

San Bernardino Community College District  
Regular Meeting of the Board of Trustees  
114 S. Del Rosa Drive, San Bernardino, CA 92408  
Thursday, July 25, 2013 – 4:00 p.m. – Board Room

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE
2. PUBLIC COMMENT

The San Bernardino Community College Board of Trustees welcomes public comment on any issue within the jurisdiction of the District. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take legal action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

3. APPROVAL OF MINUTES
  - A. June 27, 2013 (p.1)
  - B. July 11, 2013 (p.5)
4. STRATEGIC PLANNING WORKSHOP – PART TWO
5. ADJOURN – The next regular meeting of the Board of Trustees will be Thursday, August 8, 2013.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
114 South Del Rosa Drive, San Bernardino, CA 92408

Minutes of the Regular Meeting of the Board of Trustees  
Thursday, June 27, 2013 – 4:00 p.m. – Board Room

1. CALL TO ORDER

Dr. Singer called the meeting to order at 4:00 p.m.

Members Present:

Dr. Donald L. Singer, President  
John Longville, Vice President  
Donna Ferracone, Clerk  
Gloria Macias Harrison  
Dr. Kathleen Henry  
Joseph Williams  
Nickolas W. Zoumbos

Members Absent:

Yasmeen Flores, Student Trustee, CHC  
Rosalinda Sosa-Sanchez, Student Trustee, SBVC

Administrators Present:

Bruce Baron, Chancellor  
Dr. Cheryl Marshall, President, CHC  
Dr. Gloria Fisher, Interim President, SBVC  
Tim Oliver, Interim Vice Chancellor Fiscal Services  
Tanya Rogers, Interim Vice Chancellor Human Resources

Administrators Absent:

None.

2. PLEDGE OF ALLEGIANCE

Trustee Longville led the Pledge of Allegiance.

3. PUBLIC COMMENT

None.

4. APPROVAL OF MINUTES

Trustee Longville moved, Trustee Zoumbos seconded, and the Board members voted as follows to approve the minutes of May 9, 2013:

AYES: Ferracone, Harrison, Henry, Longville, Williams, Zoumbos

NOES: None

ABSENT: Singer

ABSTENTIONS: Flores (advisory), Sosa-Sanchez (advisory)

Trustee Ferracone moved, Trustee Zoumbos seconded, and the Board members voted as follows approve the minutes of June 13, 2013:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos

NOES: None

ABSENT: None

ABSTENTIONS: None

ABSENT: Flores (advisory), Sosa-Sanchez (advisory)

ABSTENTIONS: None

5. STRATEGIC PLANNING WORKSHOP

Chancellor Bruce Baron introduced Tim Oliver who will be serving as Interim Vice Chancellor of Fiscal Services.

Mr. Baron explained that Mr. Charlie Ng has been leading the district's planning process for the past year and has done a great job with the constituent groups. The overview of the presentation included "where we have been" and "where we are going". In July the Board will discuss goals which will then be sent to the DSP committee for integration into the plan.

Mr. Ng said the Board should be able to describe and discuss:

- The approach, components and schedule of the strategic planning process.
- What the District has accomplished and what is left to accomplish regarding the strategic planning process.
- The identification of connections and relationships of environmental scan examples and how they apply.

Strategic planning:

- Is a systematic process through which an organization agrees.
- Builds commitment among key stakeholders.
- Identifies priorities that are essential to the mission and are responsive to the environment.
- Is a comprehensive view which focuses on the "big picture" but also leads to specific actions.
- Guides the acquisition and allocation of resources to achieve priorities.
- Is flexible and practical.

Strategic Planning is:

- Not a panacea.
- Not a prediction of the future.
- Not a substitute or the judgment of the linear process.
- Rarely a smooth, predictable, or linear process.

Keys to Effective Strategic Planning Include:

- A focus on the most important issues.
- A willingness to question both the status quo and sacred cows.
- Production of a document.
- An annual operating plan.

Roles of the Board of Trustees

- Assists in developing the general institutional mission and goals for the comprehensive plans through a variety of means.
- Develops mission, vision, values and goals.

Mr. Ng said the trustees will discuss a draft of the mission, vision, and values in July, and the final draft will be submitted to the Board for approval in December, 2013. The ACCJC has said that the role of the governing board is to focus on achieving educational effectiveness within the bounds of the institution's mission and available resources.

