

PUBLIC MEETING OF GOVERNING BOARD

TUESDAY, MAY 20, 2003, 6:30 P.M.

**CUYAMACA COLLEGE
HERITAGE OF THE AMERICAS MUSEUM
900 RANCHO SAN DIEGO PARKWAY
EL CAJON, CALIFORNIA**

100 **Call to Order**

105 **Adjourn to Closed Session:** In accordance with the Ralph M. Brown Act, the Governing Board will adjourn to closed session until approximately 7:30 p.m., at the Heritage of the Americas Museum, pursuant to Government Code Section 54957.1 to consider discipline of public employees; and Section 54957.6 to confer with the District Chief Negotiator regarding United Faculty, California School Employees Association (CSEA), Administrators' Association, and Supervisory/Confidential matters.

106 **Reconvene in Open Session**

107 **Pledge of Allegiance**

108 **Announcement of Closed Session Action(s)**

110 **Approval of Minutes:** April 15, 2003, regular meeting

120 **Call for Removal of Items from/Changes to the Docket of Business**

130 **Report of the Board President**

131 Certificates of Appreciation

Cuyamaca College Student Trustee, Rick Collins

Grossmont College Student Trustee, Richard Ferrell

132 Classified Employee Week, May 18-23, 2003 (Item 201—Resolution 03-026)

140 **Reports of the Governing Board Members**

150 **Report of the Chancellor**

151 Chancellor/Classified Senate Award for April 2003 to Juliette Harrington, Health Services Specialist, Grossmont College

152 Chancellor/Classified Senate Award for May 2003 to Yvonne Reid-Hairston, Personnel Assistant, Intermediate, District

153 Prosperity Study Report by Larry Fitch, Executive Director, San Diego Workforce Partnership

170 **Adoption of Consent Calendar** There will be no separate discussion of these items unless a Governing Board member or member of the public requests that particular item(s) be removed from the Consent Calendar for discussion. Any items that are removed will be considered separately. All matters remaining under the Consent Calendar will be approved by one motion. Sufficient backup material will be available in advance so the Board members will have complete data regarding the item.

200 **OPERATIONS**

201 **Resolution 03-026—Classified Employee Week, May 18-24, 2003—**Adopt Resolution 03-026, as recommended by the Chancellor, which honors the contributions of classified employees of the District and recognizes May 18-24, 2003, as Classified Employee Week in California, as designated by the California School Employees Association (CSEA) and the California State Legislature.

300 **BUDGET AND FINANCE**

301 **Budget Status and Requested Changes—**Accept a report on the current budget status, and grant authority to the Chancellor to approve budget changes.

302 **Budget Revisions—**Accept revenues, new grants, and revisions to the working budget, and grant authority to the Chancellor to budget these funds.

303 **Purchase Orders and Warrants, April 2003—**Ratify the action of the Chancellor in approving purchase orders and warrants issued during the month of April 2003, and grant authority to execute

appropriate documents.

- 304 **Ratification of Signatures on Agreements**—Ratify the action of the Chancellor in signing agreements, and grant authority to accept, budget, and spend any proceeds therefrom.
- 305 **Donations**—Grant authority to the Chancellor to accept, budget, and spend, as appropriate, donations to the Grossmont-Cuyamaca Community College District.
- 306 Resolution 03-020—Requesting Temporary Transfer of Funds—Adopt Resolution 03-020—Requesting Temporary Transfer of Funds, if necessary, from the County Treasurer for the 2003-2004 fiscal year, as recommended by the Chancellor.
- 307 Resolution 03-021—End of Year Intra Budget Transfer—Adopt Resolution 03-021—End-of-Year Intra-Budget Transfer, authorizing the County Superintendent of Schools to effect intra-budget transfers necessary for closing the District’s fiscal year end, June 30, 2003, as recommended by the Chancellor.
- 308 **Resolutions 03-022, 03-023, 03-024—Authorizing Designated Agents**—Adopt the following resolutions to be effective July 1, 2003, through June 30, 2004, as recommended by the Chancellor: **a) Resolution 03-022**—Designating Authorized Agent to Receive Mail and Pick Up Warrants at the County Office of Education; **b) Resolution 03-023**—Designating Authorized Agent to Sign Payroll Payment Order; and **c) Resolution 03-024**—Designating Authorized Agent to Sign School Orders (Commercial Warrants).
- 309 **End-of-Year Inter-District Budget Transfers**—Grant authority to the Chancellor to effect inter-District budget transfers necessary for closing the District’s fiscal year ending June 30, 2003, subject to ratification by the Governing Board.
- 310 **Authorization to Sign Contracts and Purchase Orders—Authority for Omero Suarez, Chancellor; James E. Austin, Vice Chancellor-Business Services; Charleen McMahan, Vice Chancellor-Human Resources and Administrative Services; and Barbara Starks, Director of Purchasing and Contracts, to sign contracts and purchase orders on behalf of the District, as recommended by the Chancellor.**
- 311 Destruction of Records—Grant authority to conduct destruction of Class 3 Disposable Records during the 2003-2004 fiscal year, as recommended by the Chancellor.
- 312 **Resolution 03-025—Replacement Warrants—Adopt Resolution 03-025—Replacement Warrants, authorizing the Chancellor to replace warrants void by age, and issue new warrants for fiscal year 2003-2004.**
- 313 **Grossmont College Child Development Center Agency Self-Evaluation Report and Action Plan**—Approve the Grossmont College Child Development Center Agency Self-Evaluation Report and Action Plan, as required by the Child Development Division of the California Department of Education, and as recommended by the Chancellor.
- 314 **Out-of-State Travel to Las Vegas, Nevada, Grossmont College**—Grant authority to the Chancellor to approve travel to the Las Vegas Culinary Challenge put on by the Fraternity of Executive Chefs of Las Vegas, June 17-20, 2003, in Las Vegas, Nevada, for Joe Orate, Culinary Arts Department Coordinator, and ten to twelve Grossmont College students.
- 350 **SUPPLIES, EQUIPMENT, AND SERVICES**
- 351 **Bid C4647—Printing of College Catalogs**—Ratify the action of the Chancellor in awarding Bid C4647—Printing of College Catalogs to VQS Enterprises, Inc., the lowest responsive bidder meeting terms, conditions, and specifications.
- 352 **RFP C2518—Student/Instructional Information System, Student Portal, Curriculum Development Software, Reject All Proposals**—Grant authority to the Chancellor to: a) Reject all proposals received for RFP C2518—Student/Instructional Information System, Student Portal, Curriculum Development Software because the window of opportunity has expired; and b) Prepare new RFPs with revised specifications.
- 400 **PUBLIC WORKS PROJECTS**
- 401 **Bid C4799—Plaster and Painting Repair—Grossmont College Upgrade Classrooms—Grossmont and Cuyamaca Colleges, Permission to Award**—Grant authority to the Chancellor

