

**OFFICIAL PROCEEDINGS  
OF THE GOVERNING BOARD  
CHAFFEY COMMUNITY COLLEGE DISTRICT**

A regular meeting of the Chaffey Community College District Governing Board was held on Thursday, January 24, 2019, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President Brugger called the meeting to order at 2:00 p.m.

Members present: Ms. Brugger, Mr. McDougal, Ms. McLeod, Mr. Ovitt,  
Ms. Roberts, Mr. Rosales (Student Trustee)

Members absent: none

**CLOSED SESSION**

The public is given an opportunity to address the Governing Board regarding the posted closed session agenda. No comments were made.

The Board convened in closed session at 2:00 p.m. Closed session was adjourned at 2:46 p.m.

**STUDY SESSION**

A study session commenced on the following topic:

Adult Education and High School Partnerships – Director Matthew Morin introduced his staff and thanked the admissions and records department who work with his office to process students. Mr. Morin presented on: strategic planning – increase offerings; innovation in adult education; dual enrollment; success rates; Chino Valley Adult School partnership with the InTech Center HVAC program; dual enrollment pathways for adult GED/HSD students; rewriting the law and working with advocates on legislation; progress on dual enrollment at high school campuses; summer strategy; intentional pathways; and linking in faculty.

Dr. Shannon welcomed Laura Hope in her new position as acting associate superintendent of instruction and institutional effectiveness. Ms. Hope thanked Mr. Morin for his ambitious agenda in adult education and high school partnerships, and stated that this work shows that Chaffey is most comfortable being at the forefront of issues.

Student Trustee Rosales asked if there was a bill number yet for this legislation, and Mr. Morin responded that at this point they are looking for sponsorship and are shopping around legislators.

No. 17,223  
Study  
Session

## REGULAR SESSION

The regular session reconvened at 3:15 p.m., and Trustee Ovitt led the Pledge of Allegiance to the Flag.

No. 17,224  
Public  
Comments

## PUBLIC COMMENTS

Chaffey College student Cassaundra Dean addressed the Board regarding what she believed to be the wrongful actions of a school official. Ms. Dean explained that she was advised by a veteran student counselor in 2015, and based on the counselor's direction, she lost three years by re-taking general education classes she did not need. She requested that her expenses during this period be reimbursed by Chaffey. She asked that someone look into this unfortunate situation so another student is not affected in the same way.

No. 17,225  
Board  
Reports

## COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Moises Rosales highlighted the Chaffey College Student Government (CCSG) winter retreat; Panthers Welcome Days; CCSG Welcome Back; amending bylaws; election committee being enacted; resolution for dual enrollment being drafted; resolution regarding staffing at satellite libraries; working with M&O regarding trash left by students; Region IX meeting; and the Measure P reception.

Gary Ovitt reported attending the following: swearing-in of Auditor Controller Tax Collector Ensen Mason, West End YMCA Board meeting, Chaffey High School Alumni Association meeting, Chaffey College meeting with City of Ontario regarding Measure P, Children's Fund Executive Committee meeting, Children's Fund Golf Committee meeting, Etiwanda High School basketball game, Young Americans choral workshop and performance, Ontario Chaffey Community Show Band concert, Children's Fund Board meeting, Ontario Chaffey Community Show Band Board meeting, Ontario Montclair School District Models of Excellence and Stone Cutter Award Luncheon, Promise Scholars Celebration of 2018 Accomplishments, and National CORE Ribbon Cutting and Circle of Hope Donor Recognition.

Trustee Ovitt highlighted the Spring 2018 Welcome Back in the Chaffey College Sports Event and stated that he really enjoyed the keynote speaker, Dr. Calvin Mackie; the Governing Board Retreat/Study Session; and that he walked in the *Miles for Montclair* walk to raise money for homeless students on MLK Jr. Day, which has raised over \$200,000.

Lee McDougal reported attending the Governing Board Retreat, which he believed was productive in setting goals for the coming year.

Vice President Gloria Negrete McLeod announced that she attended the Governing Board Retreat and stated that it was one of the more interesting retreats that she has attended.

Katie Roberts reported attending the following events: Classified Senate Holiday Luncheon; Governing Board Holiday Dinner; Rotary, and Traveler's Aid Luncheon.

Board President Kathy Brugger announced that she attended the Associate Degree in Nursing program graduation and congratulated the graduates; and the Fontana State of the City event which focused on education. She mentioned that a flyer for the Chaffey College Panther Promise was distributed at the event.