Mr. Ng explained the mission statement describes our "reason for being". Are we focused on the community or the college? We are here and what is our purpose? District staff develops strategies and annual plans.

A vision statement has two parts—a 10 to 30-year "big and hairy audacious goal" and vivid descriptions of what it will be like to achieve that goal. A mission statement should be motivating and worth pursuing, and it should be clear. It requires a certain level of unreasonable confidence and commitment.

Values are essential and enduring tenants of the district. They are a small set of guiding principles that require no external justification and have intrinsic value and importance to those inside the district. They define for us what we stand for.

The planning committee identified our strengths which we want to build upon and our weaknesses which we want to improve upon.

Dr. Henry asked who did the SWOT analysis. Mr. Ng said he did and the representatives of the constituencies of the district contributed to the strengths and weaknesses. The suggestions were organized. An actual survey will be sent to everyone in the fall which will include some of the strengths and weaknesses submitted by the committee.

Trustee Harrison asked about the discussion on the multiple systems. Mr. Ng explained we have to do all this data entry in different systems which causes duplicate work and causes errors. The lack of accountability discussion had to do with people who needed to be disciplined for poor or lack of performance.

Mr. Ng said the environmental scan information is very rough and pointed out opportunities and examples on how to use the data from the scans. Trustee Williams said we should focus on skills rather than race. He added we should be collaborating with other organizations and cross-matching our data. Dr. Henry added race does become an issue in a scan. Chancellor Baron asked how the trustees would receive the scan data. Mr. Ng said after the draft version is complete in a couple of weeks, the trustees will receive a link so they can look at the information.

Mr. Ng said staff could provide a list of the databases used and the different sources. Trustee Williams encouraged staff to bridge and work together and seek out other entities for data. Trustees Harrison and Henry concurred.

The Board thanked Mr. Ng for the presentation.

6. ADJOURN

Dr. Singer adjourned the meeting at 5:05 p.m.

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Donna Ferracone, Clerk  
San Bernardino Community College District  
Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
114 South Del Rosa Drive, San Bernardino, CA 92408

Minutes of the Regular Meeting of the Board of Trustees  
Thursday, July 11, 2013 – 4:00 p.m. – Board Room

1. CALL TO ORDER

Dr. Singer called the meeting to order at 4:00 p.m.

Members Present:

Dr. Donald L. Singer, President  
John Longville, Vice President  
Donna Ferracone, Clerk  
Gloria Macias Harrison  
Dr. Kathleen Henry  
Joseph Williams  
Nickolas W. Zoumbos  
Yasmeen Flores, Student Trustee, CHC

Members Absent:

Rosalinda Sosa-Sanchez, Student Trustee SBVC

Administrators Present:

Bruce Baron, Chancellor  
Timothy L. Oliver, Interim Vice Chancellor Fiscal Services  
Dr. Cheryl Marshall, President, CHC  
Dr. Gloria Fisher, Interim President, SBVC

Administrators Absent:

Tanya Rogers, Interim Vice Chancellor Human Resources

2. PLEDGE OF ALLEGIANCE

Trustee Longville led the Pledge of Allegiance.

### 3. INSTITUTIONAL PRESENTATIONS

#### **Redistricting**

Kimi Shigetani, Vice President of the Community College League of California, and Brian Martin, Senior Analyst of Redistricting Partners, presented an analysis of the California Voting Rights Act. The CVRA includes the overall ethnic makeup of the district, an analysis of key ballot measure and candidate races to determine the existence of and severity of racially polarized voting, and drawing of potential district lines to see if districts can be created that are majority-minority or influence.

Mr. Martin provided ethnic population and citizen voting age population statistics. He explained a Latino density map of the district's service area. His firm reviewed past elections, board composition, overall ethnic makeup of the district, and conducted an analysis of key ballot measures and candidate races to determine the existence of and severity of racially polarized voting.

He shared three redistricting plans (maps). He explained that each of the 7 areas on each map contained a population of approximately 100,000 people.

Trustee Williams asked for the maps in black and white. Dr. Henry asked for maps with street names.

The Chancellor said we are required to hold two public hearings on this topic and before the board can select a plan to vote on.

#### **Safety**

The Chancellor said Trustee Longville advocated on behalf of the Board to improve safety in the district. He also acknowledged classified employee Sarah Miller for her role in the changes made in the area of safety.

