

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**Meeting Minutes of the Board of Trustees**  
**December 11, 2020**  
**4:00 pm-6:00 pm Pacific Time**

## **MEMBERS PRESENT VIA TELECONFERENCE**

Dr. Anne L. Viricel, Chair  
Dr. Stephanie Houston, Vice Chair  
Gloria Macías Harrison, Clerk  
Frank Reyes, Trustee  
John Longville, Trustee  
Dr. Donald L. Singer, Trustee (departed early)  
Joseph Williams, Trustee (arrived late)

## **ABSENT**

Alex Ramos Huaman, CHC Student Trustee  
Adrian Rios, SBVC Student Trustee

## **ADMINISTRATORS PRESENT**

Jose Torres, Interim Chancellor  
Diana Rodriguez, SBVC President  
Dr. Kevin Horan, CHC President

The following text was read and all votes were taken by roll call.

*Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N-29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to “attend” a meeting via teleconference WITHOUT having to admit members of the public into the location from which they are participating (N-25-20) and orders that “such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment” (N-29-20). Anyone wishing to participate may do so via location posted on the agenda. The meetings are also recorded. Public comments must be submitted electronically by emailing [snikac@sbccd.edu](mailto:snikac@sbccd.edu). Submissions must be received 24 hours in advance of the meeting. From the comments received, staff will call each speaker to make their public comment. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure. In accordance with Board Policy 2350, persons may address the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. Public comments will take place at the time designated at the meeting for public comment. 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 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) 388-6902 as far in advance of the Board meeting as possible.*

### **I. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

*Chair Viricel called the meeting to order at 4:03pm. Trustee Harrison led the pledge of allegiance.*

### **II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**

*None.*

### **III. OATH OF OFFICE**

*Assemblymember Eloise Gomez Reyes administered the Oath of Office to Trustees Frank Reyes and John Longville. Judith Valles administered the Oath of Office to Trustees Anne Viricel and Gloria Macias Harrison.*

*Interim Chancellor Torres congratulated the re-elected Trustees and shared certificates received on their behalf from 5<sup>th</sup> District County Supervisor, Joe Baca Jr.*

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## IV. ORGANIZATIONAL MEETING OF THE BOARD

### A. Election of SBCCD Executive Board: Chair, Vice Chair, and Clerk

Trustee Reyes moved to approve the SBCCD Executive Board for the 2021 calendar year. Trustee Longville seconded the motion.

Chair: Dr. Anne Viricel

Vice Chair: Dr. Stephanie Houston

Clerk: Gloria Macias Harrison

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer

NOES: None

ABSENT: Williams, Rios, Ramos

ABSTENTIONS: None

Although absent to vote on the item, Trustee Williams expressed his desire to support the slate of executive board members.

### B. Election of Board Representative and Alternate to the Nominating Committee for the County Committee on School District Organization

Trustee Longville moved to approve the Board representative and alternate to the Nominating Committee for the County Committee on School District Organization for the 2021 calendar year. Trustee Reyes seconded the motion.

Board Representative: Dr. Anne Viricel

Alternate: Joseph Williams

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer

NOES: None

ABSENT: Williams, Rios, Ramos

ABSTENTIONS: None

## V. APPROVAL OF MINUTES

### A. 2020-11-05 Board Strategy Session Minutes

### B. 2020-11-12 Board Meeting Minutes

Trustee Longville moved to approve the minutes of 11/5/20 and 11/12/20. Trustee Houston seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer

NOES: None

ABSENT: Williams, Rios, Ramos

ABSTENTIONS: None

## VI. CELEBRATIONS/PRESENTATIONS

### A. Applause Cards

Applause recipients were recognized. Employee anniversaries will be celebrated next month.

