SUGGESTED ORDER OF BUSINESS

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

TERRI VALLADOLID, GOVERNING BOARD PRESIDENT
DAVID J. AGOSTO, GOVERNING BOARD VICE PRESIDENT
JORGE DOMINGUEZ, PH.D., GOVERNING BOARD MEMBER
JEAN ROESCH, ED.D., GOVERNING BOARD MEMBER
YOLANDA SALCIDO, GOVERNING BOARD MEMBER
ADRIAN DEL RIO, STUDENT BOARD MEMBER
RAJ K. CHOPRA, PH.D., SECRETARY TO GOVERNING BOARD
AND SUPERINTENDENT/PRESIDENT

7:00 PM

Wednesday, September 12, 2007

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.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CALL TO ORDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. CALL TO ORDER</td>
<td>(Valladolid)</td>
</tr>
<tr>
<td>6:00 p.m., Building 100, Conference Room A</td>
<td></td>
</tr>
<tr>
<td>Present:</td>
<td></td>
</tr>
<tr>
<td>Absent:</td>
<td></td>
</tr>
<tr>
<td>Board members arriving after meeting commences will be noted as “present” at point in this suggested order of business at which they arrive.</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ADJOURN TO CLOSED SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. ADJOURN TO CLOSED SESSION</td>
<td>(Valladolid)</td>
</tr>
<tr>
<td>6:01 p.m., Building 100, Conference Room A.</td>
<td></td>
</tr>
<tr>
<td>2A. CONFERENCE WITH LABOR NEGOTIATOR Government Code Section 54957.6 Negotiator: Fusako Yokotobi Employee Organization: CSEA and SCEA</td>
<td></td>
</tr>
<tr>
<td>2B. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Government Code Section 54957(b)</td>
<td></td>
</tr>
</tbody>
</table>
Governing Board Agenda 9/12/07

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Reconvene in Open Session
3. RECONVENE IN OPEN SESSION
   (Valladolid)
   7:00 p.m., Room 214
   Present:
   Absent:

Pledge of Allegiance
4. PLEDGE OF ALLEGIANCE
   (Valladolid)

Closed Session Announcement
5. ANNOUNCEMENT OF CLOSED SESSION ACTION(S) (If applicable)
   (Valladolid)

Action
6. APPROVAL OF MINUTES (ENCLOSURE)
   (Chopra)

<table>
<thead>
<tr>
<th></th>
<th>Agosto</th>
<th>Dominguez</th>
<th>Roesch</th>
<th>Salcido</th>
<th>Valladolid</th>
<th>Del Rio-Student Advisory Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Regular Meeting, August 8, 2007</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special Meeting, August 4, 2007</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Presentation(s)
7. PRESENTATION(S)
   A. EMPLOYEE OF THE QUARTER OCTOBER - DECEMBER:
      Betty Keys, Account Technician, Fiscal Services
      Presenters: Tom Beasley, Director of Payroll and Risk Management; Jackie Osborne, Director of Human Resources; Wanda Maxwell, Classified Senate President; Larry Lambert, CSEA President.
   B. OPENING OF HIGHER EDUCATION CENTER AT OTAY MESA
      Presenters: Ron Dyste, Vice President for Academic Affairs, Angelica Suarez, Ph.D., Dean, Higher Education Center at San Ysidro

Oral Communication
8. ORAL COMMUNICATION
   (Valladolid)
   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.”
### 9. FORMATION AND APPROVAL OF CONSENT AGENDA

(Valladolid)

|ITEM| ACTION
|---|---
|9.| Agosto | Dominguez | Roesch | Salcido | Valladolid | Del Rio-Student Advisory Vote

Formation and approval of consent agenda.

### 10. APPROVE CONSENT AGENDA (ITEMS A THROUGH J)

|ITEM| ACTION
|---|---
|10.| Agosto | Dominguez | Roesch | Salcido | Valladolid | Del Rio-Student Advisory Vote

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

#### 10A. RATIFY/APPROVE FACILITY USE REQUEST(S)

(Wilson/Chopra)

<table>
<thead>
<tr>
<th>Organization</th>
<th>Facility Requested</th>
<th>Purpose</th>
<th>Date</th>
<th>Total Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRA Destination Management</td>
<td>DeVore Stadium</td>
<td>Sportswear Promotions</td>
<td>9/9/07</td>
<td>$4,055.</td>
</tr>
<tr>
<td>Friendship Cup of Iran</td>
<td>Various Fields</td>
<td>Soccer Games</td>
<td>9/1/07</td>
<td>$4,555.</td>
</tr>
<tr>
<td>Chinese School</td>
<td>Various Classrooms</td>
<td>Chinese Language Classes for Children</td>
<td>9/2 – 12/30/07</td>
<td>$6,800.</td>
</tr>
<tr>
<td>Bonita Rebels</td>
<td>Track Field</td>
<td>Soccer Game Practices</td>
<td>8/18 – 12/30/07</td>
<td>$8,721.</td>
</tr>
<tr>
<td>Chicano Federation of San Diego County, Inc.</td>
<td>Student Union East, 701, 751, 214, L238 North &amp; South</td>
<td>Child Care Provider Conference</td>
<td>9/15/07</td>
<td>$2,475.</td>
</tr>
<tr>
<td>San Diego Youth Football and Cheer Association (SDYFC)</td>
<td>DeVore Stadium</td>
<td>Football Games</td>
<td>11/17/07</td>
<td>$2,265.</td>
</tr>
</tbody>
</table>

