

**San Bernardino Community College District
Meeting Minutes of the Board of Trustees
114 S. Del Rosa Drive, San Bernardino, CA 92408
Thursday, June 11, 2015 – 4:00 p.m. – Board Room**

CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 4pm. Trustee Henry led the pledge of allegiance.

Members Present:

John Longville, President
Dr. Kathleen Henry, Vice President
Donna Ferracone
Dr. Donald L. Singer
Gloria Macias Harrison
Joseph Williams, Clerk
Nickolas W. Zoumbos
Esmeralda Vazquez, CHC Student Trustee (arrived late at 4:20pm; departed early at 6:00pm)

Members Absent:

None

Administrators Present:

Bruce Baron, Chancellor
Dr. Gloria Fisher, President, SBVC
Dr. Cheryl Marshall, President, CHC
Dr. Lisa Norman, Vice Chancellor Human Resources
Jose Torres, Interim Vice Chancellor Fiscal Services

Administrators Absent:

None

ANNOUNCEMENT OF CLOSED SESSION ITEMS

Public Employee Performance Evaluation, Government Code 54957 - Title: Chancellor

PUBLIC COMMENT ON CLOSED SESSION AGENDA ITEMS

None

CONVENE CLOSED SESSION

Closed session convened at 4:02pm

RECONVENE PUBLIC MEETING

Public meeting reconvened at 4:46pm

REPORT OF ACTION IN CLOSED SESSION (if any)

None

OATH OF OFFICE FOR 2015-2016 STUDENT TRUSTEES

Esmeralda Vazquez of Crafton Hills College was given the Oath of Office and sworn in as a Student Trustee.

PUBLIC COMMENT

None

INSTITUTIONAL PRESENTATIONS

- Ivory Li of Piper Jaffray and David Casnocha of Stradling Yocca Carlson & Rauth gave a presentation on Measure P and Measure M Bond Finance Updates. They presented two potential transactions. At the July board meeting, the District will seek approval of the refinancing of Measure P and authorization of the issuance of Series D under the Bond Measure M.
- Dr. Henry Hua, Marc Donnhauser, and representatives from CSUSB presented on Cyber Security Scholarships – \$400K in scholarships have been provided to students.
- Daryl Zakov of Bennet & Bennet presented on FCC Spectrum Auction. He provided options available to the District and KVCR for consideration - The Chancellor reiterated the District's commitment to KVCR, FNX, and the

San Manuel Tribe. He indicated that the District will work with the tribe and their attorneys every step of the way to look at opportunities and bring value to the District and to the channels.

SPECIAL PRESENTATION TO ASSEMBLY MEMBER CHERYL BROWN

A special presentation was made to Assembly Member Cheryl Brown to thank her for hosting our students in Sacramento, providing lunch, and her warm hospitality. The board presented her with a framed certificate. The Assembly Member is an alumnus of SBVC and shared her support of our community colleges. She announced the budget to be voted on includes \$39M for low-income students to attend community colleges and \$60M for skills reform. She recognized Dr. Fisher for her forward thinking and Valley College reaching a 100% graduation rate.

INSTITUTIONAL PRESENTATIONS (continued)

- Ken Coate gave an update on the Citizen's Bond Oversight Committee. He thanked Dr. Marshall and Jose Torres for their support. Ken asked the board to consider sending a member and staff person, annually, to attend a State Organization of Bond Oversight Committee Conference to be funded by the District. The conference will allow our committee to build relationships and network with other committees. He also asked for the District to consider a prequalification process of contractors.
- Dr. Glen Kuck gave an update on the International Student Program. He addressed the value of international education, why students should select a community college, what the students want, and where the student comes from. He also presented ideas on where we go from here and the partnerships that should be developed. Trustee Harrison asked if we are legally obligated turn over records of students who are not citizens. Glen Kuck will provide the answer for all Trustees.

