

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**Meeting Minutes of the Board of Trustees**  
**August 12, 2021**  
**4:00 pm Pacific Time**

**MEMBERS PRESENT**

Dr. Anne L. Viricel, Chair  
Dr. Stephanie Houston, Vice Chair  
Gloria Macias Harrison, Clerk  
Joseph Williams, Trustee  
Elena Sanchez Paez, SBVC Student Trustee  
Lauren Ashlock, CHC Student Trustee

**ABSENT**

Frank Reyes, Trustee  
John Longville, Trustee  
Dr. Donald L. Singer, Trustee

**ADMINISTRATORS PRESENT**

Diana Z. Rodriguez, Chancellor  
Jose F. Torres, Executive Vice Chancellor  
Dr. Scott Thayer, SBVC President  
Dr. Kevin Horan, CHC President

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

Chair Viricel called the meeting to order at 4:01pm. Trustee Houston led the pledge of allegiance.

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

The Board received written comments from Gaddi Vasquez, Denise Harlow, which has been entered into the minutes. Oral comments on item 5.C Building Dedication in Honor of Lois J. Montgomery Carson:

• Beverly Powell	• Taylor Williams	• Robert J. Nava
• Annette Streeter	• Betsy Starbuck	• Danny Tillman
• Pat Nickols	• Dr. Anthony Blacksher	• Dr. Judy D. White
• Qiana Charles		

**III. APPROVAL OF MINUTES**

- A. 2021-07-08
- B. 2021-07-29

Trustee Williams moved to approve the minutes of 7/8/21 and 7/29/21. Trustee Harrison seconded the motion.

AYES: Viricel, Harrison, Houston, Williams, Ashlock, Sanchez

NOES: None

ABSENT: Longville, Reyes, Singer

ABSTENTIONS: None

**IV. CELEBRATIONS/PRESENTATIONS**

- A. Applause Cards
- B. Employee Anniversary Recognition

The Board recognized employees who received applause cards and celebrated work anniversaries.

V. ACTION AGENDA

A. Resolution #2021-08-12 BOT-01 Juneteenth National Independence Day

Trustee Harrison moved to approve Resolution #2021-08-12 BOT-01 Juneteenth National Independence Day. Trustee Houston seconded the motion.

AYES: Viricel, Harrison, Houston, Williams, Ashlock, Sanchez  
NOES: None  
ABSENT: Longville, Reyes, Singer  
ABSTENTIONS: None

B. Resolution #2021-08-12 BOT-02 Honoring Lois J. Montgomery Carson

Trustee Harrison moved to approve Resolution #2021-08-12 BOT-02 Honoring Lois J. Montgomery Carson, with the addition of Ms. Carson was a founding member of the African American Association of Community College Trustees. Trustee Houston seconded the motion.

AYES: Viricel, Harrison, Houston, Williams, Ashlock, Sanchez  
NOES: None  
ABSENT: Longville, Reyes, Singer  
ABSTENTIONS: None

C. Building Dedication in Honor of Lois J. Montgomery Carson

Trustee Williams moved to approve consider of the naming of a building on the San Bernardino Valley College campus in honor of Ms. Lois Carson and review the current naming policy and procedures for modification, if necessary. A full recommendation with specific details will be placed on a future agenda for approval. Trustee Houston seconded the motion.

AYES: Viricel, Harrison, Houston, Williams, Ashlock, Sanchez  
NOES: None  
ABSENT: Longville, Reyes, Singer  
ABSTENTIONS: None

D. Board Policies - Second Reading and Final Approval

Trustee Harrison moved to approve AP/BP 7210 Academic Employees for second reading and final approval. Trustee Williams seconded the motion.

AYES: Viricel, Harrison, Houston, Williams, Ashlock, Sanchez  
NOES: None  
ABSENT: Longville, Reyes, Singer  
ABSTENTIONS: None

E. Board Orientation Handbook - Second Reading and Final Approval

Trustee Houston moved to approve the Board Orientation Handbook for second reading and final approval. Trustee Williams seconded the motion.