#### 10B. RATIFY/APPROVE TRAVEL ADVANCE REQUESTS:

(Sampson/Sandoval)

<table>
<thead>
<tr>
<th>Employee</th>
<th>Purpose</th>
<th>Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apelo, Chris</td>
<td>Creating Computed Columns-Datatel R18, Victorville, CA</td>
<td>8/13 – 8/15/07</td>
<td>$589.00</td>
</tr>
<tr>
<td>Bejar, Carlos</td>
<td>Nims/Sems Planning &amp; Preparedness Workshop, El Cajon, CA</td>
<td>8/9/07</td>
<td>$408.19</td>
</tr>
<tr>
<td>Carrington, Torrance</td>
<td>Nims/Sems IS300-400 Trainer’s Course, Murrieta, CA</td>
<td>8/15 – 8/17/07</td>
<td>$39.07</td>
</tr>
<tr>
<td>Chartier, Brent</td>
<td>Nims/Sems Planning &amp; Preparedness Workshop, El Cajon, CA</td>
<td>8/15 – 8/17/07</td>
<td>$408.19</td>
</tr>
<tr>
<td>Hill, Daniel</td>
<td>Creating Computed Columns-Datatel R18, Victorville, CA</td>
<td>8/13 – 8/15/07</td>
<td>$736.93</td>
</tr>
</tbody>
</table>
### ITEM 10C. RATIFY/APPROVE EMPLOYMENT OF CONSULTANT(S)

<table>
<thead>
<tr>
<th>Department</th>
<th>Consultant</th>
<th>Purpose</th>
<th>Date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Dyste) Arts &amp; Communication</td>
<td>The California Rhythm Project</td>
<td>Tap Performance</td>
<td>9/7/07– 9/8/07</td>
<td>$2,400</td>
</tr>
<tr>
<td>(Dyste) Arts &amp; Communication</td>
<td>Lady Jean, Inc.</td>
<td>Costumer, “A MidSummer Night’s Dream”</td>
<td>9/13/07 &amp; 11/30/07</td>
<td>$2,000</td>
</tr>
<tr>
<td>(Dyste) Languages &amp; Humanities</td>
<td>Noji, Francis A.</td>
<td>English-as-a-Second-Language Workshop</td>
<td>6/6/07– 6/10/07</td>
<td>$400</td>
</tr>
<tr>
<td>(Dyste) Small Business Development and International Trade Center (SBDITC)</td>
<td>Gagnon, Donna M.</td>
<td>Consultant will provide guidance to clients of SBDITC in the area of Accounting</td>
<td>9/13/07– 6/30/08</td>
<td>$2,999</td>
</tr>
<tr>
<td>(Dyste) Small Business Development and International Trade Center (SBDITC)</td>
<td>DiCarlo, Angela</td>
<td>Consultant will provide guidance to clients of SBDITC in the area of Marketing and Business Development</td>
<td>9/13/07– 6/30/08</td>
<td>$2,999</td>
</tr>
</tbody>
</table>

### ITEM 10D. RATIFY FILING OF APPLICATION(S) TO MEET FILING DEADLINE(S)

(Gilstrap/Chopra)

City of San Diego, Small Business Enhancement Program (SBEP), “San Diego Contracting Opportunities Center (SDCOC),” in the amount of $24,000, October 1, 2007 through September 30, 2008.

The Institute for Mexicans Abroad and the Binational Education Initiative at the California Policy Research Center, University of California, “IME Fellowship Program,” in the amount of $15,000, October 1, 2007 through September 30, 2008.

ITEM

10E.  RATIFY THE FOLLOWING AGREEMENTS FOR ACCEPTANCE OF FUNDS

(Wilson/Chopra)

Chancellor’s Office State Scheduled Maintenance Funds received on July 11, 2007 for the replacement of the Theatre accessory rigging, fire curtains, and draperies in Mayan Hall, in the amount of $115,000. Project completed on August 13, 2007, by T & S Rigging.

(Gilstrap/Chopra)

Foundation for California Community Colleges, “Early Learning School Readiness AmeriCorps Program (ELSRAP),” in the amount of $60,045 (year two), September 1, 2007 through December 31, 2008. The application was approved by the Governing Board on June 14, 2006.

National Science Foundation, “Biotechnology Education and Training Sequence Investment (BETSI) Phase II: Engaging the Community through Nurturing Biotechnology Interests and Pursuits,” in the amount of $169,949 (year one funding), August 1, 2007 through July 31, 2008. The college was awarded a multi-year grant in the amount of $526,099 for three years from August 1, 2007 through July 31, 2010. The application was approved by the Governing Board on November 8, 2006.

U.S. Small Business Administration, “Small Business Development Center (SBDC) Network San Diego/Imperial Counties,” budget augmentation in the amount of $10,309, January 1 through December 31, 2007. The initial application was approved by the Governing Board on November 8, 2006.

(Dyste)

The Regents of the University of California, Leadership Summit for MESA programs in Southern California, Agreement No. 07-MCCP LP-SW, in the amount of $15,000, September 15, 2006 through June 30, 2007. This item was approved by the Governing Board for application of funds on August 8, 2007.