Whitney Fields, Environmental Health and Safety Administrator, talked about the areas of safety program development, promotion, evaluation, training and achievement.

Six new safety programs have been developed, and eight existing programs have been revised. Safety promotional materials include the edition of a safety newsletter, safety resources pamphlets, and safety workshops.

Safety inspections are conducted bi-annually and corrective action is taken if necessary. Safety inspections are conducted routinely in high risk departments. Ergonomics procedures have been streamlined. Ergonomic evaluations are made accessible to employees and resources are provided based on recommendations to correct ergonomic concerns.

Supervisors and employees are provided resources and information on how to get safety training. Online training courses have been revised to run more

effectively. Supervisors and administrators are able to run compliance reports for their departments.

A draft of the Emergency Operations Plan has been completed. The Hazardous Mitigation Plan was completed in 2013 so it is hoped the district will get some funding with the approval of this plan.

Safety accomplishments include lower accident claims both in frequency and in severity and a vast improvement to the EH&S training database and website. The overall safety culture at SBCCD has improved dramatically.

The goal is to continue safety program development and revisions as needed and to improve response time on corrective action following safety inspections and audits. Safety through live and online training and written materials will be promoted. Safety culture will be promoted and effective safety committees will continue to identify measurable goals to accomplish during the fiscal year.

The Risk Management Strategic Plan includes targeted safety training, accident investigation training, claims reporting training and return to work program development.

Mr. Fields announced the district received the Good Neighbor Award from the American Red Cross CEO Yvette Ramos and recognition of the Good Neighbor Award from Assemblyman Mike Morrell. These awards recognized the district for its efforts in partnering with the American Red Cross and its emergency preparedness efforts.

Trustee Ferracone asked if the campuses had an alert system in place to notify everyone, including students and faculty inside classrooms. Mr. Fields said the district is working with Blackboard Connect, but it is still a work in progress.

Trustee Williams thanked Trustee Longville for “sticking with the issue to make sure it was carried out.” He asked to see progress on the goals. Trustee Harrison said she appreciated the text messages and phone calls to test the alert system.

Dr. Singer also thanked Trustee Longville for his efforts and interest in this issue. Trustee Longville thanked the employees for bringing the issues forward.

The Board thanked Mr. Fields for his presentation.

#### 4. REPORTS

##### A. Board Members

- Trustee Williams participated in a linked learning opportunity with San Bernardino City USD on how to link classroom learning to experiences and applications. He also participated in a hearing on social impact financing and suggested the Board might want to do a



study session on this topic in the future because it would be good for the Professional Development Center.

B. Student Trustees

- Ms. Flores reported some students have been having problems getting on OmniTrans. The Chancellor asked her to meet with him.

C. Chancellor

- Mr. Baron introduced Tim Oliver, the new Interim Vice Chancellor of Fiscal Services. Through the efforts of Alisa Moore, the Chancellor has a monthly column in THE SUN newspaper. The district was awarded a consortium grant in the area of information and communication technology/digital media which was featured in the column. The grant is for \$300,000 the first year and is renewable for another three years.

5. PUBLIC COMMENT

Parent of SBVC Middle College High School Esmeralda Negrete urged the Board to consider a change in the policy and administrative procedure regarding the grounds for and types of discipline actions for students enrolled in the Middle College High School at SBVC.

6. CONSENT AGENDA

The following changes were made in the Consent Agenda:

Item 5.C.3. Consideration of Approval of Conference Attendance – Delete Tanya Rogers to San Francisco, California

Trustee Henry moved, Trustee Ferracone seconded, and the Board members voted as follows to approve the Consent Agenda:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zombos  
Flores (advisory)

NOES: None

ABSENT: Sosa-Sanchez (advisory)

ABSTENTIONS: None

7. ACTION AGENDA

Approve Routine Contracts and Agreements

Trustees Williams urged the district to collaborate whenever possible with speakers and training because it is beneficial to students participating in our system.

