

**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, May 24, 2018, 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 (was 20 minutes late),
Ms. McLeod, Mr. Ovitt, Ms. Contreras (Student Trustee)

Members absent: Ms. Roberts

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 2:01 p.m. Closed session was adjourned at 3:09 p.m.

STUDY SESSION

A study session commenced on the following topics:

2018 Chaffey College Student Success Scorecard

Dean Jim Fillpot reported the results of the 2018 Scorecard. Mr. Fillpot's presentation included: scorecard metrics; college profile; math, English, and ESL; completion metrics; Career Technical Education (CTE) metrics; cohort definitions for Skills Builders and Transfer-Level Achievement; remedial progress rates; two-year transfer level achievement rate; persistence rate; 30-units earned rate; completion rate; CTE completion rate; Skill Builders data; statewide comparison; five-year trend comparison; and strategies to promote scorecard outcomes.

Trustee Gloria McLeod asked what accounted for the dip in performance for ESL students in 2016-2017. Dean Fillpot responded that some of the reasons for this were the relatively small population of students taking ESL, and the former course sequence within ESL classes, which made it much more difficult for students to progress. The ESL curriculum has now been restructured to make it more linear and easier to go through.

Dr. Shannon asked Dr. Randall to briefly explain AB 705. She explained that this legislation changes the way students are placed in transfer-level math and English. Previously, students were not allowed to be placed in transfer-level math and English classes unless they could show a likelihood of success

No. 16,975
Study
Session

through assessment which caused some students to be disproportionately impacted. With the changes in legislation, colleges can now only offer classes one level below transfer-level rather than the current three or four levels below. Colleges who have already made this change have shown success rate outcomes that have remained steady.

Dean Fillpot stated that this was a good year in that the college has improved on eight of the nine measures in 2018.

Foundation Monitoring Report 2016-2017

Foundation Executive Director Lisa Nashua introduced her team, Janeth Rodriguez and Maritssa Bonilla-Guerra. Ms. Nashua presented on the following: balance sheet for the Foundation; investment earnings; scholarships; increasing access; program support; community partnerships; Foundation special events; Alumni Affairs events; and governmental relations.

Ms. Nashua stated that when she arrived at the college, Dr. Shannon had charged the Foundation with the goal of reaching a half a million dollars in scholarships, and they have now surpassed that goal.

REGULAR SESSION

The regular session reconvened at 3:35 p.m., and Student Trustee Diana Contreras led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

Kim Noseworthy shared an article titled "*How to Be a Really Good Bully*" which she believes provides some good insight as to why some managers at Chaffey choose to administer by intimidation. Ms. Noseworthy also discussed the hiring/replacement process and filling vacancies among the classified staff.

Alex Pisaro, DPS student, reported that she believes accessibility is an issue at the college which needs to be addressed. She explained the difficulties with using the restrooms between classes, and the classroom doors for those with dexterity issues. She suggested that the College needs to ask disabled students how to provide accessibility.

Dr. Shannon replied that the College would determine which restrooms are an issue and will work to fix them. President Shannon thanked the student for bringing this issue to his attention.

Trustee McLeod asked Diana Contreras if she has worked with DPS students regarding these issues. Ms. Contreras mentioned that there had not been a DPS director for a while, but a new director has now started who CCSG will work with to address accessibility and safety issues.

Trustee McDougal suggested that a task force be formed to address these accessibility and safety concerns at all buildings on all campuses. He would like to see a report brought back in 90 to 120 days.

Moises Rosales addressed the Board and stated that during his past three years at Chaffey, he has learned a lot. He thanked every person who has assisted the Dreamers. Mr. Rosales stated that he termed out and there is a new president of the Dreamers Club, and announced that the new Multicultural Center will open this fall. He stated that he would be the first undocumented student to serve as the student trustee at Chaffey College.

COMMUNITY LINKAGES GOVERNING BOARD

No. 16,977
Board
Reports

Student Trustee Diana Contreras shared that Chaffey College Student Governing (CCSG) held the CCSG Award Ceremony to recognize scholarship recipients, club of the year, and faculty/staff of the year with over 300 guests; and Fuel for Finals at all three campuses in which light refreshments, scantrons, pencils, green books and hygiene kits were available to students.

