### SUGGESTED ORDER OF BUSINESS/MINUTES



# REGULAR MEETING, GOVERNING BOARD SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

# SOUTHWESTERN COLLEGE EDUCATION CENTER AT SAN YSIDRO 460 WEST SAN YSIDRO BLVD., ROOM 5602/5605

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

7:00 PM

Wednesday, January 14, 2004

#### 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.

|                | ITE   |                          |                                    |              |   |  |   |             |             |            |      |                                     |
|----------------|---|--------------------------|------------------------------------|--------------|---|--|---|-------------|-------------|------------|------|-------------------------------------|
| Call to Order  | <ul> <li>1. CALL TO ORDER – 5:40 p.m.</li> <li>(Roesch)</li> <li>5:30 p.m., Southwestern College Education Center at San Ysidro, Room 5604</li> <li>Attendance at this regular meeting (Board members arriving after meeting commence noted as "present" at point in this suggested order of business at which they arrive).</li> </ul> |                          |                                    |              |   |  |   |             |             |            |      | commences will b                    |
|                | X   | Agosto                   | X                                  | Aranda       | X   | Roesch   | X                                       | Salcido     | X           | Valladolid | X    | Hill-Student<br>Advisory Vote       |
| Closed Session | <b>2.</b> (R:   | the po                   | ublic                              |              | n an  | opportunity  | / to s                                  | speak on ai | ny cl       |            |      | cements. Member<br>ns at this time. |
| Closed Session |   | the po<br>ADJC<br>pesch) | ublic<br>DURI<br>- 7:0<br>PI<br>Ti | will be give | EN an SED SED SET | opportunity SESSION - stern Colle MENT dent/Presid | / to s<br>- <i>5:4</i><br>ge E<br>lent] | speak on ai | ny cl<br>n. |            | iten | ns at this time.                    |

ITEM C. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (2 potential cases) CONFERENCE WITH LABOR NEGOTIATOR D. Negotiator: Marcie Sinclair Employee Organizations: CSEA & SCEA Government Code Section 54957.6 Reconvene in 3. **RECONVENE IN OPEN SESSION - 7:06 p.m.** Open Session (Roesch) 7:00 p.m., Room 5602/5605 Closed Session 4. ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable) (Roesch) Announcement (No Action) **APPROVAL OF MINUTES (ENCLOSURE)** Action 5. (Carried) (Hernandez) Approved as Hill-Student Amended Agosto Μ Aranda Roesch S Salcido Valladolid Advisory Vote Aye Aye Ave Aye Aye Aye Regular Meeting, December 10, 2003 Special Meeting, December 15, 2003 **SENATE/UNION REPORTS** Senate/Union 6. Reports (Roesch) Professor Alexis Davidson, President, Academic Senate - Absent A. B. Larry Lambert, President, Classified Senate

## Presentation(s) 7. PRESENTATION(S)

C.

D.

Outstanding Classified Employee Award, January to March, presented to John Wilson, Senior Director of Business, Operations & Facilities Planning. Presented by Marcie Sinclair, Vice President for Human Resources and Legal Affairs; Ken Fite, Vice President for Fiscal Affairs, and Larry Lambert, Classified Senate President.

Christina Hicks, President, Classified School Employees Association (CSEA)

Professor Robert Unger, President, Southwestern College Education Association (SCEA)

Action (Carried)

## ITEM

## 8. CONSENT CALENDAR (ITEMS A THROUGH G)

| Aye    |   | Aye    | Aye    | Aye     |   | Aye        | Aye                           |  |
|--------|---|--------|--------|---------|---|------------|-------------------------------|--|
| Agosto | М | Aranda | Roesch | Salcido | s | Valladolid | Hill-Student<br>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)

(Fite)