## VII. ACTION AGENDA

### A. Ad Hoc Committee Recommendation

Trustee Harrison moved to approve the Ad Hoc Committee recommendation. Trustee Longville seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Singer

NOES: None

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ABSENT: Williams, Rios, Ramos  
ABSTENTIONS: Reyes

B. Resolution No. 2020-12-11-HR01 Authorization of Layoff Due to Lack of Work and/or Lack of Funds

Trustee Longville moved to approve Resolution No. 2020-12-11-HR01. Trustee Reyes seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer  
NOES: None  
ABSENT: Williams, Rios, Ramos  
ABSTENTIONS: None

C. Resolution No. 2020-12-11-HR02 Authorization of Layoff Due to Lack of Work and/or Lack of Funds

Trustee Harrison moved to approve Resolution No. 2020-12-11-HR02. Trustee Singer seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer  
NOES: None  
ABSENT: Williams, Rios, Ramos  
ABSTENTIONS: None

D. Resolution No. 2020-12-11-HR03 Approve Participation in the Protected Insurance Program for Schools and Community Colleges (PIPS)

Trustee Houston moved to approve Resolution No. 2020-12-11-HR03. Trustee Reyes seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams  
NOES: None  
ABSENT: Rios, Ramos  
ABSTENTIONS: None

E. Assignments to Board Standing Committees

Trustee Williams moved to approve Assignments to Board Standing Committees for the 2021 calendar year. Trustee Houston seconded the motion.

Board Legislative Committee: Trustees Reyes, Viricel, and Longville  
Board Finance Committee: Trustees Harrison, Houston, and Singer

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams  
NOES: None  
ABSENT: Rios, Ramos  
ABSTENTIONS: None

F. Assignment to the San Bernardino Regional Emergency Training Center Joint Powers Authority

Trustee Viricel moved to approve Stephanie Houston to the San Bernardino Regional Emergency Training Center Joint Powers Authority for the 2021 calendar year. Trustee Longville seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams  
NOES: None  
ABSENT: Rios, Ramos  
ABSTENTIONS: None

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G. Revised List of Employees to Serve on the Inland Futures Foundation (IFF) of the SBCCD as Ex Officio Directors

Trustee Houston moved to approve the revised list of Ex-Officio Directors to serve on the Inland Futures Foundation (IFF). Trustee Reyes seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams

NOES: None

ABSENT: Rios, Ramos

ABSTENTIONS: None

H. Board Policies for First Reading

Trustee Singer moved to approve Board Policies for First Reading. Trustee Reyes seconded the motion.

BP 2715 Code of Ethics/Standards of Practice

AP/BP 7380 Retiree Health Benefits- Academic Employees

AP/BP 7450 Mileage Reimbursement

BP 7510 Domestic Partners

AP/BP 7700 Whistleblower Protection

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams

NOES: None

ABSENT: Rios, Ramos

ABSTENTIONS: None

I. Board Policies for Second Reading and Final Approval

Trustee Williams moved to approve Board Policies for Second Reading and Final Approval. Trustee Harrison seconded the motion.

AP/BP 2410 Board Policies and Administrative Procedures

BP 2725 Board Member Compensation

AP 3434 Responding to Harassment Based on Sex Under Title IX

AP 3435 Discrimination and Harassment Complaints and Investigations

AP/BP 3560 Alcoholic Beverages

AP/BP 7240 Confidential Employees

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams

NOES: None

ABSENT: Rios, Ramos

ABSTENTIONS: None

VIII. CONSENT AGENDA

*The Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or citizen may request that an item be removed from this section for discussion.*

A. Instruction/Student Services

1. Curriculum – CHC

B. Human Resources

1. 2022-2023 Academic Calendar – amended to revise the census dates to 9/6/22 and 2/6/23

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2. Sabbatical Leaves for the 2021-2022 Academic Year
  3. Adjunct and Substitute Academic Employees
  4. Temporary Academic Employees
  5. Revise and Eliminate Titles and Rates of Pay for Professional Expert and Short-Term Hourly Employees
  6. Non-Instructional Pay
  7. Payment of Stipends
  8. Classified Job Description
  9. Appointment of District Employees
  10. Management Job Description
  11. Reclassification of Employees
  12. Appointment of Interim Managers
- C. Business & Fiscal Services
1. Contracts at or Above \$95,200
  2. Interfund Borrowing Transactions
  3. Surplus Property and Authorization for Private Sale or Disposal
- D. Facilities
1. Bond Construction Professional Services Pool
  2. Master Services Agreements and Task Orders for Bond Construction
  3. Measure CC Construction Management Services Selection Process – amended to revise the newspaper advertisement list.