Ms. Contreras introduced the new CCSG president and student trustee, Moises Rosales. She thanked Alisha Rosas and Janeth Rodriguez for their assistance in writing her commencement speech.

Trustee Gary Ovitt reported that May is a very busy month at the college. He commented that commencement is the highlight of the year and gives us a chance to celebrate the achievements of our students.

Other meetings and events Mr. Ovitt attended include: Chaffey High School NJROTC Military Ball, West End YMCA Golf Tournament, Ontario Library Volunteer Awards, CalWORKS Celebration, National Day of Prayer Breakfast, EOPS Graduation Luncheon, Chaffey District Physically Handicapped Prom, Chaffey High School performance of *Oklahoma*, Children's Fund Golf Committee meeting, Chino State of the City, Chaffey Joint Union High School District Board meeting, Transfer Center Celebration, Jason Anderson Fundraiser, Chaffey High School Alumni Association board meeting, Chaffey College Hotel and Food Services Open House, African/American Celebration of Graduates, Keys to Success Car Giveaway for perfect attendance, Leadership Academy meeting, ACT Annual Retirement Dinner, OPARC 5K Walk, Esperanza Scholarship Foundation Awards, Chaffey High School Baccalaureate, Ontario Chaffey Community Show Band board meeting, and West End YMCA Champions of Youth.

Trustee Lee McDougal reported that he really enjoyed all of the commencement speeches. He felt that the ceremony flowed well. He was happy to reconnect with keynote speaker Reggie Webb.

Mr. McDougal requested a study session on the process for filling vacancies to address the issue mentioned during public comments.

Vice President Gloria Negrete McLeod announced that she attended the commencement ceremony, which was excellent. Ms. McLeod also reported attending the following events: Latino Faculty and Staff Association Scholarship Awards, Montclair to College Graduation Celebration, CalWORKS Graduation and Academic Excellence Celebration, EOPS Graduation Luncheon, Latino Faculty and Staff Association Graduation, Visual and Performing Arts Awards Ceremony, Chino State of the City luncheon, Hotel and Food Services Programs Open House, Black/African American Celebration of Graduates, VN pinning ceremony, ADN pinning ceremony, and Honors Awards banquet. Ms. McLeod also reported that she attended the Dreamers' Event. She thanked everyone who made it possible to attend events in Chino near her home. She stated that all of the programs were terrific, but need to start when they are supposed to start.

Board President Kathy Brugger congratulated everyone involved in coordinating the wonderful graduation ceremonies. She attended the fashion design, interior design, and hotel and food services open houses, Black African American Celebration of Graduates, ADN pinning ceremony and commencement. Ms. Brugger also attended the Chino State of the City event. President Brugger provides ADN and VN graduates with roses every year.

No. 16,978
Legislative
Update

LEGISLATIVE UPDATE

Lorena Corona, manager of governmental relations, provided the following report:

State

- The California Community College League of California supported the transition to a student-centered funding formula; the urgency to reconsider support to the current online education programs; the urgency to invest \$5 million ongoing and \$13.5 million one-time in resources for technological advances and modernization of financial aid offices; support the May Revision proposal to invest \$6 million in one-time resources to address students' growing textbook costs by supporting community college open educational resource (OER) expansion; urgency to included funding for all projects approved by the Board of Governors in the 2018-19 budget as part of its 2018-19 Capital Outlay Spending Plan; urgency to consider augmentations to the Cal Grant B award and an increase to the number of annually authorized competitive Cal Grants; and commending the Governor for supporting the 10.93 percent community college share of the Proposition 98 split in the 2018-19 proposal.

Federal

- House members have signed a discharge petition to circumvent Republican leadership and bring four immigration proposals to the House floor.

Ms. Corona praised Tiffany Coleman and Donna Colondres who did a wonderful job in coordinating the Black African American graduation ceremony.

PRESENTATIONS

- a. Presentation of Plaque to Student Trustee Diana Contreras – Board President Brugger presented a plaque of appreciation to outgoing Student Trustee and Chaffey College Student Government President Diana Contreras. She wished her success in her future academic journey.