(Dyste)

Chancellor’s Office of the California Community Colleges, Mathematics, Engineering, Science Achievement (MESA) Grant, Agreement No. 07-101-025, in the amount of $81,500, July 1, 2007 through June 30, 2008. This item was approved by the Governing Board for application of funds on August 8, 2007.

(Sandoval)

Soroptimist International Coronado in the amount of $3,000, August 20, 2007 through June 30, 2008, to the Southwestern College Women’s Studies Trust. Funds will supply gift cards to cover emergency needs in the areas of transportation, childcare, food, textbooks and supplies. The amount of all gift cards awarded is anticipated to range from not less than $25 to a maximum of $100, for a total of $3,000.
10F. RATIFY CHANGE ORDERS (ENCLOSURE)

(Gilstrap/Chopra)

10F1. Small Business Administration Contract - Change Order No. 1

Ratify Change Order No. 1 for Agreement No. AR2199.07, for the Small Business Administration Contract, increasing the total contract by $10,309, resulting in a new contract amount of $790,918. This change is the result of a revised application for Federal Assistance dated May 9, 2007.

(Dyste)

10F2. Northrop Grumman Mentor Protégé Contract – Change Order No. 4

Ratify Change Order No. 4, Agreement No. AR2043.07, for the Northrop Grumman Mentor Protégé Contract, reducing the total contract value by $13,608, resulting in a new contract amount of $291,583, and changing the original contract as follows:

a. Reduces the value of line items 16–19 to $9,160 each for the completion of four (4) Subprocess manuals.

10G. ACCEPT GIFT(S) FOR ANTICIPATED USE AS INDICATED

(Chopra)

Accept the following gift(s) for anticipated use as indicated:

$500 cash, donated by Cast Gold Study Club, in memory of Dr. James Vernetti, to be used in the Dental Hygiene Program; at the Higher Education Center, National City.

10H. RATIFY VOLUNTEER SERVICES (ENCLOSURE)

(Beasley/Chopra)

Ratification of volunteer services effective August 5 through December 15, 2007.

10I. CONFIRMATION OF PURCHASE ORDERS (ENCLOSURE)

(Wilson/Chopra)

General Fund Nos. 79758 - 80481
Blanket Fund Nos. B1259 – B1271

10J. PAYMENT OF BILLS – JULY 1, 2007 – JULY 31, 2007 (ENCLOSURE)

(Sampson/Chopra)
11A. RESIGNATION/RETIREMENT

Under delegation of powers, the Superintendent/President has accepted the resignation of the following employee:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shelly Hess</td>
<td>Director of Center Operations, Higher Education Center, National City</td>
<td>8/24/07</td>
</tr>
</tbody>
</table>

11B. APPROVE EMPLOYMENT AS INDICATED (ENCLOSURE)

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position and Department</th>
<th>Mos./Svc.</th>
<th>Range/Step</th>
<th>Monthly Salary</th>
<th>Annual Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy Mata (Replacement)</td>
<td>Assistant Professor of Nursing Programs (temporary, non-tenure track position for 2007-08 academic year only)</td>
<td>10</td>
<td>I-1*</td>
<td>$4,597.50</td>
<td>$45,975</td>
<td>8/17/07-5/23/08</td>
</tr>
</tbody>
</table>

*Final salary placement contingent upon verification of education/experience per Board-approved salary schedule.

11C. APPROVE ACADEMIC ADMINISTRATOR APPOINTMENTS AS INDICATED

Ratify/approve listed employment effective as indicated:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position and Dept.</th>
<th>Mos./Svc.</th>
<th>Range/Step</th>
<th>Monthly Salary</th>
<th>Annual Salary</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donna Arnold</td>
<td>Dean School of Arts and Communication</td>
<td>12</td>
<td>C-8</td>
<td>$11,145.91</td>
<td>$133,751</td>
<td>7/01/07</td>
</tr>
<tr>
<td>Dr. Raga Bakhiet</td>
<td>Director, Mathematics, Engineering, and Science Achievement Program (M.E.S.A.)</td>
<td>12</td>
<td>Q-6+ Dr.</td>
<td>$5,937.17</td>
<td>$71,246</td>
<td>7/01/07</td>
</tr>
<tr>
<td>Silvia Cornejo-Darcy</td>
<td>Director, Center Operations Higher Education Center at Otay Mesa</td>
<td>12</td>
<td>F-6</td>
<td>$9,366.50</td>
<td>$112,398</td>
<td>7/01/07</td>
</tr>
<tr>
<td>Employee</td>
<td>Position</td>
<td>Dept.</td>
<td>Mos./Svc.</td>
<td>Range/Step</td>
<td>Monthly Salary</td>
<td>Annual Salary</td>
</tr>
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</tr>
<tr>
<td>Michael Kerns</td>
<td>Dean of Enrollment Services</td>
<td>Student Affairs</td>
<td>12</td>
<td>C-3</td>
<td>$9,614.33</td>
<td>$115,372</td>
</tr>
<tr>
<td>Beatrice Zamora-Aguilar</td>
<td>Dean</td>
<td>School of Counseling and Personal Development</td>
<td>12</td>
<td>C-7</td>
<td>$10,819.75</td>
<td>$129,837</td>
</tr>
</tbody>
</table>