AYES: Viricel, Harrison, Houston, Williams, Ashlock, Sanchez  
NOES: None  
ABSENT: Longville, Reyes, Singer  
ABSTENTIONS: None

F. To Accept Resignation and Fill Trustee Vacancy

Trustee Harrison moved to accept the resignation of Trustee Singer. Trustee Houston seconded the motion.  
Trustee Houston moved to approve the process to be a provisional appointment to fill Trustee vacancy by provisional appointment to be completed by November 14, 2021, and Chancellor to provide timeline and recommendation to the Board in

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September. Trustee Williams seconded the motion. The Board would like to acknowledge Trustee Singer's service and honor him with a lifetime membership through ACCT and consider awarding him emeritus status.

AYES: Viricel, Harrison, Houston, Williams, Ashlock, Sanchez

NOES: None

ABSENT: Longville, Reyes, Singer

ABSTENTIONS: None

## VI. CONSENT AGENDA

### A. Instruction/Student Services

1. None

### B. Human Resources

1. Management Job Descriptions (amended the title and job description for the Executive Director, KVCR TV/FM per the addendum) – item pulled for separate action
2. Appointment of Interim Managers challenges, going well, KPIs, IFF update.
3. Appointment of District Employees – item pulled for separate action
4. Confidential Tuition Reimbursement
5. Employee Transfers
6. Adjunct and Substitute Academic Employees
7. Non-Instructional Pay
8. Payment of Stipends

### C. Business & Fiscal Services Business & Fiscal Services

1. Contracts at or Above \$96,700 – item pulled for separate action
2. District and College Expenses
3. Individual Memberships

### D. Facilities

1. Master Services Agreements and Task Orders for Bond Construction
2. Amendment 06 to the Professional Service Agreement with HMC Architects
3. Award RFQ-P CC01-3608.04 and Design-Build Agreement to Sundt Construction Inc. of Irvine, CA
4. Bond Project List
5. Master Services Agreements and Task Orders for Bond Construction

Trustee Harrison moved to approve the Consent Agenda with the exception of 6.B.1, 6.B.3, 6.C.1. Trustee Williams seconded the motion.

AYES: Viricel, Harrison, Houston, Williams, Ashlock, Sanchez

NOES: None

ABSENT: Longville, Reyes, Singer

ABSTENTIONS: None

## ITEMS PULLED FOR SEPARATE ACTION

### 6.B.1 Management Job Descriptions

Trustee Harrison moved to approve Management Job Descriptions to amend the title and job description for the Executive Director, KVCR TV/FM as provided in the addendum. The third sentence in the second paragraph shall read: Related activities include the oversight of fundraising activities and the planning and coordination of Distance Education delivery systems for KVCR. Trustee Houston seconded the motion.

Discussion: Trustee Williams asked for the rationale of the executive director not reporting to the president since the Board voted to move KVCR under the campus. Goal was to treat KVCR as a department under SBVC. Chancellor Rodriguez explained the

moving of KVCR to the campus reporting structure is a 3-year transition. The job description presented for approval is what is required until the plans for KVCR are flushed out and presented as an inclusive package with employees, reporting structure, etc. (HR implications). The job description can be amended at a later date when the reporting structure is adjusted. Direction under the EVC provides opportunity to be a District asset and viewpoint from District perspective.

AYES: Viricel, Harrison, Houston, Williams, Ashlock, Sanchez  
NOES: None  
ABSENT: Longville, Reyes, Singer  
ABSTENTIONS: None

#### 6.B.3 Appointment of District Employees

Trustee Williams moved to approve Appointment of District Employees. Trustee Viricel seconded the motion.

Discussion: Trustee Williams requested a future update on EDCT including challenges, what's going well, priorities, key performance indicators, Inland Futures Foundation.

AYES: Viricel, Harrison, Houston, Williams, Ashlock, Sanchez  
NOES: None  
ABSENT: Longville, Reyes, Singer  
ABSTENTIONS: None

#### 6.C.1 Contracts at or Above \$96,700

Trustee Viricel moved to approve Contracts at or Above \$96,700, with the exception of the contract for San Bernardino County Superintendent of Schools (control number 21808), which will be tabled to the next meeting. Trustee Williams seconded the motion.

AYES: Viricel, Harrison, Williams, Ashlock, Sanchez  
NOES: None  
ABSENT: Longville, Reyes, Singer  
ABSTENTIONS: Houston

## VII. REPORTS

### A. Board Committee Reports

- Trustee Harrison reported on the BFC.
- Trustee Williams gave an update on the BOG.
- Trustee Houston provided an update on the JPA board.