REPORTS

President Fisher provided a written update on the Health Life Sciences Building.
Trustee Williams introduced Sam Castro

CHC Reports

President Marshall reported progress is being made on hiring new faculty and positions for the fall. D. Marshall represents the District on Inland Empire Consortium, which was selected as an awardee for the Governors Innovation Grant. She serves on the steering committee for the Alignment Movement to align pathways with industries and K-12 partners. A written report was provided.

President Fisher provided a written report and highlighted SBVC is tracking at a 3.5% increase over last summer. SBVC will participate in the Strengths Based Training again this year to increase workplace satisfaction and customer service. June 25 Admissions and Records will be closed for regulatory updates training. A new Director of the Foundation will be onboard next month and an update will be provided on the Foundation.

Aaron Beavor reported for Classified Senate. He attended Classified Leadership Conference in Tahoe and will have written reports from each representative from SBVC. SBVC Classified Senate has an opportunity to speak to all classified staff, with the union, during opening day ceremonies.

Linda Subero reported for Associated Students. Thanked Chancellor, VC, and President for attending the Student Government meeting. Hosted Region 9 in May. Summer Retreat June 22-24 for new board members. August 24-27 Week of Welcome with clubs to get students involved. October 1-4 Region 9 Convention.

Grayling gave an update on what has been happening over the last month. Three grievances filed at SBVC and none at the other sites. Morale throughout the District has been good. SBVC was marked low. Grayling has received complaints on staff seeking help from the association and with concerns with retaliation. Cassandra Thomas reported the method used to test for exposure to formaldehyde was incorrect. The only way to test for exposure is by nasal and throat swabs because it is inhaled. The method that was used was blood and urine testing. Ms. Thomas requested that all employee exposure testing be redone using the medically accepted method of throat and nose swabbing. They have also requested for all staff who has worked within the 2nd floor of HLS, in its entire existence including custodians and maintenance staff and technicians be tested. They would like to ensure controls are in place so formaldehyde exposure does not happen in the future. Lab techs will soon be fitted with lab coats that will be cleaned properly by Cintas. Sarah Miller reported on the picric acid found in May. In May of 2000, she had a similar experience as a new lab tech. She had not received any safety training, no safety data sheet, and no inventory of chemicals in her area. The District has a need for a comprehensive safety program. On May 15, the letter sent by the District did not provide a statement to employees that they have been exposed to a known human carcinogen. The letter included excuses on not testing the cat morgue and the District made significant changes to the operations of the ventilation system before testing. For 10 years, the HVAC was a recirculating system that was turned off every night and weekends. Rooftop economizers and booster exhausts were not connected. By the time testing was conducted in March, the ventilation system was reconfigured and reprogrammed to provide mechanical ventilation with 100% outside air 24/7. The testing underestimates actual exposures endured by employees

and students. Sarah wrote an article to CSEA members to let them know why testing performed in March failed in its design and underrepresents historical exposures because of the changes in the ventilation system. There was no urgent need for staff to enter the cat morgue. The actions of two managers acted in defiance of safety regulations. Rosemary Hansen reported standing before the Board seven years ago to ask about safety issues to let the Board know that issues were District-wide. The issues at Crafton were resolved. Courts is a heating and air company, not a scientific ventilation company. They installed an additional mechanical ventilation in the cadaver room, which is why respirators are worn. The hope is that a scientific ventilation company is used to address the issues at Valley. Her other hope is the new building at Crafton has adequate ventilation. The District is liable for employee's health for 30 years after they leave. The Chancellor responded that the District cares about the situation and is working on resolving the situation. Staff has spent a great deal of time working on resolving the safety issues. President Longville asked to have an agenda item to address all concerns presented by the CSEA.