11D. **PERSONAL LEAVE OF ABSENCE FOR ACADEMIC ADMINISTRATOR**

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 personal leave of absence without pay, effective as indicated:

Sharon Taylor, Professor of Communication, School of Arts and Communication, from August 17 through December 19, 2007.
### 12A. RATIFY APPROVE THE FOLLOWING EMPLOYMENT APPOINTMENTS

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Dept.</th>
<th>Mos./Svc.</th>
<th>Range/Step</th>
<th>Monthly Salary</th>
<th>Annual Salary</th>
<th>Eff. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dennis Petrucci</td>
<td>Athletic Trainer/Equipment Attendant</td>
<td>School of Health, Exercise Science and Athletics</td>
<td>12</td>
<td>20-1</td>
<td>$3,452</td>
<td>$41,424</td>
<td>8/22/07</td>
</tr>
<tr>
<td>Joseph Soriano</td>
<td>Instructional Lab Technician-Science (Biology)</td>
<td>School of Math, Science and Engineering</td>
<td>12</td>
<td>24-1</td>
<td>$3,810</td>
<td>$45,720</td>
<td>8/8/07</td>
</tr>
<tr>
<td>Leo Padilla</td>
<td>Gardener</td>
<td>Grounds</td>
<td>12</td>
<td>10-1</td>
<td>$2,695</td>
<td>$32,340</td>
<td>9/13/07</td>
</tr>
<tr>
<td>Frederick Latham</td>
<td>Maintenance Supervisor</td>
<td>Maintenance</td>
<td>12</td>
<td>25-1</td>
<td>$5,460.17</td>
<td>$65,522</td>
<td>5/29/07</td>
</tr>
<tr>
<td>Jackie Watts</td>
<td>Food Services Supervisor</td>
<td>Food Services</td>
<td>12</td>
<td>1-1</td>
<td>$3,021.92</td>
<td>$36,263</td>
<td>5/23/07</td>
</tr>
<tr>
<td>Enrique Gonzalez</td>
<td>Gardener</td>
<td>Grounds</td>
<td>12</td>
<td>10-1</td>
<td>$2,695</td>
<td>$32,340</td>
<td>9/13/07</td>
</tr>
</tbody>
</table>

### 12B. CHANGE IN PERSONNEL STATUS DUE TO PROMOTION

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Months/Service</th>
<th>Range/Step</th>
<th>To</th>
<th>Monthly Salary</th>
<th>Range/Step</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Omar Orihuela</td>
<td>Financial Aid Specialist</td>
<td>12 Months</td>
<td>Range 26/Step 6</td>
<td>$4,870</td>
<td>$5,351.08</td>
<td></td>
<td>7/12/07</td>
</tr>
</tbody>
</table>

*Includes 2 Increments for Educational Incentive
ITEM 12C. REDUCTION IN CONTRACT SERVICE

In accordance with the employees’ request, recommend approval of the following reduction in contract service, effective as indicated:

<table>
<thead>
<tr>
<th>Employee</th>
<th>Position</th>
<th>Months/Services</th>
<th>Range/Step</th>
<th>Monthly Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Bond</td>
<td>Clerical Assistant II, Student Activities and Health Services</td>
<td>12 Months (100%)</td>
<td>Range 12/Step 6</td>
<td>$3,446</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>To</td>
<td>Position</td>
<td>Range/Step</td>
<td>Monthly Salary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clerical Assistant II, Student Activities and Health Services</td>
<td>12 Months (62.5%)</td>
<td>Range 12/Step 6</td>
</tr>
<tr>
<td>Monica Rodriguez</td>
<td>Student Services Assistant, Disability Support Services</td>
<td>12 Months (100%)</td>
<td>Range 10/Step 3</td>
<td>$2,916</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Position</td>
<td>Range/Step</td>
<td>Monthly Salary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Student Services Assistant, Disability Support Services</td>
<td>12 Months (80%)</td>
<td>Range 10/Step 3</td>
</tr>
</tbody>
</table>

ITEM 12D. APPROVE ESTABLISHMENT OF THE FOLLOWING NEW CLASSIFICATIONS

12D1. Campus Services Officer

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Range/Step</th>
<th>Months of Service</th>
<th>Monthly Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Services Officer</td>
<td>Campus Police</td>
<td>13-1</td>
<td>12</td>
<td>$2,904</td>
</tr>
</tbody>
</table>

OVERVIEW

This is a new classification. The Campus Services Officer position will provide the necessary support to Campus Police Officers in performing a variety of non-sworn duties in the assistance of public safety and public services. This new classification will report to the Chief of Police but will assist and take work direction from Campus Police Officers. This classification will enable the District to utilize its Police Officers more effectively where needed and increase the level of services and security to students and staff throughout the District. Furthermore, this classification is utilized in other counties, cities and school districts.

FISCAL IMPACT/FUNDING SOURCE

Account No. 1-42210-695000-334
ITEM 12D2. Maintenance Technician

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Range/Step</th>
<th>Months of Service</th>
<th>Monthly Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance Technician</td>
<td>Higher Education Center at Otay Mesa</td>
<td>20-1</td>
<td>12</td>
<td>$3,452</td>
</tr>
</tbody>
</table>

OVERVIEW

This new classification supports staffing at the Higher Education Center at Otay Mesa. Reclassifies one Maintenance Air Filter Technician position.

