

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

Meeting Minutes of the Board of Trustees
November 18, 2021
4:00 pm Pacific Time

Location: SBCCD Boardroom
550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

MEMBERS PRESENT

Dr. Anne L. Viricel, Chair (arrived late)
Dr. Stephanie Houston, Vice Chair
Gloria Macias Harrison, Clerk
Nathan Gonzales, Trustee
John Longville, Trustee (arrived late)
Frank Reyes, Trustee
Joseph Williams, Trustee (arrived late)
Lauren Ashlock, CHC Student Trustee
Elena Sanchez Paez, SBVC Student Trustee

ABSENT

None

ADMINISTRATORS PRESENT

Diana Z. Rodriguez, Chancellor
Jose F. Torres, Executive Vice Chancellor
Kristina Hannon, Vice Chancellor of HR & Police Services
Dr. Scott Thayer, SBVC President
Dr. Kevin Horan, CHC President

ADMINISTRATORS ABSENT

None

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Vice Chair Houston called the meeting to order at 4:03pm. Trustee Reyes led the pledge of allegiance.

II. OATH OF OFFICE

Vice Chair Houston gave the Oath of Office to new Trustee, Nathan Gonzales.

III. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

None.

IV. APPROVAL OF MINUTES

- A. 2021-10-07
- B. 2021-10-28

Trustee Harrison moved to approve the minutes of 10/7/21 and 10/28/21. Trustee Reyes seconded the motion.

AYES: Houston, Harrison, Gonzales, Reyes, Ashlock, Sanchez

NOES: None

ABSENT: Viricel, Longville, Williams

ABSTENTIONS: None

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V. CELEBRATIONS/PRESENTATIONS

- A. Applause Cards
- B. Employee Anniversary Recognition

The Board recognized employees who received applause cards and celebrated work anniversaries. Chancellor Rodriguez recognized Dan Word and Rose Garcia for serving 20 or more years with the District. Professor Sandoval and MechA students gave special recognition and presented Chancellor Rodriguez with a Si Se Puede plaque for being the first Latina Chancellor of the SBCCD.

VI. ACTION AGENDA

- A. Revise Date for the Annual Organizational Meeting

Trustee Harrison moved to change the date for the annual organizational meeting to Friday, December 10, 2021. Trustee Ashlock seconded the motion.

AYES: Houston, Harrison, Gonzales, Longville, Reyes, Williams, Ashlock, Sanchez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

- B. Revised Classified Salary Schedule and Implementation of Classification Study

Trustee Harrison moved approval. Trustee Ashlock seconded the motion.

1. Implementation of 2021 Classification Study and Implementation Plan findings as indicated on the attached MOU and report, inclusive of new and revised job descriptions and resulting changes for position incumbents.

2. A revised Classified Salary Schedule, effective date to be determined. Schedule reflects the changes from the classification study findings, including the elimination of the Child Development Salary Schedule and consolidation of the Child Development job titles into the Classified Salary Schedule.

AYES: Houston, Harrison, Gonzales, Longville, Reyes, Williams, Ashlock, Sanchez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

VII. CONSENT AGENDA

- A. Instruction/Student Services
 - 1. Curriculum – CHC

- B. Human Resources

- 1. Amendment to Management and Executive Management Salary Schedule
- 2. Appointment of District Employees
- 3. Employee Promotions
- 4. Adjunct and Substitute Academic Employees
- 5. Non-Instructional Pay
- 6. Payment of Stipends – pulled for separate action
- 7. Revise Rates of Pay for Professional Expert and Short-Term Hourly Employees

- C. Business & Fiscal Services Business & Fiscal Services

- 1. Contracts at or Above \$96,700
- 2. District and College Expenses
- 3. Individual Memberships
- 4. Sole Source Purchases from Media Management LLC
- 5. Surplus Property and Authorization for Private Sale or Disposal