to: a) Award Bid C4799—Plaster and Painting Repair, Grossmont College; Upgrade Classrooms, Grossmont and Cuyamaca Colleges, to the lowest responsive bidder meeting terms, conditions, and specifications; and b) Execute appropriate contract documents prior to ratification by the Governing Board at the next meeting following the bid opening.

402 **Bid C4800—Reroof Building 200 Portables, Grossmont College, Permission to Award**—Grant authority to the Chancellor to: a) Award Bid C4800—Reroof Building 200 Portables, Grossmont College, to the lowest responsive bidder meeting terms, conditions, and specifications; and b) Execute appropriate contract documents prior to ratification by the Governing Board at the next meeting following the bid opening.

403 **Bid Packages C4001-C4031—Grossmont College Learning Resource Center Expansion and Library Remodel/Technology Mall, Change Orders**—Grant authority to the Chancellor to approve Change Orders for Bid Packages C4001-C4031 for the Grossmont College Learning Resource Center Expansion and Library Remodel/Technology Mall.

500 **PERSONNEL**

501 **Personnel Actions**—Ratify the action of the Chancellor in approving classified and academic personnel actions during the period of April 15, 2003, through May 19, 2003.

502 **Short-Term Hourly Assignments**—Approve short-term temporary, non-academic assignments, and certify ending dates, as recommended by the Chancellor.

503 **Resolution 03-027—Reduction of Service and Layoff of Classified Employee**—Adopt Resolution 03-027, in the Matter of Reduction of Service and Layoff of Classified Employee, due to elimination of work performed by District employee assigned to the American Collegiate English (ACE) Program at Grossmont College; and grant authority to the Chancellor to eliminate Position CL-00095, Program Specialist-International Programs, 1.0 FTE, Range 34, Grossmont College, effective July 1, 2003.

504 **Emeritus Status**—Confer Emeritus Status upon Cuyamaca College faculty retirees Jerry Humpert, Charles L. Hyde, Peter Larson, and Samuel S. Turner, as recommended by the Chancellor.

650 **INFORMATION**

651 Status Report—Board Assignments

652 **District Quarterly Financial Reports**—Consider the Grossmont-Cuyamaca Community College District quarterly financial reports: a) Quarterly Financial Status Report for the period ending March 31, 2003; b) Quarterly Report on Trust Fund Balances as of March 31, 2003; and c) Schedule of Investments Report dated May 12, 2003.

700 **PUBLIC PRESENTATIONS** In accordance with Education Code Section 72121.5, citizens are invited to participate in the governance system of the District by utilizing the PUBLIC PRESENTATIONS section of the Docket of Business. Items on the Docket - Public presentations on items listed on the docket shall be heard at the time the item is discussed and prior to Board action on the item. Each presentation shall be limited to five minutes (a total of twenty minutes on the same subject) unless this time limit is waived by action of the Board. Items not on the Docket - Persons requesting presentations on items not on the docket shall be prepared to be heard by the Board at the conclusion of all other sections of the Board meeting docket. (The Board shall take no action other than an action of referral.) Each presentation shall be limited as indicated above. If you wish to submit questions to the Board in your presentation, they should be in writing. At the Board's request, the Chancellor will provide written responses to your questions as soon as possible after the Board meeting.

800 **STAFF COMMUNICATIONS**

900 **ADJOURNMENT**

Omero Suarez
Chancellor and
Secretary to the Governing Board