FISCAL IMPACT/FUNDING

Account No. 1-42112-605000-950

12E. EMPLOYMENT OF SHORT-TERM, NON-ACADEMIC, HOURLY EMPLOYEES, FOR THE 2007-2008 ACADEMIC YEAR (ENCLOSURE)

Recommend approval and ratification for employment of 101 short-term, non-academic hourly employees for the 2007-2008 academic year, pursuant to Education Code Section 88003.
ITEM 13. FACILITIES (Wilson/Chopra)

13A. AWARD OF REQUEST FOR PROPOSAL (RFP)

RFP No. 85A

Recommend award of RFP for Point of Sale Bookstore System to Nebraska Book Company in an amount not to exceed $286,814. This RFP was advertised in the Union Tribune on December 21 and December 28, 2006. 100% Bookstore funds.

13B. AMENDMENT OF BID CONTRACTS

Recommend approval to reduce retention value from 10% (ten percent) to 5% (five percent) for the following contracts for the Southwestern College Higher Education Center at Otay Mesa for the following contractors:

<table>
<thead>
<tr>
<th>Bid Number</th>
<th>10% Retention</th>
<th>5% Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid No. 109 - Native Landscape</td>
<td>$41,874.70</td>
<td>$20,937.35</td>
</tr>
<tr>
<td>Bid No. 110 - Rocky Coast</td>
<td>$313,171.40</td>
<td>$156,585.70</td>
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<tr>
<td>Bid No. 111 - Minshew Steel</td>
<td>$323,681.40</td>
<td>$161,840.70</td>
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<tr>
<td>Bid No. 112 - Cuyamaca Carpentry</td>
<td>$20,400.00</td>
<td>$10,200.00</td>
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<tr>
<td>Bid No. 113 - Watermark Products</td>
<td>$49,939.90</td>
<td>$24,969.95</td>
</tr>
<tr>
<td>Bid No. 114 - Roof Construction</td>
<td>$51,978.00</td>
<td>$25,989.00</td>
</tr>
<tr>
<td>Bid No. 115 - Challenger Sheet Metal</td>
<td>$35,361.00</td>
<td>$17,680.50</td>
</tr>
<tr>
<td>Bid No. 116 - Queen City Glass</td>
<td>$32,641.70</td>
<td>$16,320.85</td>
</tr>
<tr>
<td>Bid No. 117, 118, 119, &amp; 123 - Brady Company</td>
<td>$663,094.50</td>
<td>$331,547.25</td>
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<tr>
<td>Bid No. 120 - Pecoraro Painting</td>
<td>$16,542.70</td>
<td>$8,271.35</td>
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<tr>
<td>Bid No. 121 - Pro-Spectra Flooring</td>
<td>$8,608.10</td>
<td>$4,304.05</td>
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<tr>
<td>Bid No. 122 - East County Tile</td>
<td>$37,697.70</td>
<td>$18,848.85</td>
</tr>
<tr>
<td>Bid No. 124 - Mitsubishi Electronics</td>
<td>$40,000.00</td>
<td>$20,000.00</td>
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<tr>
<td>Bid No. 125 - A-1 Fire</td>
<td>$20,450.00</td>
<td>$10,225.00</td>
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<tr>
<td>Bid No. 126 - Davis Mechanical</td>
<td>$110,071.60</td>
<td>$55,035.80</td>
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<tr>
<td>Bid No. 127 - Able Heating &amp; Air</td>
<td>$149,673.30</td>
<td>$74,836.65</td>
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<tr>
<td>Bid No. 128 - Saturn Electric</td>
<td>$246,478.80</td>
<td>$123,239.40</td>
</tr>
</tbody>
</table>

A request was made by these contractors to have their retention values reduced to 5% (five percent) in accordance with Public Contracts Code Section 7107. More than 95% (ninety-five percent) of their work has been satisfactorily completed and no lien release notices have been filed by the contractors. It is District staff’s recommendation to reduce their retention from 10% (ten percent) to 5% (five percent).
14. APPROVAL OF AGREEMENTS – COST TO THE DISTRICT (ENCLOSURE)

14A. ACADEMIC AFFAIRS

14A1. AGREEMENT WITH MARYLANDONLINE (MOL) QUALITY MATTERS (ENCLOSURE)

RECOMMENDATION

Authorize Agreement No. A2188.07 with MarylandOnline, to provide automated, Web-based tool for review and certification of the quality of online courses, for the period September 13, 2007 through August 31, 2008, inclusive, in an amount not to exceed $3,000.

OVERVIEW

Through its Quality Matters project, MOL has developed a replicable pathway for quality assurance and course improvements in online learning and a process to certify the quality of online courses and online components. This membership will allow the college to embark on the building of a second-to-none quality online teaching and learning program.

FISCAL IMPACT/FUNDING SOURCE

Account No. 1-45320-675000-000

14A2. AGREEMENT WITH PROVOST SYSTEMS (ENCLOSURE)

RECOMMENDATION

Authorize Amendment to Agreement No. A2187.07 (Exhibit B) with Provost Systems, for programming services, for the period September 13 through November 28, 2007, inclusive, in an amount not to exceed $14,300.