D. Facilities

1. Amendments 01 and 02 to the Professional Services Agreement with TSG Enterprises dba The Solis Group of Pasadena, CA – pulled for separate action
2. Approval to Appoint Member to the Citizens Bond Oversight Committee – pulled for separate action
3. Award Bid # 01-2122-01 and Contract to Mida Industries, Inc., of Long Beach, CA – pulled for separate action
4. Award Bid #CC01-3605-01 and Contract to Green Contractor Studio, Inc. of Buena Park, CA – pulled for separate action
5. Award Bid #CC01-3610-01 and Contract to C.I. Services, Inc., of Mission Viejo, CA – pulled for separate action
6. Award Bid #CC02-3626-14.01 and Contract to Baker Electric, Inc., of Corona, CA – pulled for separate action
7. Award Bid # 03-2122-01 and Contract to Birdgroup Construction, of Ranch Cucamonga, CA – pulled for separate action
8. Master Services Agreements and Task Orders for Bond Construction – pulled for separate action

Trustee Longville moved to approve the consent agenda with the exception of 7.B.6, 7.D.1-8. Trustee Williams seconded the motion.

AYES: Houston, Harrison, Gonzales, Longville, Reyes, Williams, Ashlock, Sanchez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

ITEMS PULLED FROM CONSENT AGENDA FOR SEPARATE ACTION

7.B.6 Payment of Stipends

Trustee Ashlock moved approve the item as amended: The date for Other Stipends 12/1/21-6/30/22. Trustee Williams seconded the motion.

AYES: Houston, Harrison, Gonzales, Longville, Reyes, Williams, Ashlock, Sanchez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

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7.D.1-8

Trustee Reyes moved to approve items 7.D.1-8. Trustee Williams seconded the motion.

AYES: Houston, Harrison, Gonzales, Longville, Reyes, Williams, Ashlock, Sanchez

NOES: None

ABSENT: Viricel

ABSTENTIONS: None

VIII. REPORTS

A. Board Committee Reports

- Trustee Harrison gave a brief report from the BFC.
- Trustee Reyes gave a brief report from the BLC.
- Trustee Williams gave a brief report from the BOG.
- Trustee Viricel reported on the Women's Caucus.

B. Chancellor's Report

- Chancellor Rodriguez provided a written report and a brief oral report.

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

- Ernest Guillen gave a brief report.

F. San Bernardino Valley College Associated Students

- Paul Del Rosario gave a brief report.

G. Crafton Hills College Academic Senate

- Brandi Bailes gave a brief report.

H. Crafton Hills College Classified Senate

- A report was given.

I. Crafton Hills College Associated Students

- No report.

J. CSEA

- Cassandra Thomas gave a brief report.

K. CTA

- Brandi Bailes gave a brief report.

L. Police Officers Association

- No report.

M. San Bernardino Valley College President

- President Thayer gave a brief report and a written report was provided.

N. Crafton Hills College President

- President Horan gave a brief report and a written report was provided.

IX. INFORMATION ITEMS

A. AB 705 Analysis

B. Board Master Planning Action Calendar

C. Budget Report

D. Contracts Below \$96,700

E. COVID-19 Vaccinations

F. General Fund Cash Flow Analysis

G. MOUs between SBCCD and the CSEA

H. MOUs Between SBCCD and the CTA

I. Professional Expert Short-Term and Substitute Employees

J. Purchase Orders

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- K. Quarterly Financial Status Report
- L. Quarterly Investment & Deposit Report
- M. Resignations
- N. Retirements
- O. Summary of Measure CC Construction Change Orders
- P. Volunteers

X. 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) (1 case)
- 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 Jose F. Torres, Executive Vice Chancellor; Diana Z. Rodriguez, 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
- F. Public Employee Performance Evaluation, Government Code section 54957(b)(1)
Title: Chancellor

XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

There were no public comments.

XII. CONVENE CLOSED SESSION

Chair Viricel convened closed session at 5:52pm.

XIII. RECONVENE PUBLIC MEETING

Public meeting was reconvened at 7:15pm.