Trustee Williams moved, Trustee Harrison seconded, and the Board members voted as follows to approve Routine Contracts and Agreements:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)  
NOES: None  
ABSENT: Sosa-Sanchez (advisory)  
ABSTENTIONS: None

**Approve Classified Employee Retirement**

Trustee Henry moved, Trustee Zoumbos seconded, and the Board members voted as follows to accept the retirement of Jacqueline Buus, Executive Assistant to the Chancellor, effective September 1, 2013:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)  
NOES: None  
ABSENT: Sosa-Sanchez (advisory)  
ABSTENTIONS: None

**Approve Management Employee Retirement**

Trustee Henry moved, Trustee Zoumbos seconded, and the Board members voted as follows to accept the retirement of Angie Ontiveros, Payroll Supervisor, District, effective July 1, 2013:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)  
NOES: None  
ABSENT: Sosa-Sanchez (advisory)  
ABSTENTIONS: None

**Present CSEA #291 Initial Proposal to the District**

The CSEA #291 initial proposal to the District was submitted for official receipt.

Trustee Singer opened the public hearing for comments. Hearing no comments, he closed the public hearing.

Trustee Longville moved, Trustee Henry seconded, and the Board members voted as follows to accept the CSEA #291 initial proposal to the District:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)  
NOES: None  
ABSENT: Sosa-Sanchez (advisory)  
ABSTENTIONS: None

**Present the District’s Initial Proposal to CSEA #291**

The District’s initial proposal to CSEA #291 was submitted for official receipt.

Trustee Singer opened the public hearing for comments. Hearing no comments, he closed the public hearing.

Trustee Longville moved, Trustee Zoumbos seconded, and the Board members voted as follows to accept the District’s initial proposal to the CSEA #291:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)

NOES: None

ABSENT: Sosa-Sanchez (advisory)

ABSTENTIONS: None

**Consideration of Approval of Bond Measure M Construction Change Orders and Contract Amendments**

Trustee Ferracone moved, Trustee Zoumbos seconded, and the Board members voted as follows to approve the following Bond Measure M construction change orders and amendments:

**Business Building - SBVC**

Doug Wall Construction, CO-07, in the amount of \$122,810.00

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)

NOES: None

ABSENT: Sosa-Sanchez (advisory)

ABSTENTIONS: None

**Approve Amendment 005 to the Steinberg Architects Contract**

Trustee Harrison moved, Trustee Henry seconded, and the Board members voted as follows to approve Amendment 005 to the Steinberg Architects contract, in the amount of \$7,300.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)

NOES: None

ABSENT: Sosa-Sanchez (advisory)

ABSTENTIONS: None

**Approve Change Order 02 for Coutts Heating & Cooling, Inc. Contract**

Trustee Henry moved, Trustee Zoumbos seconded, and the Board members voted as follows to approve Change Order 02 for the Coutts Heating & Cooling, Inc. contract, in the amount of \$9,512.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)  
NOES: None  
ABSENT: Sosa-Sanchez (advisory)  
ABSTENTIONS: None

**Award Bid and Contract to Woodcliff Corporation**

Trustee Harrison asked if the district has done what is possible to encourage local bidders. She stressed we need to do a better job and research how to get local bidders to take some of these jobs and participate in the development of the local economy. Trustees Henry and Ferracone concurred.

The Chancellor said local employers and contractors were encouraged to participate, but the district is bound by law which says we must hire the lowest responsible bidder and being a local bidder is not a parameter for hiring a contractor.

Scott Stark, Interim Vice President of Administrative Services at SBVC, said eight firms bid the contract. The district held a pre-bid gathering with all the contractors to encourage them to meet with the local subcontractors.

Trustee Longville said if the district approves a community benefit agreement, we can put into the agreement provisions that deal with local contractors. He hopes to discuss the issue in detail at a future study session. Trustee Ferracone suggested we have a full presentation on this topic so the new board members can be apprised of the possibilities. Trustee Harrison would like to see a plan that is more than one isolated effort to bring together local subs and contractors.

Trustee Longville moved, Trustee Singer seconded, and the Board members voted as follows to award bid and approve contract with Woodcliff Corporation for the Auditorium Renovation project, SBVC, in the amount of \$6,800,000.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)  
NOES: None  
ABSENT: Sosa-Sanchez (advisory)  
ABSTENTIONS: None

**Approve Contract with HMC Architects**

Trustee Harrison moved, Trustee Zoumbos seconded, and the Board members voted as follows to approve a contract with HMC Architects for architectural

services on the Field Improvement and Miscellaneous Bond Improvements Projects, SBVC, in the amount of \$20,000.00:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)

NOES: None

ABSENT: Sosa-Sanchez (advisory)

