | Page 13 01 14                   |
|--------------------------------|--------------------------------------|---|-----------------------------------|---------------------------------|
| ITEM                           |                                      |   |                                   | -                               |
| Operations                     | Group, Inc.                          | estimating services related to Proposition AA   |                                   | an as needed<br>basis           |
| (Fite)                         |                                      |   |                                   |                                 |
| <u>Department</u>              | <u>Organization</u>                  | Purpose   | Effective Period                  | Cost to District                |
| 2. Business & Operations       | GeoTek, Inc.                         | Construction<br>inspection services<br>during construction of<br>the Student Patio<br>Shelter | 4/14 - 8/30/05                    | \$5,000 plus<br>reimbursables   |
| C.<br>(Tachiki)                | HUMAN RESOURCES                      |   |                                   |                                 |
| Department  1. Human Resources | Organization<br>William G. McSpadden | Purpose<br>Computer Module<br>Review & Update   | Effective Period<br>4/5 - 5/15/05 | Cost to District<br>NTE \$6,000 |

# Action (Carried)

#### 15. RESOLUTIONS (ENCLOSURE)

| H | 3 | Ave    | Ave    | Absent | Ave     | 101 | Ave        | Ave                             | $\exists$ |
|---|---|--------|--------|--------|---------|-----|------------|---------------------------------|-----------|
|   | S | Agosto | Aranda | Roesch | Salcido | 1/1 | Valladolid | Newton-Student<br>Advisory Vote |           |

Recommend adoption of listed resolutions: (Tachiki)

#### A. CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM RESOLUTION

Recommend approval of the State Teachers' Retirement System Resolution in order to file an application and agreement with the State to extend Medicare-only coverage under Group B of the State Teachers' Retirement System.

#### B. <u>CLASSIFIED COLLEGE EMPLOYEE WEEK RESOLUTION</u>

Recommend adoption of resolution declaring the week of April 17-23, 2005 Classified College Employee Week in the Southwestern Community College District.

#### Information

#### 16. NON-ACTION ITEMS (ENCLOSURE)

For information and discussion only.

#### A. <u>DISTRICT POLICIES – FIRST READING</u> (ENCLOSURE)

DISTRICT POLICY NO. 6093, ATTENDANCE IN CLASSES (Revision) (Hernandez)

#### B. <u>INFORMATION ITEMS</u> (ENCLOSURE)

SPRING 2005 FIRST CENSUS ENROLLMENT REPORT (Sandoval)

|                            | ITEM              |      | <del>-</del>  |
|----------------------------|-------------------|------|---|
| Administrative<br>Reports  | <b>17.</b> (Arano |      | NISTRATIVE REPORTS  |
|                            |                   | A.   | ACADEMIC AFFAIRS – MR. GAUVREAU   |
|                            |                   | B.   | FISCAL AFFAIRS – MR. FITE  1. General Fund Financial Report for Period Ending February 2005 (ENCLOSURE)                   |
|                            |                   | C.   | HUMAN RESOURCES/LEGAL AFFAIRS – MS. TACHIKI  1. Human Resources Report (ENCLOSURE)  2. Staff Diversity Report (ENCLOSURE) |
|                            |                   | D.   | STUDENT AFFAIRS – MR. SANDOVAL  |
|                            |                   | E.   | SUPERINTENDENT/PRESIDENT – MS. HERNANDEZ  |
| Governing Board<br>Reports | 18.<br>(Arand     |      | ERNING BOARD REPORTS  |
|                            |                   | A.   | STUDENT TRUSTEE TERRY NEWTON  |
|                            |                   | B.   | TRUSTEE JEAN ROESCH, Ed.D Absent  |
|                            |                   | C.   | TRUSTEE DAVID J. AGOSTO   |
|                            |                   | D.   | TRUSTEE TERRI VALLADOLID  |
|                            |                   | E.   | VICE PRESIDENT YOLANDA SALCIDO  |
|                            |                   | F.   | PRESIDENT CHRISTINE ARANDA, Ed.D.   |
| Closed Session             | <b>19.</b> (Arand |      | SED SESSION/REPORT OF ACTION(S) (If Applicable)   |
| Adjournment                | <b>20.</b> (Arand |      | <b>DURNMENT</b> – 9:09 p.m.   |
| Information                | 21.               | NEXT | REGULAR MEETING   |
|                            |                   | Wedn | nesday, May 11, 2005  |
|                            |                   |      |   |
|                            |                   |      |   |
|                            |                   |      | ERNANDEZ<br>BOARD SECRETARY   |
|                            |                   |      |   |
|                            |                   |      |   |
|                            |                   |      | CHRISTINE ARANDA, ED.D. GOVERNING BOARD PRESIDENT   |