

**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, September 24, 2020, virtually via videoconference. Board President Ovitt called the meeting to order at 2:11 p.m.

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

Members absent: none

**CLOSED SESSION**

The public was 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 2:02 p.m. Closed session was adjourned at 2:51 p.m.

**STUDY SESSION**

2020-2021 Adopted Budget Presentation – Associate Superintendent of Business Services and Economic Development Lisa Bailey introduced Anita Undercoffer, executive director, budgeting and fiscal services, and thanked President Ovitt, Dr. Shannon and Ms. Undercoffer and her staff for their work during difficult budget times. Ms. Undercoffer's presentation included: Chaffey College budget update for prior year 2019-20; full-time equivalent students; budget to actuals; decreased expenses because of COVID-19; revenue and expense trend actuals; state budget 2020-2021 approved budget; May Revise vs. approved state budget; effects of COVID-19; economic outlook – best case and worst case scenarios; 2020-2021 Chaffey adopted budget development – income and expense adjustments; unrestricted general fund budget projections, and challenges and strategies.

Trustee Ovitt asked what would happen if the COVID-19 pandemic situation turns around. Dr. Shannon responded that the College has to plan for spring classes now based on what is known at this time, and the College would not be able to pivot back to face-to-face classes right away. Associate Superintendent Laura Hope expanded on Dr. Shannon's response explaining that the College would not reverse course on online classes, but may add short-term courses. Also, it is against Title V guidelines to change the conditions of the classes once

students have registered. President Ovitt suggested that athletics may be able to return if this was the case.

Marketing Report (formerly Marketing and Outreach, now referred to as Equity, Outreach and Communications) - Vice President Alisha Rosas presented on equity and the Center for Culture and Social Justice; Panther Care Program; enrollment support including streaming digital ads; bus advertising; digital poster campaigns; bilingual radio ads, email campaigns; website redesign; new website; media relations; community advancement, awards and recognition; Report to the Community; and looking ahead. She thanked Panther Care Manager Albert Rodriguez for his work with the Panther Care program, and Nilsa Robertson for her work on the new website.

### REGULAR SESSION

The regular session reconvened at 4:02 p.m., and Trustee Roberts led the Pledge of Allegiance to the Flag.

### PUBLIC COMMENTS

There were no public comments.

### COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Lauren Sanders reported the following activities: special delegate assembly; Robert's Rules training; Black Caucus California Community Colleges Conference planning meetings; Street Positive Fatherhood event; SSSCC trustee caucus meeting; Region IX executive meeting; and the College Council meeting at Chaffey College.

Trustee McLeod had no report.

Trustee McDougal reported he played in the Children's Fund golf tournament; and attended the Chaffey College Chino Oversight Committee meeting and Housing Partners, Inc. meeting.

Trustee Roberts had no report.

Trustee Brugger reported that she made her monthly donations to the College, and attended the San Bernardino County Senior Disabled Fund meeting.

Board President Ovitt reported attending the following: The Children's Fund golf tournament; Rancho Cucamonga Police and Fire Recognition event, and Chaffey College budget and agenda review meetings.

## LEGISLATIVE UPDATE

Dr. Janeth Rodriguez, director, alumni and community relations, provided a presentation which included updates on AB 3137 – California College Promise: Members of the Armed Forces of the United States; Prop16; District local measures; and District state and local elections.

## FOUNDATION

Dr. Lisa Nashua, executive director of the Foundation, provided a written report which included: 2020-21 scholarship application review, Foundation for California Community Colleges, AAUW, Black Minds Matter Scholarship, Eugene Boring and Jeryl Ann Boring Trust, Inland Empire Community Foundation fall support, journalism program support, private funders Wells Fargo and the James Irvine Foundation Grant for the InTech Center, and the date of May 24, 2021 secured for the Chaffey College Foundation golf tournament.

## 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.

#### Employment or Ratification of:

Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.  
Leticia Romo to the temporary, unclassified, professional expert position of director, student equity and engagement, effective October 1, 2020, through June 30, 2021, under the terms and conditions of the employment agreement.

David Slover to the temporary, unclassified, professional expert position of football coordinator, out-of-season, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the amended employment agreement.

#### Appointment of:

The Governing Board approved the amended reduced workload assignment for Mercedes Limón, instructor, Spanish, from .53 FTE to .5332 FTE for the 2020–21 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.

## MONITORING

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

Budget Monitoring Report

Equity, Outreach and Communications Monitoring Report for 2019-20

## INFORMATIONAL

Accreditation Mid-Term Report

## PUBLIC HEARINGS

### BUSINESS SERVICES

A public hearing was held on the 2020-2021 proposed budget.

No comments were made.

Communication No. IV.E.1.b 2020-2021 budget adoption.

The Governing Board adopted the 2020-2021 budget and approved Resolution 92420 on a motion of Ms. McDougal, and second by Ms. Roberts.

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

## CONSENT AGENDA

A motion was made by Mr. Brugger, seconded by Ms. McLeod, to approve the consent agenda as presented.

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

Through this action, the following were approved (Approval of Minutes, August 27, 2020, through Inclusion of Additional Student Populations to the College Equity Plan).