No. 16,979
Presentation

FOUNDATION

Lisa Nashua, executive director of the Foundation and governmental relations, distributed an update regarding foundation and alumni relations activities. Her report included: Grad Fest, Cap Decorating Party, alumni on campus, alumni engagement, golf tournament, Foundation Mini-Grant Program, Private Foundations, Endowment Stewardship, Annual Fund and Chaffeyans.

No. 16,980
Foundation

Ms. Nashua thanked Gary and Sue Ovitt for sponsoring a tee sign, Lee McDougal for his continued support of the golf tournament, and Kathy Brugger for sponsoring two foursomes.

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 (4:0) vote.

No. 16,981
Closed
Session
Actions

Employment of:

- Alexandra Ortega to the position of counselor, disability programs and services, 1.0 FTE, 11-month tenure-track assignment effective July 1, 2018.
- Shelli Martinez to the position of educational program assistant, counseling, 1.0 FTE, 12-months, range 20, step A of the CSEA salary schedule, effective June 1, 2018.
- Isaac Garcia to the position of instructional assistant III, biology, 1.0 FTE, 12 months, range 13, step A of the CSEA salary schedule, effective June 1, 2018.
- Manar Hijaz to the position of instructional specialist, Chino success center, 1.0 FTE, 11-month tenure-track assignment effective July 1, 2018.
- Athalie Sapp to the position of instructional specialist, multidisciplinary success center, 1.0 FTE, 11-month tenure-track assignment effective July 1, 2018.
- Cabrina Alviar to the position of instructor, art (graphic design), 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.

Stacy Scibelli to the position of instructor, fashion design, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.

Hannah Lucas to the position of instructor, psychology, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.

Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.

Myriam Arellano to the temporary, unclassified, professional expert position of accounting manager, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Stephen Lux to the temporary, unclassified, professional expert position of administrator, campus police, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Darryl Seube to the temporary, unclassified, professional expert position of deputy chief of police, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Alan Braggins to the temporary, unclassified, professional expert position of deputy sector navigator, advanced manufacturing, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Matthew Morin to the temporary, unclassified, professional expert position of director, adult education and high school partnerships, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Michael Goss to the temporary, unclassified, professional expert position of director, center of excellence, region 9, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Adrienne Grayson to the temporary, unclassified, professional expert position of director, special populations and equity programs, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Prentice Harris to the temporary, unclassified, professional expert position of facilities rental site supervisor, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Karena Jimenez to the temporary, unclassified, professional expert position of grant liaison, economic development, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Natalie Weaver to the temporary, unclassified, professional expert position of grant liaison, economic development, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Luke Meyer to the temporary, unclassified, professional expert position of labor market research manager, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Richard Levine to the temporary, unclassified, professional expert position of maintenance manager, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Isabel Bogue to the temporary, unclassified, professional expert position of manager, administrative application services, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Sarah Riley to the temporary, unclassified, professional expert position of manager, facilities development, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Lorena Corona to the temporary, unclassified, professional expert position of manager, governmental and external relations/transitional services, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Thomas Allison to the temporary, unclassified, professional expert position of manager, legal studies pathways, effective June 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Elizabeth Almanza to the temporary, unclassified, professional expert position of project director, upward bound program, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

James Caldwell to the temporary, unclassified, professional expert position of sector navigator, energy and utilities, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Rustico Antolin to the temporary, unclassified, professional expert position of simulation technology specialist, effective August 13, 2018, through May 24, 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:

Therese Coming to the position of admissions and records assistant, 1.0 FTE, 12 months, range 18, step F of the CSEA salary schedule, effective June 1, 2018.

Contract Employees Working During Non-Contract Months

Linda Lamp to the temporary, unclassified, professional expert position of director, grant effective July 1, 2018, through October 31, 2018, under the terms and conditions of the employment agreement.

Melissa Sipma to the position of instructional assistant II, multidisciplinary success center, 1.0 FTE, 12-months, range 9, step B of the CSEA salary schedule, effective June 1, 2018.

Annette Henry to the position of interim dean, kinesiology, nutrition and athletics, 1.0 FTE, 12 months, range 32, step A of the management salary schedule, effective May 18, 2018, through June 30, 2018.

Ruth-Ann Garcia to the temporary, unclassified, professional expert position of interim director, transfer center, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Sam Gaddie to the temporary, unclassified, professional expert position of sustainability and environmental safety officer, effective July 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

The Governing Board approved an Interjurisdictional Exchange Agreement for Robert Rundquist.