ABSTENTIONS: None

**Approve Termination of Contract with Kishimoto Architects, Inc.**

Trustee Longville moved, Trustee Zoumbos seconded, and the Board members voted as follows to approve the termination of a contract with Kishimoto Architects, Inc.:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)

NOES: None

ABSENT: Sosa-Sanchez (advisory)

ABSTENTIONS: None

**Approve Sole Source Purchases with Blackboard, Inc.**

Trustee Henry moved, Trustee Harrison seconded, and the Board members voted as follows to approve the purchase of Blackboard products and support services as sole source:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)

NOES: None

ABSENT: Sosa-Sanchez (advisory)

ABSTENTIONS: None

**Conduct Public Hearing on CHC Final Supplemental Environmental Impact Report and the SBVC Stadium Expansion Final Supplemental Environmental Impact Report**

Trustee Singer opened the public hearing for comments. Hearing no comments, he closed the public hearing.

**Adopt Resolution Certifying a Supplemental Environmental Impact Report for the Proposed CHC Master Plan Update and Adopt a Mitigation Monitoring Program**

Trustee Harrison moved, Trustee Longville seconded, and the Board members voted as follows to adopt a resolution certifying that the Supplemental Environment Impact Report was prepared pursuant to the California Environmental Quality Act (CEQA) and that the information in the SEIR

represents independent judgment and has been considered in the decision to approve the CHC Master Plan:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)  
NOES: None  
ABSENT: Sosa-Sanchez (advisory)  
ABSTENTIONS: None

**Adopt Resolution and Proceed with SBVC Stadium Expansion Project**

Trustee Harrison moved, Trustee Zoumbos seconded, and the Board members voted as follows to adopt a resolution certifying the Supplemental Environmental Impact Report and approve the Stadium Expansion Project:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)  
NOES: None  
ABSENT: Sosa-Sanchez (advisory)  
ABSTENTIONS: None

**Approve Economic Development and Corporate Training Foundation**

This item was deleted from the agenda.

**Appoint Board Member to Serve on the Economic Development and Corporate Training Foundation Board of Directors**

This item was deleted from the agenda.

**Accept Board Policies 2140 Public Participation at Board Meetings and 6330 Purchasing for First Reading**

Trustee Harrison moved, Trustee Longville seconded, and the Board members voted as follows to accept Board Policies 2140 Participation at Board Meetings and 6330 Purchasing for First Reading:

AYES: Ferracone, Harrison, Henry, Longville, Singer, Williams, Zoumbos  
Flores (advisory)  
NOES: None  
ABSENT: Sosa-Sanchez (advisory)  
ABSTENTIONS: None

Trustee Williams asked for additional information on the purchase policy and what other districts are doing. The Chancellor responded we need to look at the law. Trustee Ferracone said this policy is for general fund expenditures as opposed to outside vendors. Mr. Baron said he would provide Ed Code, Public Contract Code and Government Code citations.

Trustee Longville asked again that at some point in the near future he would like to have an attorney present during board meetings. His perception was the amount of money spent on one or two mistaken decisions wipes out the savings quickly and, we would be well served to have a good attorney available. Trustee Ferracone said this could be a discussion topic for the upcoming Board study session.

8. INFORMATION ITEM

A. Summary of Bond Measure M Capital Improvement Program Change Orders and Amendments for Construction Contracts

B. Budget Report

C. Purchase Order Report

Trustee Henry asked if staff could provide more details in the Purchase Order Report under the heading "Purchase Order Description." Mr. Baron said staff could provide a more detailed explanation.

D. General Fund Cash Flow Analysis

E. Clery Act Compliance Report

F. Administrative Procedure 6330 Purchasing

G. Applause Cards

9. STAFF REPORTS

A. SBVC President  
• A written report was submitted.

B. SBVC Academic Senate  
• Absent.

C. SBVC Classified Senate  
• Cassandra Thomas thanked the trustees for their continued support of the senate. Five senators were sent to the leadership conference in Sacramento. The constitution is being revised.

D. SBVC ASB  
• Absent.

E. CHC President  
• A written report was submitted.

- F. CHC Academic Senate
    - Absent.
  - G. CHC Classified Senate
    - Absent.
  - H. CHC ASB
    - Absent
  - I. CTA
    - Absent.
  - J. CSEA
    - Absent.
10. ADJOURN

Dr. Singer adjourned the meeting at 5:50: p.m.

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Donna Ferracone, Clerk  
San Bernardino Community College District Board of Trustees