#### LEGISLATIVE UPDATE

Lorena Corona, manager, transitional services and governmental relations, provided a written report which included updates on the following legislation: 2019 State Legislative Session Preview; Academic Programs, which included AB 30 Community College Career Access Pathways; College Affordability, which included AB 2, California College Promise, AB 140 California Kickstart: My Future Loan Forgiveness Program, and SB 52, The Cal Grant Program: Cal Grant C Awards; Intersegmental Coordination of Data Sharing which included AB 130, Office of Higher Education Performance and Accountability, SB 2, Statewide Longitudinal Student Database; SB 3, Office of Higher Education Coordination, Accountability, and Performance; Facilities legislation which included AB 13, AB 48, and AB 124; as well as an update on the 2019-2020 California State Budget.

No. 17,226  
Legislative  
Update

Trustee Gloria Negrete-McLeod commented that even though it sounds like a lot of bills, the Governor maybe receives fifty percent of the bills. The majority of the bills are committee work and tightening up legislation.

#### PRESENTATIONS

Ali Tarzi, Community Reinvestment Relationship Manager for JPMorgan Chase, was scheduled to present a check to the Foundation in support of the InTech Center, but was stuck in traffic and presented later in the meeting.

No. 17,227  
Presentation

#### FOUNDATION

Lisa Nashua, executive director, Foundation, recognized Foundation President Mary Caporale who was present at the meeting. Ms. Nashua provided a written report which included updates on the Alumni of the Year/Hall of Fame save the date for April 11, 2019; Lifetime Achievement Recognition for 102-year-old children's book author Beverly Cleary; Foundation Scholarships; Community Partners; Private Foundations; Foundation Golf Tournament save the date for Monday, June 24, 2019 at the Red Hill Country Club; and Foundation Mini-Grant Spring Applications.

No. 17,228  
Foundation

Board President Brugger mentioned that she would be sponsoring the ladies' foursome at the golf tournament again this year.

No. 17,229  
Closed  
Session  
Actions

## REPORTS

### CLOSED SESSION ACTIONS

Board Secretary Henry Shannon announced that the Board took action in closed personnel session this evening to approve the following by a unanimous (5:0) vote.

Dr. Shannon reported that in closed session, the Board voted to order a hearing, pursuant to Article 20.3.5 of the CSEA-District Collective Bargaining Agreement, regarding a classified employee's appeal of a disciplinary matter. The Board voted unanimously to order the hearing.

Dr. Shannon reported that in closed session, the Board voted to approve a settlement agreement between the District and an academic employee in exchange for a monetary payment that involved other non-monetary provisions. The Board voted unanimously to approve the settlement.

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#### Employment or ratification of:

Evelyn Razon to the position of administrative assistant II, campus police, .475 FTE, 12 months, range 18, step A of the CSEA salary schedule, effective February 4, 2019.

Clementine Garrett to the position of buyer, 1.0 FTE, 12 months, range 20, step A of the CSEA salary schedule, effective February 1, 2019.

David Davalos to the position of facility maintenance attendant, .475 FTE, 12 months, range 7, step A of the CSEA salary schedule, effective February 1, 2019.

Billy Martinez to the position of instructional assistant IV, aeronautics, 1.0 FTE, 12 months, range 19, step A of the CSEA salary schedule, effective January 14, 2019.

Steven Ward to the position of instructional assistant IV, industrial electrical technology, 1.0 FTE, 12-months, range 19, step A of the CSEA salary schedule, effective February 1, 2019.

Sarah Bonomo to the temporary, one-semester position of instructor, associate degree nursing, 1.0 FTE, effective January 14, 2019, through May 23, 2019, for the 2019 spring semester.

Clarissa Moreno to the position of library clerk I, .475 FTE, 12 months, range 5, step A of the CSEA salary schedule, effective February 1, 2019.

Maria Jara to the position of payroll technician, 1.0 FTE, 12 months, range 17, step A of the CSEA salary schedule, effective February 1, 2019.

Priscilla Stigler to the position of program assistant, admissions and records, .475 FTE, 12 months, range 13, step B of the CSEA salary schedule, effective February 1, 2019

Hector Solorzano to the position of program assistant, language arts/journalism, .475 FTE, 12 months, range 13, step A of the CSEA salary schedule, effective February 1, 2019.

Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers. Amy Diamond to the temporary, unclassified, professional expert position of head coach, women's swimming, effective January 2, 2019, through May 31, 2019, under the terms and conditions of the employment agreement.

Dena Mangini to the temporary, unclassified, professional expert position of job developer, effective February 11, 2019, through June 30, 2019, under the terms and conditions of the employment agreement.

Robert Alexander to the temporary, unclassified, professional expert position of second assistant coach, men's basketball, effective February 1, 2019, through March 15, 2019, under the terms and conditions of the employment agreement.

Katherine Cortez to the temporary, unclassified, professional expert position of second assistant coach, softball, effective February 1, 2019, through May 31, 2019, under the terms and conditions of the employment agreement.

Utilization of volunteer services (This list has been made part of the minutes of this meeting.)