The Governing Board approved an amended reduced workload, instructor, gerontology, 2017-18.

The Governing Board approved an amended reduced workload, instructor, gerontology, 2018-19.

The Governing Board approved the extension of an unpaid leave of absence for Giovanni Sosa, senior research analyst, for the period of July 1, 2018, through December 31, 2018.

MONITORING

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

2018 Chaffey College Student Success Scorecard

Foundation Monitoring Report 2016-2017

Quarterly Investment Report

No. 16,982
Monitoring

No. 16,983
Consent
Agenda

CONSENT AGENDA

A motion was made by Lee McDougal, seconded by Gloria McLeod, to approve the consent agenda as presented.

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

Through this action, the following were approved (Approval of Minutes, April 26, 2018 through Professional Expert Compensation).

No. 16,984
Minutes

GOVERNANCE PROCESS

The minutes of the April 26, 2018, regular board meeting were approved as presented.

No. 16,985
Board
Meeting
Date
Change

The Governing Board changed the date of the October board meeting to Tuesday, October 23, 2018.

No. 16,986
Board Policy

The Governing Board received the board policies for second reading and adoption.

No. 16,987
Roles of
Student
Trustee

The Governing Board adopted rules defining the role of the student trustee for the period June 1, 2018, through May 31, 2019.

No. 16,988
Curriculum

ACADEMIC AFFAIRS

The Governing Board approved one new course, 29 course modifications, and study, 15 program of study modifications, and one program of study deactivation for the *Chaffey College 2018-2019 Catalog*.

No. 16,989
Partial
Release of
Retention,
Solar Project

BUSINESS/FISCAL AFFAIRS

The Governing Board authorized the district to issue and execute all necessary documents for the Solar Project to reduce the amount of retention withheld from 5 percent to 2 percent, in accordance with the terms and conditions of Contract No. 16P39 with Borrego Solar Systems, Inc., of San Diego, California.

No. 16,990
Budget
Increase

The Governing Board approved the budget increase of \$484,783 to the 2017-2018 restricted general fund budget for year one of the Guided Pathways allocation.

No. 16,991
Deputy
Sector
Navigator
Contract
Amendment

The Governing Board approved a \$35,000 budget augmentation and term extension of 7/1/2018 through 8/31/2018, for the California Community Colleges Chancellor's Office existing Deputy Sector Navigator Contract currently ending on 6/30/18.

The Governing Board adopted Resolution 52418, 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. 16,992
Disposal of
Electronic
Equipment
and Misc.
Materials

The Governing Board authorized the District to enter into a five-year agreement with Konica Minolta USA Business Solutions, Inc. for District-wide copier leases, for a total monthly lease payment of \$8,976.25, which includes equipment and up to 300,000 monochromatic prints and 10,000 color prints. Additional prints will be charged at an agreed upon per-page rate of \$0.0064 for monochromatic and \$0.04 for color. This procurement is made by means of an existing public agency contract (piggybackable contract) with the Foundation for California Community Colleges, contract number CB 13-011.

No. 16,993
District-Wide
Copier
Lease
Agreement

The Governing Board approved two new members to serve on the Measure L Bond Citizens' Oversight Committee.

No. 16,994
Measure L
Citizens"
Oversight
Committee
Membership

The Governing Board approved the Participation Agreement No. 2017/20-17-B Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$914,358 for the period of July 1, 2018 through December 31, 2020.

No. 16,995
Participation
Agreement
Strong
Workforce
Year 2

The Governing Board approved Resolution 52418A authorizing application to the Director of Industrial Relations, State of California, for a certificate of consent to self-insure workers' compensation liabilities.

No. 16,996
Consent to
Self-Insure

The Governing Board approved the Participation Agreement No. 2017/20-17-B (P10) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$14,641 for the period of January 1, 2018 through December 31, 2019.

No. 16,997
Strong
Workforce
Participation
Agreement

The Governing Board approved amendment no. 1 to the sub-award agreement between Chaffey College and University of California, Los Angeles to fund year two of the grant in the amount of \$27,635 with a term of 3/1/18 through 2/28/19. The amendment also confirms that year one unspent funds of \$44,731 can be carried over to the next year of the grant.