OVERVIEW

The Positive Attendance Tracking (PAT) system was developed for Southwestern College by Provost Systems to track individual tutoring sessions using computers and kiosks. PAT tutoring service data is submitted to the state for non-credit FTES revenue. Provost Systems will modify the system so that it will automatically delete a previous session if a student logs into the system from a different location. Making this change will ensure the system records only one tutoring session at a time and keeps the college in compliance with state guidelines regarding collection of non-credit FTES revenue. The college pays $27,700 in annual maintenance for the PAT system (including an annual $10,000 discount for assisting in the development of the system).

FISCAL IMPACT/FUNDING SOURCE

Account No. 1-45120-612005-802
ITEM 14A3. AGREEMENT WITH THE SWEETWATER UNION HIGH SCHOOL DISTRICT (ENCLOSURE)

RECOMMENDATION

Ratify Agreement No. A2193.07 with Sweetwater Union High School District to provide coordination and implementation of the Tech Prep Regional Coordination Project for South County, for the period July 1, 2007 through June 30, 2008, inclusive, in the amount of $37,590, payable to the Sweetwater District.

OVERVIEW

Southwestern Community College District is a partner in the San Diego/Imperial Counties Tech Prep Regional Coordination Project, and has a contract from Grossmont-Cuyamaca Community College District Auxiliary Organization (approved by the Board June 13, 2007). The purpose of the Project is to strengthen and deepen the collaboration between secondary and postsecondary programs and business and industry throughout the region. Funds will be utilized to pay Sweetwater to provide a coordinator, staff support, and release time for instructors to meet all the objectives of the project workplan for South County.

FISCAL IMPACT/FUNDING SOURCE

Southwestern College will pay Sweetwater Union High School District $37,590, upon receipt of quarterly invoices, and documentation of completion of project work plan requirements.

Account No. 1-38699-602097-928

14B. ADMINISTRATIVE AFFAIRS

14B1. AGREEMENT WITH GOETEK, INC. (ENCLOSURE) (Wilson/Chopra)

RECOMMENDATION

Ratify Agreement No. A2198.07 with GeoTek, Inc., for Inspector of Record (IOR) services for the 330 chemistry chemical storage room remodel for the period July 17 through October 31, 2007, inclusive, for a cost not to exceed $6,400.

OVERVIEW

The Division of the State Architect (DSA) requires Inspector of Record Services for construction of community college facilities. These services are required throughout the term of the project and reports are forwarded to DSA for review and approval. This is a Proposition AA Project.

FISCAL IMPACT/FUNDING SOURCE

No impact to General Fund. 100% Proposition AA Funds.
15. APPROVAL OF AGREEMENTS – INCOME TO THE DISTRICT (ENCLOSURE)

Agosto  Dominguez  Roesch  Salcido  Valladolid  Del Rio-Student  Advisory Vote

15A. ACADEMIC AFFAIRS

15A1. AGREEMENT WITH THE CHANCELLOR’S OFFICE OF THE CALIFORNIA COMMUNITY COLLEGES (ENCLOSURE)

RECOMMENDATION

Ratify Agreement No. AR2185.07 with the Chancellor’s Office of the California Community Colleges Grant Agreement No. 07-101-025, for Mathematics, Engineering, Science Achievement (MESA) Program, for the period July 1, 2007 to June 30, 2008, inclusive, for the amount of $81,500, income to the District.

OVERVIEW

The Southwestern College MESA Program is a categorical program that has been funded every year since it was established in 1992. The goal of this program is to increase the number and academic success of economically disadvantaged students with majors in math, science, and engineering via mentoring, enrichment activities, and academic support services.

FISCAL IMPACT/FUNDING SOURCE

Account No. 1-38627-649971-713

15A2. AGREEMENT WITH THE STATE OF CALIFORNIA, DEPARTMENT OF PARKS & RECREATION (ENCLOSURE)

RECOMMENDATION

Ratify Agreement No. AR2189.07 with the State of California, Department of Parks & Recreation, to provide a noncredit Lifeguard Safety Training course (NC 2000), through an instructional service agreement, for the period July 1, 2007 through June 30, 2008, inclusive, in the amount of approximately $11,248 net income to the District.

OVERVIEW

This contract is an annual renewal of an existing agreement. The Marine Safety Service Training Program will run July 1, 2007 through June 30, 2008, with the majority of the training completed during the summer months. Participants in the program are employed lifeguards who complete up to 144 hours of noncredit instruction. The course is also open to the public. The State of California, Department of Parks & Recreation, will provide facilities, equipment, materials, and qualified instructors at no cost to the Southwestern Community College District, and maintain auditable documentation of each participant’s training hours. The Coordinator for the Crown Cove Aquatics Center oversees this program and ensures all conditions within the instructional service agreement have been met.

FISCAL IMPACT/FUNDING SOURCE

The enrollment projection for the Marine Safety Service Training Program is 30 trainee participants, each receiving 144 hours of instruction. This program will produce approximately 8 noncredit FTES. Program overhead costs to Southwestern College will be minimal. Training classes will be conducted at specific city and state beach facilities. At the end of each training program, the
ITEM

College will remit $1.10 per participant hour for instructional costs to the State of California Department of Parks & Recreation based on audited invoices submitted to the college.