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

| Organization                                    | Facility Requested            | Purpose  | Date  | Charç<br>Rental/Exce |        |
|---|-------------------------------|--|---|----------------------|--------|
| Sweetwater Union<br>High School District        | Swimming Pool                 | Bonita Vista High<br>School Girls<br>Waterpolo<br>Practices  | Mon-Sat, Nov<br>17, 2003 –<br>March 5, 2004                     | No<br>Charge         | \$2304 |
| Sweetwater Union<br>High School District        | Swimming Pool                 | Eastlake High<br>School Girls<br>Waterpolo Practice          | Mon-Sat, Nov<br>17, 2003 –<br>March 5, 2004                     | No<br>Charge         | \$2304 |
| Grace Alliance<br>Church of San<br>Diego        | Rooms 704A, 801,<br>and 855   | Church Services  | Sun, Jan 4 –<br>June 27, 2004                                   | \$3150               | \$1560 |
| Southbay Aquatics                               | Swimming Pool                 | Swim Practices   | Mon-Fri, Jan 5-<br>30, 2004                                     | \$1330               | \$864  |
| Charter Point<br>Homeowner's<br>Association     | Rooms 1631/32<br>(Conf Rooms) | Monthly Meetings   | The 3 <sup>rd</sup> Wed of<br>Each Month:<br>Jan – Jun,<br>2004 | No<br>Charge         | N/A    |
| Kiku Gardens                                    | Mayan Hall                    | Showing of<br>Cultural Films                                 | Jan 24, 2004  | \$425                | \$300  |
| *County of San<br>Diego Sheriff's<br>Department | Student Union East<br>& West  | Sheriff Cadet/Courts Detention Deputy Applicant Examinations | Feb 7, Apr 3,<br>Jun 5, and<br>Aug 7, 2004                      | *\$3240              | \$1280 |
| *Co Spansored by SM                             | IC School of Took & Hi        | man Carviage (Police   | Acadomyl, Bontal  | Foo Waiwad           |        |

<sup>\*</sup>Co-Sponsored by SWC School of Tech & Human Services (Police Academy); Rental Fee Waived

#### **ITEM**

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

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

| Department   | Consultant   | Purpose   | Date  | Fee                         |
|--|--|---|---|-----------------------------|
| (Gauvreau) Small Business Development & International Trade Center | Malon Meredith Engineering & General Contractors Association Maria Eugenia De Alejandro Bizcoach, Inc. | Graphic Design Small & Emerging Construction Business  Legal Strategic Planning | On-call, as<br>needed, for<br>the 2003–04<br>college year | Not to<br>exceed<br>\$2,999 |
| (Gauvreau)<br>School of Arts and<br>Communication                  | Ken Pagano   | Newspaper Designer  | 1/15/04   | \$500                       |
| (Gauvreau) School of Social Sciences and International Studies     | Candace Emerson  | Human Resource<br>Management Seminar  | 11/1/03–<br>11/22/03                                      | \$1,000                     |
| michialonal oldalos  | Randy Maxwell  | Poet for Black History<br>Month   | 2/25/04   | \$50                        |
|  | Kendrick Dial  | Poet for Black History Month  | 2/25/04   | \$50                        |
|  | Poets  | Black History Month   | 2/25/04   | \$100                       |
| (Gauvreau) Staff Development (Gauvreau)                            | Daniel Widener<br>Linda Lippitt  | Multicultural Planning<br>4MAT Training   | 12/9/03<br>1/15/04–<br>1/17/04                            | \$100<br>\$1,000            |
| Title V  | Mozella Garcia   | Workshop on Student<br>Retention  | 2/19/04–<br>2/22/04                                       | \$1,400                     |
|  |  |   |   |                             |

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

(Hernandez)

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

City of Carlsbad, "Community Development Block Grant (CDBG)/San Diego Contracting Opportunities Center (SDCOC)," in the amount of \$9,594, July 1, 2004 through June 30, 2005.

### D. <u>ACCEPTANCE OF GIFT(S)</u>

(Fite)

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

- 12 Dell Pentium III PCs, valued at \$500 each, donated by the San Diego Futures Foundation, to be installed at the instructor stations in newly renovated smart classrooms.
- EPR Spectrometer, valued at approximately \$50,000, donated by California State University, Los Angeles, to be used by the students of the School of Mathematics, Science and Engineering.

#### **ITEM**

Retired patrol vehicle, valued at approximately \$4,000, donated by the City of Chula Vista, to be used as a training device by the Police Academy in the School of Technology and Human Services.

### E. <u>ACCEPTANCE OF FUNDS</u>

## (Hernandez)

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

San Diego State University Foundation, "Teacher Recruitment and Preparation Project," in the amount of \$16,200, October 1, 2003 through September 30, 2004. This item was approved by the Governing Board for application of funds on December 10, 2003.

TTI America, "South County Career Center," augmentation in the amount of \$13,000, January 1, 2004 through June 30, 2004. This item was approved by the Governing Board for acceptance of funds on September 10, 2003.