No. 16,998
UCLA Sub-
Award
Agreement

The Governing Board approved the amendment to the Vocational Education and Training Services fee-for-service contract with the County of San Bernardino in the amount not to exceed \$2,500,000 effective July 1, 2018 through June 30, 2019.

No. 16,999
Vocational
Education &
Training
Svcs
Contract
Amendment

HUMAN RESOURCES

The Governing Board approved the district's annual submission of the EEO Fund Form affirming that funding use is in compliance with the Multiple Method Allocation Model pursuant to title 5, section 53030.

No. 17,000
EEO Fund
Allocation
Model

No. 17,001
Confidential
Plan

The Governing Board approved the Confidential Professional Development/Evaluation Plan.

No. 17,002
IJE
Agreement

The Governing Board approved that the district enter into an interjurisdictional exchange (“IJE”) agreement with the Chancellor’s Office of the California Community Colleges for the period of July 1, 2018 through June 30, 2019.

No. 17,003
Management
Plan

The Governing Board approved the Management Professional Development/Evaluation Plan.

No. 17,004
Professional
Expert
Compensati
on

The Governing Board approved the changes to the annual compensation reflected in the 2017-18 employment agreements between the Governing Board of the Chaffey Community College District and the professional expert positions.

ACTION AGENDA BUSINESS/FISCAL AFFAIRS

No. 17,005
Contract/PO/
Warrants
List

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

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

CEO/STAFF REPORTS

No. 17,006
Supt/Pres
Report

Henry Shannon, superintendent/president, thanked the faculty and staff for their hard work this past year. He thanked the Board for all of their engagement during this very busy month. He also thanked Diana Contreras for her service as student trustee and CCSG president.

President Shannon distributed his report which included: the 3rd Annual Student and Parent Leadership Conference, the Chancellor’s Higher Education Innovation Award, the End of the Year Events for 2017-2018, the Smoke and Tobacco Free Campuses Resolution, and the Governor’s 2018-2019 May Revision. Dr. Shannon also provided updates from business services and economic development, instruction and institutional effectiveness and student services.

No. 17,007
Faculty
Senate

Faculty Senate President Ardon Alger highlighted faculty members: Carol Williams, adjunct Business and Office Technologies professor; Stan Hunter, ceramic professor; and Ardon Alger, photography coordinator and professor.

Mr. Alger also congratulated Student Trustee Diana Contreras and thanked her for working with him this past year.

On behalf of Classified Senate President Anita Fletcher, Hope Ell highlighted classified employees Laura Rodes, who received an Associate in Arts degree in history, with honors, from Chaffey College; and Melissa Diaz, who received her Master's degree in English, with honors, from California State University, Fullerton. Ms. Ell also reported that classified employees Gabriella Gulliver, Anita Fletcher and Michelle Wallace attended the Ontario-Montclair Promise Scholars Appreciation Night to accept the award for "Most Valuable Volunteer" to the Financial Aid staff.

No. 17,008
Classified
Senate

CSEA had no report.

No. 17,009
CSEA

CCFA President Jonathan Ausubel reported on his Sacramento trip and shared that CTA had switched its position to neutral on the online college issue and is still opposed on the funding formula. They have conveyed the message to legislators that the performance formula does not take into account issues that are out of control of the college and are looking to change the metrics of funding to factors that the college can control. Mr. Ausubel thanked the Board for the recently ratified negotiations contract, and stated that it is his goal to expedite the negotiations process so they can have a ratified contract before the current contract expires. CCFA will bring an interest list within the year.

No. 17,010
CCFA

CDCFA had no report.

No. 17,011
CDCFA

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

During public comments, Trustee McDougal requested that a task force be formed to address accessibility and safety concerns for DPS students at all buildings on all three campuses. He asked that a report be presented to the Board in 90 to 120 days.

No. 17,012
Board
Comments,
Requests,
and Future
Agenda
Items

During community linkages, Mr. McDougal requested a study session on the process for filling vacancies for classified positions.

ADJOURNMENT

The meeting was adjourned at 4:57 p.m.

The next regular meeting of the Chaffey Community College District
Governing Board will be Thursday, June 28, 2018.

President

Clerk