Account No. 1-45110-601001-980

15A3. AGREEMENT WITH THE CITY OF IMPERIAL BEACH (ENCLOSURE)

RECOMMENDATION

Ratify Agreement No. A2192.07 with the City of Imperial Beach to provide a noncredit Lifeguard Safety Training course (NC 2000), through an instructional service agreement, for the period July 1, 2007 through June 30, 2008, inclusive, in the amount of approximately $11,248 net income to the District.

OVERVIEW

This contract is an annual renewal of an existing agreement. The Marine Safety Service Training Program runs July 1, 2007 through June 30, 2008, with the majority of the training completed during the summer months. Participants in the program are employed lifeguards who complete up to 144 hours of noncredit instruction. The course is also open to the public. The City of Imperial Beach will provide facilities, equipment, materials, and qualified instructors at no cost to the Southwestern Community College District, and maintain auditable documentation of each participant’s training hours. The Coordinator for the Crown Cove Aquatics Center oversees this program and ensures all conditions within the instructional service agreement have been met.

FISCAL IMPACT/FUNDING SOURCE

The enrollment projection for the Marine Safety Service Training Program is 30 trainee participants, each receiving 144 hours of instruction. This program will produce approximately 8 noncredit FTES. Program overhead costs to Southwestern College will be minimal. Training classes will be conducted at specific city and state beach facilities. At the end of each training program, the College will remit $1.10 per participant hour for instructional costs to the City of Imperial Beach based on audited invoices submitted to the college.

Account No. 1-45110-601001-980

15A4. AGREEMENT WITH THE REGENTS OF THE UNIVERSITY OF CALIFORNIA (ENCLOSURE)

RECOMMENDATION

Ratify Agreement No. AR2196.07 with the Regents of the University of California, for Mathematics, Engineering, Science Achievement (MESA) Program to host a Leadership Institute for MESA programs in Southern California, for the period January 1, 2007 to June 30, 2007, inclusive, for the amount of $15,000, income to the District.

OVERVIEW

The SWC Mathematics, Engineering, Science Achievement (MESA) Program is a categorical program that has been funded every year since it was established in 1992. The goal of this program is to increase the number and academic success of economically disadvantaged students with majors in math, science, and engineering via mentoring, enrichment activities, and academic support services. The purpose of the Leadership Summit is to provide an out-of-
classroom experience to selected MESA students from southern California MESA Programs in a sequestered and prolonged environment so as to hone their leadership skills and identify and utilize their strengths as a means of attaining leadership.

FISCAL IMPACT/FUNDING SOURCE

Account No. 1-38896-649973-713

15B. INSTITUTIONAL ADVANCEMENT
(Gilstrap/Chopra)

15B1. AGREEMENT WITH ONDAX, INC. (ENCLOSURE)

RECOMMENDATION

Authorize Agreement No. AR2184.07 with Ondax, Inc., for Small Business Technology Transfer (STTR) Program Allocation Of Rights In Intellectual Property And Rights To Carry Out Follow-On Research, Development, Or Commercialization, for the period July 1, 2007 through June 30, 2008, inclusive, for a cost not to exceed $30,000, to benefit the District. This item was approved by the Governing Board for acceptance of funds on August 8, 2007.

OVERVIEW

The Cooperative Agreement between Ondax, Inc. and Southwestern Community College District allocates rights in intellectual property and rights to carry out follow-on research, development, or commercialization between the parties relating to the STTR funding agreement awarded by the National Science Foundation (NSF) to Ondax, Inc. to fund the proposal entitled, “Nanofabrication of Optical Structures.” Please note that the above-referenced project period reflects a one-month extension authorized by the funding source.

FISCAL IMPACT/FUNDING SOURCE

Account No. 1-38896-190503-730
ITEM

(Gilstrap/Chopra)

15B2. AGREEMENT WITH SAN DIEGO UNIFIED PORT DISTRICT (ENCLOSURE)

RECOMMENDATION

Authorize Agreement No. AR2166.07 with San Diego Unified Port District, for Procurement Technical Assistance Services, for the period July 1, 2007 through June 30, 2008, inclusive, for a cost not to exceed $10,000, to benefit the District. This item was approved by the Governing Board for acceptance of funds on July 11, 2007.

OVERVIEW

The San Diego Unified Port District awarded funds to the San Diego Contracting Opportunities Center to provide government contracting and procurement technical assistance and services to Port of San Diego small businesses. The purpose of the project is to assist businesses in obtaining government (federal, state, local and prime contractor) awards that will ultimately create jobs within cities located in San Diego County.

The release of grant contracts/agreements and/or corresponding changes in grant performance periods are frequently subject to significant delay at the discretion of the funding source. In this instance, SWC received the final agreement from the San Diego Unified Port District on August 16, 2007.

FISCAL IMPACT/FUNDING SOURCE

Account No. 1-38896-709967-928
16A. RESOLUTION REQUESTING TEMPORARY TRANSFER OF FUNDS (REVISED) (Wilson/Chopra)

RECOMMENDATION

Recommend adoption of revised Resolution No. 1549 authorizing the Board of Supervisors of the County of San Diego to direct the Treasurer of the County of San Diego to make a temporary transfer of funds to the District as needed for the 2007-2008 fiscal year.