APPROVAL OF MINUTES

Trustee Henry motioned, Trustee Harrison seconded the motion and the board members voted as follows:
To approve the Minutes of May 28, 2015.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

CONSENT AGENDA

Consideration of Approval of Donation – San Bernardino Valley College
Consideration of Approval of Academic Employees
Consideration of Approval of Adjunct and Substitute Academic Employees
Consideration of Approval of Alternate Work Schedule for Summer 2015
Consideration of Approval of Amended Increase in Classified Employee Contracts
Consideration of Approval of Classified Employee Promotions
Consideration of Approval of Classified Employees
Consideration of Approval of Coordinator Stipends
Consideration of Approval of District Volunteers
Consideration of Approval of Faculty Chair Stipends
Consideration of Approval of Interim Management Appointment
Consideration of Approval of Management Appointments
Consideration of Approval of Non-Instructional Pay for Academic Employees
Consideration of Approval of Professional Expert, Short-Term and Substitute Employees
Consideration of Approval of Revision to Professional Expert Rate of Pay Schedule
Consideration of Approval of Salary Advancement for Academic Employees
Consideration of Approval of Salary Amendment for Management Employee
Consideration of Approval of Salary Amendments for Temporary Contract Extensions for Academic Employees
Consideration of Approval to Extend Contract for Temporary Academic Employees
Consideration of Approval to Extend Interim Management Assignments
Consideration of Approval of Amendment 005 – Kitchell
Consideration of Approval of Amendment 01 – CHJ
Consideration of Approval of Amendment 02 – HMC
Consideration of Approval of Amendment 03 – HMC
Consideration of Approval of Amendment 09 - Little Diversified – SBVC
Consideration of Approval of Authorized Signature List
Consideration of Approval of Conference Attendance
Consideration of Approval of District & College Expenses
Consideration of Approval of District Bank Accounts
Consideration of Approval of Individual Memberships
Consideration of Approval of Purchase Orders
Consideration of Approval of Professional Services Contracts
Consideration of Approval of Routine Contracts
Consideration of Approval of Surplus Property
Consideration of Approval to Ratify a Contract – Braughton
Consideration of Approval to Ratify a Contract - CHC Hardware - Montgomery Hardware
Consideration of Approval to Ratify a Contract - SBVC Applied Technology Air Handler
Consideration of Approval to Ratify a Contract - SBVC Greek Theater Sidewalk - HP Construction
Consideration of Approval to Ratify a Contract - SBVC Roof Repairs
Consideration of Approval to Ratify a Contract - Yesco - Building Signage and Numbering

Trustee Henry motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the items on the Consent Agenda.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

ACTION AGENDA

Consideration of Approval of Curriculum Modifications – CHC

Trustee Henry motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the CHC Curriculum Modifications.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval of Curriculum Modifications – SBVC

Trustee Henry motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the SBVC Curriculum Modifications.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Acceptance of Academic Employee Retirement

Trustee Harrison motioned, Trustee Henry seconded the motion and the board members voted as follows:
To approve the academic employee retirement.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval of Human Resources Restructuring Plan

Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:
To approve the human resources restructuring plan.

Dr. Norman gave an overview of how the HR restructuring plan was developed. Trustee Williams asked if we could have specific goals to assess the effectiveness of the plan.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval of Revision of Management Job Description

Trustee Williams motioned, Trustee Henry seconded the motion and the board members voted as follows:
To approve the revision of the management job description.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval of Agreement – Citadel

Trustee Henry motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the agreement for Citadel Environmental Services, Inc. of Glendale, California for environmental consulting services on Measure M projects at SBVC, in an amount not to exceed \$22,640.00.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval of Agreement - DC Architects

Trustee Henry motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the approval of DC Architects of Upland, California for architectural services on the Classroom Swing Space project at CHC in the amount of \$27,500.00.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval of Agreement - Mobile Modular

Trustee Henry motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the agreement of Mobile Modular Management Corporation of Mira Loma, California for the lease of classrooms for the Classroom Swing Space project at CHC in the amount of \$107,242.00.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval of Agreement - Snipes-Dye

Trustee Henry motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the agreement of Snipes-Dye Associates of La Mesa, California for civil engineering services on Measure M projects at SBVC, in an amount not to exceed \$17,526.36.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval of Five Year Construction Plan

Trustee Singer motioned, Trustee Henry seconded the motion and the board members voted as follows:
To approve the five year construction plan.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval of Sole Source - Forest Incentives