F. <u>CONFIRMATION OF PURCHASE ORDERS</u> (ENCLOSURE)

(Fite)

General Fund Nos. 48449 – 48970 Blanket Fund Nos. B814 – B815

G. PAYMENT OF BILLS, MONTH OF DECEMBER 2003 (ENCLOSURE)

(Fite)

## Oral Communication

## 9. ORAL COMMUNICATION

(Roesch)

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."

Denis J. Callahan, SCEA Vice President, addressed the Board regarding hiring of faculty and policy regarding part-time vesting.

### **Public Hearing**

# 10. CALIFORNIA SCHOOL EMPLOYEE ASSOCIATION'S REQUEST TO NEGOTIATE (ENCLOSURE)

(Sinclair)

Public Hearing on the California School Employee Association's initial proposal for negotiation of re-openers to the collective bargaining agreement. [Government Code Section 3547(a)].

7:28 p.m. - No persons appeared.

### Action (Carried)

## 11. HUMAN RESOURCES - ACADEMIC

(Sinclair)

| Ave    | Ave    | Ave    | J | Ave     | IVI | Ave        | Ave                           | - |
|--------|--------|--------|---|---------|-----|------------|-------------------------------|---|
| Agosto | Aranda | Roesch | 9 | Salcido | 14  | Valladolid | Hill-Student<br>Advisory Vote |   |

#### A. EMPLOYMENT

Recommend approval of the following temporary interim appointments, effective as indicated. Interim appointments to continue based upon business necessity, until June 30, 2004, or until a permanent Superintendent/President has been hired by the Governing Board and begins serving in that position, and subject to amendments and termination at the discretion of the Governing Board.

| Employee                   | Position  | Range/Step                        | Effective Date   |
|----------------------------|---|-----------------------------------|------------------|
| Norma Hernandez            | Interim<br>Superintendent/<br>President                               | \$161,000<br>Annual Salary        | January 23, 2004 |
| Greg Sandoval              | Interim Vice President for Student Affairs                            | A-7<br>\$123,288<br>Annual Salary | January 23, 2004 |
| Beatrice<br>Zamora-Aguilar | Interim Dean,<br>School of<br>Counseling &<br>Personal<br>Development | C-2<br>\$99,072<br>Annual Salary  | January 29, 2004 |

Action (Carried)

#### **ITEM**

#### 12. HUMAN RESOURCES - CLASSIFIED

(Sinclair)

|   | Aye    | Aye    | Aye    |   | Aye     | Aye        | Aye           |  |
|---|--------|--------|--------|---|---------|------------|---------------|--|
| 3 | Agosto | Aranda | Roesch | М | Salcido | Valladolid | Advisory Vote |  |
|   |        |        |        |   |         |            | Hill-Student  |  |

### A. CHANGE IN CONTRACT SERVICE

Recommend approval of listed change in contract service, in accordance with the employee's request, effective as indicated:

| Employee        | Position  | Mos./Serv.<br>Range/Class<br>Salary to                              | Mos./Serv.<br>Range/Class<br>Salary                                 | Effective Date |
|-----------------|---|---|---|----------------|
| Cristina Mendez | Senior Project Clerk,<br>62.5% service to 50%<br>service, temporary,<br>project-funded position,<br>Hispanic Serving<br>Institution Assisting<br>Communities (HSIAC)<br>Project | 12 Mos.<br>Range 13<br>Step 1<br>\$ 1,589.37/mo.<br>\$19,072.44/ann | 12 Mos.<br>Range 13<br>Step 1<br>\$ 1,271.50/mo.<br>\$15,258.00/ann | 1/15/04        |

### B. <u>REEMPLOYMENT OF PROJECT-FUNDED PERSONNEL</u>

Recommend ratification and approval of reemployment of the following project-funded employees, effective as indicated and contingent upon authorization of project funds. Continuation of employment beyond June 30, 2004 is contingent upon re-funding of project:

Contracting Opportunities Center (C.O.C.)

| Employee          | Position                | Mos<br>Department Serv |    | Range<br>/Step | Monthly<br>Salary | Annual<br>Salary | Effective<br>Date    |
|-------------------|-------------------------|------------------------|----|----------------|-------------------|------------------|----------------------|
| Gunnar<br>Schalin | Project<br>Manager      | C.O.C.                 | 12 | 22/6           | \$5,590.00        | \$67,080.00      | 1/1/04 to<br>6/30/04 |
| Luz<br>Velasco    | Senior Project<br>Clerk | C.O.C.                 | 12 | 13/5           | \$2,973.00        | \$35,676.00      | 1/1/04 to<br>6/30/04 |

#### C. CLASSIFIED HOURLY EMPLOYMENT (ENCLOSURE)

Recommend ratification and approval of 25 hourly classified staff for the 2003-04 academic year pursuant to Education Code 88003 and contingent upon final determination of staff members.