### GOVERNANCE PROCESS

The minutes of the August 27, 2020, regular Board meeting were approved as presented.

### BUSINESS/FISCAL AFFAIRS

The Governing Board approved Amendment 02 to increase the Upward Bound (UB) Program grant by \$10,064 for the 2020-2021 fiscal year.

The Governing Board approved the partnership with the California Workforce Association/California Training Initiative for an amount not-to-exceed \$25,000 for the purposes of offering high-quality technical assistance and training services to the workforce development system. The Agreement shall be effective as of July 1, 2020 ("Effective Date") and shall continue in effect through June 30, 2021.

The Governing Board approved the determination that Proposition 55 Education Protection Account funds in the estimated amount of \$18,599,347 be used to partially fund instructional faculty salaries and benefits for the 2020-2021 fiscal year.

The Governing Board approved the Participation Agreement No. 2017/20-20-B (P15 R2-XX, P31 R2-XX, P32 R2-XX, and P33 R2-XX) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$101,634 for the period of July 1, 2020 through June 30, 2021.

The Governing Board approved the Participation Agreement No. 2017/20-20-O (Center of Excellence) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$48,000 for the period of July 1, 2020 through June 30, 2021.

## HUMAN RESOURCES

The Governing Board amended the Chaffey Community College District's 2020 Conflict of Interest Code to include the changes/additions/deletions as indicated on the attached list (this list has been made part of the meeting minutes.)

## STUDENT SERVICES

The Governing Board approved to modify the Chaffey College Equity Plan to make it more inclusive by adding in the aforementioned student populations.

## ACTION AGENDA

### BUSINESS/FISCAL AFFAIRS

The Governing Board authorized the District to enter into eleven, five-year term, on-call design services agreements in the amount not to exceed \$3,000,000 for each agreement with 19Six Architects of Corona, California, Carrier/Johnson & Culture of San Diego, California, DLR Group, Inc. of Riverside, California, Hammel, Green, & Abrahamson, Inc. of Santa Monica, California, HMC Architects of Ontario, California, Lionakis of Sacramento, California, LPA, Inc. of Irvine, California, M. Arthur Gensler Jr. & Associates of Los Angeles, California, Marlene Imirzian & Associates Architects, Ltd. of Escondido, California, SGH Architects of Redlands, California and The Hill Partnership, Inc. of Newport Beach, California, for Request for Qualifications No. 2021PW5 Architectural Services Pool on the motion of Mr. McDougal, second of Ms. Brugger.

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

Nays: None

The Governing Board authorized the District to reject all bids for Bid No. 2021PW6, HVAC Replacement Project and to re-bid the Project on the motion of Ms. Roberts, second of Mr. McDougal.

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

Nays: None

The contract, purchase order, and warrant lists were ratified on the motion of Ms. McLeod, second of Mr. McDougal. (These lists have been made part of the minutes of this meeting.)

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

Nays: None

### CEO/STAFF REPORTS

Dr. Henry Shannon, superintendent/president, presented the Board with copies of his monthly report. The report highlighted: The Upward Bound grant, Title V Developing Hispanic-Serving Institutions Program Grant, Chromebook distribution to students, virtual instruction next semester at CSUs, cyber attacks, and updates from Equity, Outreach and Communications, Instruction, and the Office of Student Services.

Faculty Senate had no report.

Classified Senate President Trisha Albertsen submitted a newsletter entitled *The Caring Classified* which included senator spotlights; the backpack project; Caring Campus; home highlights; and supporting senate. This newsletter was created by Classified Senate members Alyssa Kraus, Hope Ell, Joseph Cascio, Sarah Schmidt and Trisha Albertsen.

CSEA President Monica Han provided a CSEA newsletter called *The Classified Scoop*, which focused on classified employees Jackie Contreras, counseling department, and Kelly Kindred, math Success Center.

CCFA President Jonathan Ausubel had two requests: The Black Minds Matter Scholarship – Faculty Association has committed \$2,000 and Mr. Ausubel asked that everyone else combined match this amount; and he urged the Board to adopt a resolution similar to the one which was adopted by CCFA in support of Proposition 15. He asked that the resolution be agendized for a future meeting.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

President Gary Ovitt congratulated longtime Trustee Katie Roberts who announced her retirement/resignation effective November 1, 2020. President Ovitt asked Julie Sanchez, executive assistant, to share some background on Ms. Roberts, as well as some of the wonderful contributions she has made to Chaffey College as a member of the Governing Board for the past 19 years.

Dr. Janeth Rodriguez read resolutions and proclamations received for Katie Roberts from local politicians including: Norma Torres, Judy Chu, Pete Aguilar, James Ramos, Freddy Rodriguez, Freddie Chen, and the cities of Chino, Chino Hills, Upland, Montclair, Fontana, and Ontario.

ADJOURNMENT

The meeting was adjourned at 4:50 p.m. in memory of Supreme Court Justice Ruth Bader Ginsburg.

There will be a Special Governing Board meeting on Tuesday, October 6, and the next regular meeting of the Chaffey Community College District Governing Board will be Thursday, October 22, 2020, via videoconference.

---

President

---

Clerk