OVERVIEW

In accordance with California Constitution Article XVI, Section 6 and the Education Code 85220, the Treasurer of San Diego County will be required to make temporary transfers of funds as requested by the District. This authorization would only be utilized if the District cash flow is insufficient and requires a temporary transfer be made to cover financial obligations.

The District would have available $3,060,000 from July 1 through August 31, 2007, and $13,300,000 after August 31, 2007 for temporary transfers as needed. If this temporary transfer is extended, the District would be responsible to repay the loan and any interest that would accrue until the State budget is approved.

FISCAL IMPACT/FUNDING SOURCE

No fiscal impact to the District except for the accrued interest if a temporary transfer is requested.
ITEM

**17. NON-ACTION ITEMS**

**17A DISTRICT POLICIES – FIRST READING (ENCLOSURES)**

17A1. Policy No. 7253 – Academic Administrator Evaluations (Revised)  
(Replaces No. 3023 – Administrative Evaluations)

17A2. Policy No. 7255 – Academic Administrator Sabbatical Leave (Revised)  
(Replaces No. 5315 – Administrative Sabbatical Leave)

17A3. Policy No. 7257 – Academic Administrative Retreat Rights (Revised)  
(Replaces No. 3027 – Administrator Retreat Rights)

**RECOMMENDATION**

First Reading. For information and discussion only.

**OVERVIEW**

As part of the ongoing review revision of the Southwestern Community College District Policy and Procedures Manual, the above policies are appearing before the Governing Board for first reading. They have been revised to conform with the changes to the Academic Administrator Handbook, approved by the Governing Board on August 13, 2007.

17A4. Policy No. 7345 Catastrophic Leave Program

**RECOMMENDATION**

First Reading. For information and discussion only.

**OVERVIEW**

District Policy No. 7345, "Catastrophic Leave Program," is appearing before the Governing Board for its first reading. The Governing Board approved implementation of a Catastrophic Leave Program at its regular meeting on July 11, 2007. This policy conforms with requirements of the Education Code and the recommendations of the California Community College League. An accompanying procedure will be developed upon approval and adoption of this policy.

**17B. INFORMATION ITEMS (ENCLOSURE)**

(Gilstrap/Chopra)


**OVERVIEW**

The enclosed report reflects competitive grant awards from federal, state, local, and private sector sources that Southwestern College has received as of June 30, 2007, for fiscal year 2006-07.

**FISCAL IMPACT/FUNDING SOURCE**

During the 2006-07 fiscal year, a total of $2,371,989 in grants and contracts has been awarded to support 24 projects. The funding sources represent federal (6), state (5), local government (8) and private (5) entities. In addition $134,470 has been recouped in indirect costs this past fiscal year.
17B. INFORMATION ITEMS (Continued)
(Sampson/Chopra)
(Sampson/Chopra)
17B3. General Fund Cash Analysis for Period Ending July 31, 2007 (ENCLOSURE)

18. ADMINISTRATIVE REPORTS
(Valladolid)
18A. RON DYSTE, VICE PRESIDENT FOR ACADEMIC AFFAIRS
18B. ADMINISTRATIVE AFFAIRS
18C. FUSAKO YOKOTOBI, VICE PRESIDENT FOR HUMAN RESOURCES
   1. Human Resources Report (ENCLOSURE)
18D. GREG SANDOVAL, VICE PRESIDENT FOR STUDENT AFFAIRS
18E. RAJ K. CHOPRA, Ph.D., SUPERINTENDENT/PRESIDENT

19. SENATE/UNION/ASSOCIATION REPORTS
(Salcido)
19A. PROFESSOR VALERIE GOODWIN-COLBERT, PRESIDENT, ACADEMIC SENATE
19B. WANDA MAXWELL, PRESIDENT, CLASSIFIED SENATE
19C. PROFESSOR JANET MAZZARELLA, PRESIDENT, SOUTHWESTERN COLLEGE EDUCATION ASSOCIATION (SCEA)
19D. LARRY LAMBERT, PRESIDENT, CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)
19E. DEBBIE TRUJILLO, PRESIDENT, SOUTHWESTERN COMMUNITY COLLEGE DISTRICT ADMINISTRATORS ASSOCIATION (SCCDA)

20. GOVERNING BOARD REQUESTS FOR INFORMATION
(Valladolid)

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<thead>
<tr>
<th>Information Requested</th>
<th>Board Member</th>
<th>Due Date</th>
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</table>

21. GOVERNING BOARD REPORTS
(Valladolid)
21A. STUDENT TRUSTEE ADRIAN DEL RIO
21B. TRUSTEE YOLANDA SALCIDO
21C. TRUSTEE JORGE DOMINGUEZ, PH.D.
21D. TRUSTEE JEAN ROESCH, ED.D.
21E. VICE PRESIDENT DAVID J. AGOSTO
21F. PRESIDENT TERRI VALLADOLID
<table>
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<tr>
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<tr>
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<td>Wednesday, October 10, 2007</td>
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<tr>
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<td>Southwestern College, Room 214</td>
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<tr>
<td></td>
<td>900 Otay Lakes Road</td>
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<td></td>
<td>Chula Vista, CA 91910</td>
</tr>
</tbody>
</table>

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