#### Appointment of:

Laura Hope to the temporary position of acting associate superintendent, instruction and institutional effectiveness, 1.0 FTE, range 40, step G of the management salary schedule, effective January 16, 2019, through December 31, 2019.

Jacob Peck to the temporary position of acting director, disability programs and services, 1.0 FTE, range 25, step A of the management salary schedule, effective January 14, 2019, through June 30, 2019.

Elyna Carranza to the position of administrative assistant II, campus police, 1.0 FTE, 12-months, range 18, step D of the CSEA salary schedule, effective February 1, 2019.

Linda Lamp to the temporary, unclassified, professional expert position of grant director, effective February 1, 2019, through June 30, 2019, under the terms and conditions of the employment agreement.

Kevin Curwin to the position of senior research analyst, 1.0 FTE, 12-months, range 40, step A of the CSEA salary schedule, effective February 1, 2019.

The Governing Board ratified a temporary increase in assignment for the digital media lab specialist position from .475 to 1.0 FTE for the period of January 1, 2019, through May 31, 2019. The Governing Board ratified a temporary increase in assignment for the photography specialist position from .475 to 1.0 FTE for the period of January 1, 2019, through May 31, 2019 June 30, 2019.

The Governing Board approved the temporary increase in assignment of the .475 contract employee Alice Soto, administrative assistant II, Health Sciences, to work a maximum of eight hours per day for no more than twenty consecutive days for the months of December 2018 and January 2019.

#### MONITORING

The following reports were submitted to the Governing Board for their information:

2017-2018 Audit Report – Associate Superintendent of Business Services and Economic Development Lisa Bailey introduced the College's internal auditor, Patrick Cabildo. Patrick Cabildo introduced Bill Rauch, Vavrinek, Trine and Day engagement partner, who explained that the College had no areas of non-compliance and received an unmodified, or clean, opinion. There were also no prior year findings that needed to be followed-up on. This is very important for the Measure P bond rating.

No. 17,230  
Monitoring

Dr. Shannon commented on the exceptional job that the business office and Patrick Cabildo have done throughout the year.

### Budget Monitoring Report

#### INFORMATIONAL

The following reports were submitted to the Governing Board for their information:

#### 2019-2020 Budget Development Calendar

Mr. McDougal commented that in response to concerns raised at a past meeting criticizing the recruitment process and the time it takes to fill vacancies, he pointed out that it seems to take four months on average to fill positions, rather than the year to year and a half stated by the employee who addressed the Board. He feels as though this is a reasonable period of time for the process.

No. 17,231  
Consent  
Agenda

#### CONSENT AGENDA

A motion was made by Mr. Ovitt, seconded by Mr. McDougal, to approve the consent agenda as presented.

Yeas: Ms. Brugger, Mr. McDougal, Ms. McLeod, Mr. Ovitt  
Ms. Roberts, Mr. Rosales (advisory)  
Nays: None  
Absent: None

Through this action, the following were approved (Approval of Minutes, December 13, 2018 through Management Personnel Plan/Employment Contracts).

No. 17,232  
Minutes

#### GOVERNANCE PROCESS

The minutes of the December 13, 2018 regular board meeting were approved as presented.

No. 17,233  
Board  
Meeting  
Date  
Change

The Governing Board changed the date of the March board meeting to Thursday, March 21, 2019.

No. 17,234  
2019-20  
Academic  
Calendar

#### ACADEMIC AFFAIRS

The Governing Board approved the 2019-20 academic calendar.

No. 17,235  
Curriculum

The Governing Board approved 15 new courses, 75 course modifications, 39 distance education courses, two course deactivations, seven new programs of study, and six program of study modifications for the *Chaffey College 2019-2020 Catalog*.

## BUSINESS/FISCAL AFFAIRS

The Governing Board adopted Resolution 12419A, which approves the Amended and Restated Bylaws of the District's Independent Citizens' Oversight Committee.

No. 17,236  
Amend and  
Restate  
Bylaws  
Independent  
COC

The Governing Board ratified a five-year contract with Ellucian Company L.P. for the District's Enterprise Resource Planning (ERP) system, on a single source basis for the sole source services it exclusively provides, in the amount of \$4,300,003.

No. 17,237  
Single  
Source  
Vendor

The Governing Board authorized the District to award Bid No. 2019CS379 and to issue a purchase order in accordance with the terms and specifications of the Bid Documents, to Pivot Interiors of Santa Clara, CA in the amount of \$167,368, which equals the total bid price on the attached bid opening results.

No. 17,238  
Outdoor  
Furniture for  
Seating  
Beneath  
Shade  
Structure

The Governing Board authorized the District to reject all bids for Bid No. 2019PW299, Transformer Replacement Project and to re-bid the project.