XIV. REPORT OF ACTION IN CLOSED SESSION

No report.

XV. ADJOURN

Chair Viricel adjourned the meeting at 7:16pm.

The next meeting of the Board: Annual Organizational Meeting and Business Meeting
December 10, 2021 @ 4pm
SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino

The Board of Trustees approved the November 18, 2021, minutes on December 10, 2021.



Gloria Macias Harrison, Clerk
SBCCD Board of Trustees



Stacey Nikac, Administrative Officer
SBCCD Office of the Chancellor

Dear SBCCD Board of Trustee Members,

On behalf of the Administrative Assistant II's (Admin Asst II) for the SBCCD, we would like to bring to your attention, one of the items (the Classified Salary Study) being submitted to tonight's board meeting for your review and approval. The Admin Asst II's are a small number (8 throughout the district) of upper level, highly technical support for executive administrators (e.g. Vice Chancellor, Associate Vice Chancellor, Executive Director, Chief of Police, and all Vice Presidents) throughout the district. We handle highly confidential information and have to make split second decisions in regard to our offices and those Administrators we serve. We perform a full range of highly responsible, complex, and sensitive administrative duties in support of an executive level administrator with a broad level of responsibility for major, complex programs and functions with substantial District-wide impact. The Admin Asst II performs the most difficult and responsible types of duties assigned to classes within this series including the provision of lead support for assigned staff. Incumbents are required to be self-directed and to relieve the administrator of routine administrative duties.

Our classification in this study is the ONLY one classification taking such a huge, direct hit and we, as a group, feel singled out as we are expected to take a five (5) step decrease in our position. This means, that those of us who are currently Admin Asst II, are not to expect a raise for the rest of our careers with this district or until the new class we are suggest to move to reaches our current salary level which will take years. We also won't receive a cost of living raise as defined by the Y-rating policy of the district. Classification title is not the issue, however, degrading the value of the skills and dedication we bring to our individual offices is the issue.

Since the District, and Union, created this position three years ago, we would like to have faith in these two entities that they knew what they were doing at that time when we were classified into our current step range. Those of us having qualified for this classification three years ago, have mastered the lower classification skills, and bring a plethora of deep understanding to our positions and the departments in which we serve. What has changed in three years? If anything, we have learned more about our position and have more experience thus earning our range.

It's not our intent to cause problems however, we feel completely blindsided by the outcome of this study and by the way it reflects our classification. At no point, did anyone ask our opinion or consult us "the represented" in the jobs we perform. Further, we would like to bring to your attention, that while most classifications receive no step increase (just a classification name change), the fact that some of those who "represented us" during this study, are "reclassing" 14 steps higher. Specifically, our President and 1st VP are moving up 14 steps, 2nd VP is moving up 4 steps, Secretary is moving up 6 steps, and the Treasurer is moving up 12 steps. How is it understandable that only these above positions are the only ones that warrant such increases and the majority of the rest of the classifications in the entire district merely receive a title change.

We have also heard rumor that this study was done via Google and not in comparison to our sister colleges which would give an accurate sample for establishing our rightful range. For example, we pulled one job description for the Administrative Assistant at RCC to find their salary range to include our current range and exceed it by nearly \$15,000 annually. We think it's only fair to re-evaluate our portion of the study as we proudly represent this district and our positions and believe it is not the intent of the district to support such disregard.

Thank you for your consideration,

Shari Blackwell, serving the District Chief Technology Officer

VACANT – serving the Director of Economic Development and Corporate Training

Kathy Fonseca, serving the Vice President of Student Services at Valley

Laura Gowen, serving the Vice President of Instruction at Valley

Michelle Jeannotte, serving the District Police Chief

Erika Menge, serving the District Director of Facilities Planning, Emergency Management & Construction

Kelly Newton, serving the Vice President of Instruction at Crafton

Laura Van Genderen, serving the Vice President of Student Services at Crafton