Trustee Harrison moved to approve the consent agenda as amended. Trustee Houston seconded the motion.

AYES: Viricel, Houston, Harrison, Reyes, Longville, Singer, Williams

NOES: None

ABSENT: Ramos, Rios

ABSTENTIONS: None

## IX. REPORTS

- A. Board Committee Reports
- Trustee Harrison encouraged participation at the upcoming state budget workshop via zoom.
  - Trustee Reyes envisions working with Mrs. Biden as a professor at a community college to capitalize on workforce development at the national level. He is optimistic of the relationships we have with regards to the executive orders that were signed to assist various federal agency grants that we qualify for.
  - Trustee Williams attended Foreign Policy Institute webinar with sessions on creative ways to generate revenue for institutions through economic development projects, student retention, student support services, competency based learning programs, and professional development for faculty.
- B. Chancellor's Report
- Interim Chancellor Torres congratulated the re-elected trustees, the re-elected BEC, and the Board for their leadership. He thanked his Cabinet, faculty, staff, and students before wishing everyone a happy holidays.
- C. Key Performance Indicators – amended to revise the bar graph labels
- No report
- D. San Bernardino Valley College Academic Senate
- Davena Burns Peters gave a brief report.
- E. San Bernardino Valley College Classified Senate
- John Feist gave a brief report.
- F. San Bernardino Valley College Associated Students
- Taylor DeBenedictis - No report.
- G. Crafton Hills College Academic Senate
- Brandi Bailes gave a brief report.

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- H. Crafton Hills College Classified Senate
  - Alex Jaco – No report.
- I. Crafton Hills College Associated Students
  - Alex Manjarrez gave a brief report.
- J. CSEA
  - Kevin Palkki gave a brief report.
- K. CTA
  - Meridyth McLaren gave a brief report.
- L. Police Officers Association
  - James Quigley gave a brief report.
- M. San Bernardino Valley College President
  - President Rodriguez provided a written and brief report.
- N. Crafton Hills College President
  - President Horan provided a written and brief report.

## X. INFORMATION ITEMS

- A. Analysis of AB 705 Compliance, Implementation, and Student Success
- B. Board Master Action Planning Calendar
- C. Budget Report
- D. General Fund Cash Flow Analysis
- E. Contracts Below \$95,200
- F. MOUs between SBCCD and the CSEA
- G. Professional Expert, Short-Term, and Substitute Employees
- H. Purchase Orders
- I. Quarterly Financial Status Report – amended to expand on the analysis
- J. Resignations
- K. Advancement in Rank

## XI. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representatives: Jose F. Torres and Kristina Hannon – CSEA, CTA, POA, Management/Supervisors, and Confidential Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957 (1 case)
- C. Conference with Legal Counsel – Anticipated Litigation  
Government Code 54956.9(d)(2) (1 case)
- D. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) or (d)(1) (1 case)  
Workers Comp Claim #537761  
Workers Comp Claim #575593

## XII. CONVENE CLOSED SESSION

Chair Viricel convened to closed session at 5:33pm.

## XIII. RECONVENE PUBLIC MEETING

Public meeting reconvened at 6:11pm.

## XIV. REPORT OF ACTION IN CLOSED SESSION

- On December 11, 2020, the Board Unanimously took action to approve the settlement of Workers Comp Claim #575593 with employee #5827.

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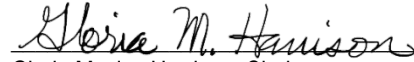
- On December 11, 2020, the Board Unanimously took action to approve the settlement of Workers Comp Claim #537761 with employee #4225.

XV. ADJOURN

Chair Viricel adjourned the meeting at 6:12pm.

The next meeting of the Board: Zoom Conference <https://cccconfer.zoom.us/j/549366869>

Business Meeting – January 14, 2021 at 4pm



Gloria Macias Harrison, Clerk  
SBCCD Board of Trustees