No. 17,239  
Transformer  
Replace  
Project

The Governing Board approved the budget increase of \$217,083 to the 2018-2019 restricted general fund budget for the district's Certified Nursing Assistant Expansion (CNA) and Hunger Free Campus Support one-time allocations.

No. 17,240  
Budget  
Changes-  
Restricted  
General  
Fund

The Governing Board adopted Resolution 12419, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

No. 17,241  
Disposal of  
Electronic  
Equipment  
and Misc.  
Materials

The Governing Board approved the Budget Transfer Board Report for the period of October 1, 2018 through December 31, 2018.

No. 17,242  
Quarterly  
Budget  
Transfer  
Report

The Governing Board approved the Quarterly Financial Status Report for the period ending December 31, 2018.

No. 17,243  
Quarterly  
Financial  
Status  
Report

## HUMAN RESOURCES

The Governing Board approved employment contracts between the Governing Board of the Chaffey Community College District and management employees.

No. 17,244  
Management  
Personnel  
Plan /  
Employment  
Contracts

## ACTION AGENDA

A motion was made by Trustee McDougal, seconded by Trustee Negrete-McLeod, to approve the action agenda as presented.

Yeas: Ms. Brugger, Mr. McDougal, Ms. McLeod, Mr. Ovitt,  
Ms. Roberts, Mr. Rosales (advisory)

Nays: None

Absent: None

Through this action, the following were approved:

No. 17,245  
Emergency  
Repair of  
Central Plant  
Closed  
Water Loop

#### BUSINESS/FISCAL AFFAIRS

The Governing Board ratified the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from three Central Plant closed water loop leaks, one at a location along Myrtle Drive and two along College Drive, on the Rancho Cucamonga Campus, and the award of a contract to Southland Industries of Garden Grove, CA for repairs necessary to remediate the same, for a total cost of \$286,693.

No. 17,246  
Contract/PO/  
Warrants  
List

The Governing Board ratified the contract, purchase order, and warrant lists. (These lists have been made part of the minutes of this meeting.)

#### CEO/STAFF REPORTS

No. 17,247  
Supt/Pres  
Report

Henry Shannon, superintendent/president, thanked the Board members and staff for their work and input for the Governing Board Retreat/Study Session. He mentioned that Dr. Pamela Fisher was the facilitator.

Dr. Shannon highlighted the Spring 2019 Welcome Back, the 2019 Fontana State of the City, and an update from the Office of the Vice President of Student Services. Dr. Shannon stated that he appreciated Fontana Mayor Warren mentioning Chaffey College and the expansion in Fontana. He also thanked UMOJA for inviting him to speak at their Martin Luther King event.

No. 17,248  
Faculty  
Senate

Faculty Senate President Misty Burruel provided a handout of academic highlights including: New Faculty Orientation; Women in STEM; Creative Works and Professional Accomplishments of Robin Ikeda, Marc Meyer, Baron Brown, Misty Burruel, Carlos Martinez, and Cindy Walker.

Ms. Burruel thanked Laura Hope for her work on the 16-week calendar.

No. 17,249  
Classified  
Senate

Classified Senate President Trisha Albertsen thanked everyone who attended the Classified Senate Luncheon, which raised over \$2,000 for scholarships.

CSEA had no report.

No. 17,250  
CCFA

CCFA President Jonathan Ausubel welcomed Laura Hope back to Chaffey College. He further mentioned that four members of CCFA will be attending the Community College Association Bargaining Academy, and that they are



looking forward to getting the bargaining process started, hopefully by the end of April or May. Mr. Ausubel also thanked Dr. Shannon for his conversation regarding a long-term staffing plan for the College, which has reassured him that the College is moving in the right direction.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

PRESENTATION OF CHECK – A check in the amount of \$100,000 was accepted by Foundation President Mary Caporale and Foundation Executive Director Lisa Nashua on behalf of JPMorgan Chase. The purpose of the check is to increase the number of youth and women in advanced manufacturing where they can make a living wage in the community in which they have grown up and supporting companies that have worked with Chaffey College for many years.

Dr. Shannon thanked Sandra Sisco for her work at the InTech Center.

Trustee Roberts announced that she is a Parkinson’s sufferer and mentioned that it has affected her ability to write, hear, speak and drive. She mentioned that she is facilitating a conference for those with mobility issues on March 23, 2019 in Ontario. The event will include scooter and wheelchair races and free food and drink.

Trustee McDougal officially welcomed Laura Hope back to Chaffey College on behalf of the Board.

ADJOURNMENT

The meeting was adjourned at 4:05 p.m. in the memory of Clyde Francisco, former Chaffey College student who was on the winning 1947 Junior Rose Bowl football team.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, February 28, 2019.

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President

\_\_\_\_\_  
Clerk

No. 17,251  
Board  
Comments,  
Requests,  
and Future  
Agenda  
Items