Trustee Zoumbos motioned, Trustee Henry seconded the motion and the board members voted as follows:
To approve the purchasing from Forest Incentives, Ltd. As a sole source vendor for Fiscal Year 2015 – 2016.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval of Sole Source - Stanley Convergent

Trustee Zoumbos motioned, Trustee Henry seconded the motion and the board members voted as follows:
To approve the purchasing from Stanley Convergent Security as a sole source vendor for Fiscal Year 2015 – 2016.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval to Accept Board Policies for Final Reading

Trustee Harrison motioned, Trustee Henry seconded the motion and the board members voted as follows:
To approve Board Policies BP 1200 District Mission Statement; BP 2010 Board Membership; BP 2310 Regular Meetings of the Board; BP 3510 Workplace Violence Plan; BP 3540 Sexual and Other Assaults on Campus; BP 5030 Fees; BP 6100 Delegation of Authority, Fiscal; BP 6150 Designation of Authorized Signatures; BP 6250 Budget Management; BP 6400 Audits; BP 6450 Wireless or Cellular Phone Use; BP 6500 Property Management; BP 6535 Use of District Equipment; BP 6600 Capital Construction; BP 6740 Citizens' Oversight Committee; BP 6930 Vending Machines; and BP 7160 Professional Development for approval.

Administrative Procedure 5020 Non-Resident Tuition is submitted for information only.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval to Adopt 2015-16 Tentative Budget

Trustee Harrison motioned, Trustee Singer seconded the motion and the board members voted as follows:
To approve the adoption of the 2015-16 tentative budget.

Jose Torres reported the tentative budget includes pending approval of the new growth formula that was included. It benefits the district and may change the final budget significantly.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval to Adopt a Resolution - Reserve Fund Transfers

Trustee Henry motioned, Trustee Harrison seconded the motion and the board members voted as follows:
To approve the adoption of a resolution for reserve fund transfers.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval to Adopt a Resolution Approving a Contract - Yesco - Directory Wayfinding

Trustee Henry motioned, Trustee Williams seconded the motion and the board members voted as follows:
To approve the adoption of a resolution approving a contract with Yesco LLC dba Yesco Signs LLC of Jurupa Valley, California, under the SBCCD Uniform Construction Cost Accounting Procedures (UCCAP) program, for the Directory, Wayfinding, Monument Signage & Bulletin Board project at Crafton Hills College in the amount of \$187,360.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval to Adopt a Resolution Regarding the Expenditure of Prop 30 EPA Funds

Trustee Henry motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the adoption of a resolution regarding the expenditure of Prop 30 EPA funds.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval to Award Proposal & Contract - Yamada Enterprises

Trustee Henry motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the proposal and contract for Yamada Enterprises of Huntington Beach, California as the furniture and equipment vendor for the Maintenance & Operations (M&O) Renovation project at Crafton Hills College in the amount of

\$22,743.37.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration of Approval of Revised 2015 Board Meeting Dates

Trustee Harrison motioned, Trustee Zoumbos seconded the motion and the board members voted as follows:
To approve the approval of 2015 dates pending a second date for retreat and to change the date for the November 19 study session.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

Consideration to Adopt a Resolution to Recognize July 4, 2015 as "Independence Day"

Trustee Singer motioned, Trustee Ferracone seconded the motion and the board members voted as follows:
To approve the adoption of a resolution to recognize July 4 as Independence Day.

AYES: Longville, Singer, Williams, Zoumbos, Ferracone, Harrison, Henry
NOES: None
ABSENT: Vazquez
ABSTENTIONS: None

INFORMATION ITEMS

Applause Cards

Budget Report

Cenergistic Report

Clery Report

CTA MOU

General Fund Cash Flow Analysis

Issuance of Measure M Series D Bonds

Local Hire Summary

Quarterly Financial Status Report

Summary of Measure M Construction Contract Change Orders Amendments

ADJOURN

President Longville adjourned the meeting at 8:48pm.



Joseph Williams, Clerk
San Bernardino Community College District
Board of Trustees