### B. Chancellor's Report

- Chancellor Rodriguez gave a brief report on her first 12 days as chancellor.

### C. Key Performance Indicators

### 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

- Paul Del Rosario gave a brief report.

### G. Crafton Hills College Academic Senate

- No report.

### H. Crafton Hills College Classified Senate

- No report

### I. Crafton Hills College Associated Students

- Madeline Boone gave a brief report.

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- J. CSEA
  - Cassandra Thomas gave a brief report.
- K. CTA
  - No report
- L. Police Officers Association
  - No report
- M. SBVC College President
  - Interim President Thayer gave a brief report and a written report was provided
- N. CHC College President
  - President Horan gave a brief report and a written report was provided
  - Showed video on Books+ recognition on channel 7 news.

VIII. INFORMATION ITEMS

- A. AB 705 Analysis
- B. Board Master Planning Action Calendar
- C. Budget Report
- D. CCFS-320 Apportionment Attendance Report for FY 2021 Period 3
- E. Contracts Below \$96,700
- F. Construction Contracts, Change Orders and Amendments Subject to UCCAP
- G. General Fund Cash Flow Analysis
- H. MOUs Between SBCCD and the CSEA
- I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Orders
- K. Quarterly Investment & Deposit Report
- L. Resignations
- M. Summary of Measure CC Construction Change Orders
- N. Volunteers

IX. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representatives: Diana Z. Rodriguez 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) (4 cases)
- E. Conference with Real Property Negotiator  
Government Code 54956.8  
Property: Pro-Swap-Meet, San Bernardino, 20.64 Total Acres  
Negotiating parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiators Diana Z. Rodriguez, Chancellor, Jose F. Torres, Interim Chancellor  
Under negotiation: Instruction to Proposed Buyer's Real Property Negotiators will concern price and terms of payment associated with the possible purchase of the identified Properties

X. CONVENE CLOSED SESSION

Chair Viricel convened closed session at 5:55pm.

XI. RECONVENE PUBLIC MEETING

Public meeting was reconvened at 6:47pm.

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XII. REPORT OF ACTION IN CLOSED SESSION

- On August 12,2021, the Board unanimously voted with 4 board members present, took action to approve settlement of Workers Comp Claim # 462339 with employee #9475.
- On August 12,2021, the Board unanimously voted with 4 board members present, took action to approve settlement of Workers Comp Claim # 1655-07-0003 with employee #9475.
- On August 12,2021, the Board unanimously voted with 4 board members present, took action to approve settlement of Workers Comp Claim # 541850 with employee #8380.

XIII. ADJOURN

The next meeting of the Board: Strategy Session - Final Budget Review August 26, 2021 @ 4pm  
SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino

Chair Viricel adjourned the meeting at 6:49pm.

The Board of Trustees approved the August 12, 2021, minutes on September 9, 2021.



Gloria Macias Harrison, Clerk  
SBCCD Board of Trustees



Stacey Nikac, Administrative Officer  
SBCCD Office of the Chancellor

***Gaddi H. Vasquez***

August 6, 2021

Honorable Board of Trustees:

I write to express my support of the proposal before your honorable board to name a public educational building in honor of Mrs. Lois Carson.

I had the privilege of meeting Lois in 1978 when I served as Community Relations Coordinator in the City of Riverside, and she was leading the Riverside County Community Action Agency in the County of Riverside. Mrs. Carson became a mentor and friend who contributed greatly to my professional development and provided wise counsel in the early years of my public service career. I went on to serve as U. S. Ambassador to the United Nations Agencies, Director of the United States Peace Corps, and as a county supervisor in Orange County, California.

We remained friends and in touch over several decades. As I reflect on the course of my public service career, I give significant credit to Lois Carson. I was blessed to have a great friend, counselor, and role model in Lois Carson. Her integrity, professionalism, and commitment to assist the underserved and economically disadvantaged was an inspiration to all of us who knew her and shared a similar commitment.

Her passing is a major loss for the community on many levels. I will miss our conversations and will always celebrate our friendship and professional association. It is my view that naming a public education facility in her honor would be a worthy and supreme honor and valued recognition of her contributions to the college and especially, the students. It would be a fitting tribute to a remarkable woman whose life and career embodied the values and qualities of a genuine servant-leader.

I've always believed that naming public places in honor of public servants should be reserved for the most distinguished and accomplished leaders. Lois Carson is both distinguished and accomplished. I urge your support and thank you for your consideration.