### D. <u>39-MONTH RE-EMPLOYMENT LIST</u>

Recommend the following classified employee be placed on a 39-month reemployment list in accordance with the provisions of Education Code Section 88195:

Naomi Ritchie, Admissions and Records Supervisor-Evening, effective January 15, 2004.

## Action (Carried)

#### **ITEM**

## 13. RETIREMENT HEALTH & WELFARE BENEFITS FOR CLASSIFIED MANAGERS, SUPERVISORS AND CONFIDENTIALS

(Sinclair)

| s | Agosto | М | Aranda | Roesch | Salcido | Valladolid | Hill-Student Advisory Vote |  |
|---|--------|---|--------|--------|---------|------------|----------------------------|--|
|   | Aye    |   | Aye    | Aye    | Aye     | Aye        | Aye                        |  |

Recommend approval of the following change in retirement health and welfare benefits for Classified Managers, Supervisors, and Confidentials:

- To be eligible for retirement health & welfare benefits, an employee must have been hired prior to January 1, 2004. No employee hired after January 1, 2004 will be eligible for this benefit.
- The employee must have completed a minimum of fifteen (15) years of full-time satisfactory service to the District in Classified Management, Supervisory, and/or Confidential position(s) and have reached the age of fifty-five (55) in the year of application.
- An employee who meets the longevity and age requirements shall, upon retirement, be granted a continuation of paid medical and dental insurance benefits, as annually provided in the District's health and welfare benefits program. (To qualify, the employee must be enrolled in a District health provider program at time of retirement).

NOTE: A policy reflecting the above list will be submitted for Board review and approval in February.

Phil Lopez, SCEA, urged the Board to defer until a health & welfare benefit package can be offered for all employees.

## Action (Carried)

## 14. AGREEMENT WITH JOURNEYS OF DISCOVERY (ENCLOSURE)

(Gauvreau)

| - | Agosto Ave | Arai<br>Ave | ida | Roesch<br>Ave | IVI | Ave     | Ave        | <u> </u> | Advisory vote  Ave         |  |
|---|------------|-------------|-----|---------------|-----|---------|------------|----------|----------------------------|--|
|   | Accesto    | Aros        | ndo | Boosah        | Λ1  | Salcido | Valladalid |          | Hill-Student Advisory Vote |  |

Recommend approval of agreement with Journeys of Discovery, to provide tour coordination services; for the period January 15 through April 10, 2004, with the District receiving a minimum stipend of \$500; and further, recommend the Interim Superintendent/President be authorized to sign the agreement and any future amendments which may occur.

### Action (Carried)

#### 15. AGREEMENT WITH LYNNE LANCASTER (ENCLOSURE)

(Gauvreau)

| М | Agosto | Aranda | Roe | esch S | Salcido | Valladolid | Hill-Si<br>Adviso | ory Vote |
|---|--------|--------|-----|--------|---------|------------|-------------------|----------|
|   | Aye    | Aye    | Aye | •      | Aye     | Aye        | Aye               |          |

Recommend approval of agreement with Lynne Lancaster, for a speech presentation, for the period January 19 through January 20, 2004, in the amount of \$5,500; and further, recommend the Interim Superintendent/President be authorized to sign the agreement and any future amendments which may occur.

## Action (Carried)

## 16. MEMORANDUM OF UNDERSTANDING WITH CHULA VISTA ELEMENTARY SCHOOL DISTRICT (ENCLOSURE)

(Gauvreau)

|     | Ave    | Ave    | Ave    |   | Ave     | Ave        | Ave           |  |
|-----|--------|--------|--------|---|---------|------------|---------------|--|
| l N | Agosto | Aranda | Roescl | s | Salcido | Valladolid | Advisory Vote |  |
|     |        |        |        |   |         |            | Hill-Student  |  |

Recommend approval of Memorandum of Understanding with Chula Vista Elementary School District, to establish an affiliate partnership, for the period January 15 through December 31, 2004, at no cost to the District; and further, recommend the Interim Superintendent/President be authorized to sign the agreement and any future amendments which may occur.