Sincerely,

Gaddi H. Vasquez



CALIFORNIA COMMUNITY ACTION PARTNERSHIP  
ASSOCIATION  
225 30th Street, Suite 200, Sacramento, CA 95816  
Phone 916.443.1721

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Community Action Board of Santa  
Cruz County

August 10, 2021

Dr. Anne L. Viricel,  
Board President  
San Bernardino Community College District  
550 E. Hospitality Lane, Suite 200  
San Bernardino, California 92408

Dear Dr. Viricel,

I am writing on behalf of California Community Action Partnership Association (CalCAPA) and its sixty members to show support for the naming of a building in remembrance of Lois J Carson. Almost by definition, the name Lois Carson is synonymous with boundless energy from a lifetime of community service, and she was widely admired for finesse and work ethic to serve others.

While you are aware that Lois Carson served twenty-four years as a San Bernardino Community College District Trustee until 2010, garnering countless awards from various programs and efforts, including the Lyndon Baines Johnson Human Services Award, and Trustee of the Year from the American Association of Community College Trustees; she was at the same time a leader and titan in the Community Action movement. In her thirty years of service as the Executive Director of Riverside CAP, she not only lifted her own agency to the highest level of excellence, but also benefited Community Action Agencies across America through her many legacies.

Lois Carson is a name that should live on as a symbol of steadfastness and strength. She defined education and advocacy by exhibiting the highest quality of giving and I can think of no better place to memorialize her efforts than on a building on your campus. Thank you for your consideration.

Sincerely,

David Knight

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THE PROMISE OF  
COMMUNITY ACTION

Community Action changes  
people's lives, embodies the spirit  
of hope, improves communities,  
and makes America a better place  
to live. We care about the entire  
community and we are dedicated  
to helping people help themselves  
and each other.





August 11, 2021

Dr. Anne L. Viricel,  
Board President San Bernardino Community College District  
550 E. Hospitality Lane, Suite 200  
San Bernardino, California 92408

Dear Dr. Viricel,

On behalf of the National Community Action Partnership (the Partnership) and 1,000+ local community action agencies and state associations we represent, I would like to show support for the naming of a building in remembrance of Lois J Carson. Because of her long-standing leadership as a human servant and community leader, we regarded Lois as a Community Action Legacy Leader. Her brand as a dedicated former Executive Director of Community Action Partnership of Riverside County (CAP Riverside), former President of the National Board of Directors for the Partnership, National Community Action Professional Commissioner, National Equity and Economic and Mobility Commissioner, shaped the future of our National Network. She was an extraordinary individual and we find it only fitting that her memory be commemorated through this naming recognition.

Lois was a drum major for justice and shared humanity for all people and she embodied service to others until her last breath. Locally, she served as former Deputy Director of the Community Action Partnership of San Bernardino County, the former Executive Director, CAP Riverside County (30 years), former president of the California State Association. She was able to get the Riverside County Board of Supervisors to adopt a resolution to end poverty in the jurisdiction in keeping with a similar declaration adopted by the UN to end world poverty. Under her leadership, CAP Riverside received the Partnership's Award for Excellence in 2005. And was one of 10 agencies across America to be selected by the Partnership to participate in the Ford Foundation initiative: Structural Racism. Carson received the LBJ Humanitarian award in 2007 and a leadership from the National Association of Community Services Programs in 2008. Ms. Carson served as a community college trustee for the San Bernardino Community College District for 24 years and earned the honor of "Top Trustee in the US in 1991. A devout, Catholic, she received a papal award from Pope John Paul II and the Cartagena Award from the Knights of Peter Claver for Catholic action.

Your academic community and your partners would benefit greatly to have an opportunity to see and speak her name, learn her story, and use her memory and legacy to inspire their lives.

Thank you for the consideration. Please contact me at [धारlow@communityactionpartnership.com](mailto:धारlow@communityactionpartnership.com) or via my cell at 571-319-681 if you have any questions.

Sincerely,

Denise Harlow  
National Community Action Partnership

NATIONAL OFFICE  
1020 19th Street, NW  
Suite 700  
Washington, DC 20036

PHONE: 202.265.7546  
FAX: 202.265.5048

info@communityactionpartnership.com  
[www.communityactionpartnership.com](http://www.communityactionpartnership.com)

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