Hill-Student

Advisory Vote

|                                  | ITEM  |  |              |       |              |               | Page 9 of 10               |  |  |  |
|----------------------------------|---|--|--------------|-------|--------------|---------------|----------------------------|--|--|--|
| Action                           | 17. MEMORANDA OF UNDERSTANDING FOR PRACTICUM SITES (ENCLOSURE)  |  |              |       |              |               |                            |  |  |  |
| (Carried)                        | (Gauvreau)  |  |              |       |              |               |                            |  |  |  |
|                                  | M Agosto  | Aranda   | Roesch       | s     | Salcido      | Valladolid    | Hill-Student Advisory Vote |  |  |  |
|                                  | Aye   | Aye  | Aye          |       | Aye          | Aye           | Aye                        |  |  |  |
|                                  | Recommend approval of Memoranda of Understanding with ten agencies, to est partnerships, for the period January 15 through December 31, 2004, at no cost and further, recommend the Interim Superintendent/President be authorized to agreements and any future amendments which may occur. |  |              |       |              |               |                            |  |  |  |
| Administrative<br>Reports        | 18. ADMINISTRATIVE REPORTS (Roesch)   |  |              |       |              |               |                            |  |  |  |
|                                  | A. ACADEMIC AFFAIRS – MR. GAUVREAU  |  |              |       |              |               |                            |  |  |  |
|                                  | B. FISCAL AFFAIRS – MR. FITE  1. General Fund Financial Report for Period Ending November 30, 2003  (ENCLOSURE)   |  |              |       |              |               |                            |  |  |  |
|                                  |   | <ol> <li>Audited Financial Statements – General Operational Funds – for Year Ended June 30, 2003</li> <li>Audited Financial Statements – Prop AA Bond Fund – for Year Ended June 30, 2003</li> </ol> |              |       |              |               |                            |  |  |  |
|                                  | C.  | Human Resources Report (ENCLOSURE)   |              |       |              |               |                            |  |  |  |
|                                  | D.  |  |              |       |              |               |                            |  |  |  |
| E. SUPERINTENDENT/PRESIDENT – MS |   |  |              |       | Γ – MS. HEF  | MS. HERNANDEZ |                            |  |  |  |
| Governing Board<br>Reports       | 19. GOVERNING BOARD REPORTS (Roesch)  |  |              |       |              |               |                            |  |  |  |
|                                  | A.  | STUDENT TRU  | STEE BRAN    | DY F  | HILL         |               |                            |  |  |  |
|                                  | B. TRUSTEE TERRI VALLADOLID   |  |              |       |              |               |                            |  |  |  |
|                                  | C. TRUSTEE DAVID J. AGOSTO  |  |              |       |              |               |                            |  |  |  |
|                                  | D. TRUSTEE YOLANDA SALCIDO  E. VICE PRESIDENT CHRISTINE ARANDA, Ed.D.  F. PRESIDENT JEAN ROESCH, Ed.D.  |  |              |       |              |               |                            |  |  |  |
|                                  |   |  |              |       |              |               |                            |  |  |  |
|                                  |   |  |              |       |              |               |                            |  |  |  |
| Closed Session                   | PORT OF AC  | CTIO   | N (If Applic | able) | Hill-Student |               |                            |  |  |  |

Roesch

Salcido

Valladolid

Agosto

Aranda

|             | ITEM   |                              |                           |  |  |  |  |
|-------------|--|------------------------------|---------------------------|--|--|--|--|
| Adjournment | 21. ADJOURNMENT – 8:28 p.m. (Roesch)                   |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
| Information | 22.  | NEXT REGULAR MEETING         |                           |  |  |  |  |
| momuton     | <b>LL</b> .  |                              |                           |  |  |  |  |
|             |  | Wednesday, February 11, 2004 |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
|             | NORMA L. HERNANDEZ GOVERNING BOARD SECRETARY (INTERIM) |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
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|             |  |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
|             |  |                              | JEAN ROESCH, ED.D.        |  |  |  |  |
|             |  |                              | GOVERNING BOARD PRESIDENT |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |
|             |  |                              |                           |  |  |  |  |