

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

A regular meeting of the Chaffey Community College District Governing Board was held on Tuesday, August 28, 2018, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President Brugger called the meeting to order at 2:05 p.m.

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

Members absent: Mr. McDougal, Ms. McLeod

**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 2:05 p.m. Closed session was adjourned at 3:02 p.m.

**STUDY SESSION**

A study session commenced on the following topic:

2018-2019 Adopted Budget – Associate Superintendent Lisa Bailey expressed her gratitude to Board Clerk Ovitt for his participation in the budget development process. She also thanked Ms. Anita Undercoffer, executive director, budgeting and fiscal services, and her staff for their work on incorporating the new student-centered funding formula and transforming the adopted budget.

Ms. Undercoffer presented the following: 2017-2018 Chaffey College budget update, 2018-2019 Governor’s approved budget, 2018-2019 Chaffey College adopted budget, changes from tentative to adopted, and adopted budget summary.

**REGULAR SESSION**

The regular session reconvened at 3:09 p.m., and Vice President Eric Bishop led the Pledge of Allegiance to the Flag.

No. 17,086  
Study  
Session

## ORGANIZATION

Dr. Shannon administered the Oath of Office to Board Members Kathy Brugger and Katie Roberts.

## PUBLIC COMMENTS

No public comments were made.

## COMMUNITY LINKAGES

### GOVERNING BOARD

Student Trustee Moises Rosales shared that Chaffey College Student Government (CCSG) held its retreat on August 4 and 5. He stated that Superintendent/President Shannon was the keynote speaker; Briana Gonzales, women's volleyball coach, presented on self-care; Lorena Corona presented on effective speaking; and Dean Christopher Brunelle discussed the CCSG constitution and bylaws. CCSG also set their goals for the year. Student Trustee Rosales further stated that he attended student trustee training in Sacramento, and remarked that he appreciates that this Board is a cohesive body. He asked that the Board mentor him during his tenure as the student trustee. Other events Mr. Rosales reported on were: Panther Welcome Day, the Center for Culture and Social Justice grand opening event; and the upcoming CCSG welcome back events.

Gary Ovitt reported that he attended the fall convocation and retiree luncheon; the memorial service for Paul Eaton, mayor of Montclair; the Chaffey College adopted budget review meeting; Daily Bulletin Editorial Board meeting regarding Measure P; and the CHOC Walk at Disneyland honoring Ambassador Justin Helper, which set records for fundraising. Mr. Ovitt announced that he went to South Africa for vacation and talked about the highlights, which included visiting Nelson Mandela's home on his 100<sup>th</sup> birthday.

Other events attend by Trustee Ovitt included: the Esperanza Scholarship Foundation Board meeting, the Promise Scholars Board Retreat, the Lincoln Club meeting featuring DA-Elect Jason Anderson, the Ontario-Montclair School District meeting with Dr. James Hammond, the Ontario Chaffey Community Show Band meeting, the Chaffey High School Alumni Association dinner, the Children's Fund Executive Committee meeting, the Children's Fund luncheon honoring James Ramon Scholarship, Children's Fund meeting with CEO Dr. Cid Pinedo, the Impact of Poverty and Trauma on Normal Brain Development Conference, the Ontario Parks and Recreation Commission meeting, and the Children's Fund board meeting.

Katie Roberts reported that she was mostly housebound this month, but that she attended four Rotary and one YMCA meetings. She also stated that

she is so proud to be on the Chaffey College Governing Board and working with Dr. Shannon.

Board President Kathy Brugger announced that she enjoyed the employee recognition luncheon and she recognized the Chaffeyans retiree group for their continued involvement. Ms. Brugger also commented that the opening for the Center for Culture and Social Justice (CCSJ) was very well attended, and she commended Dr. Bishop and Dr. Shannon for their perseverance in getting the center opened.

#### LEGISLATIVE UPDATE

Lorena Corona, manager, transitional services and governmental relations, reported on the upcoming local elections. She stated that she was happy to follow the elections and report back.

No. 17,089  
Legislative  
Update

#### PRESENTATIONS

There were no presentations at the August 28, 2018, meeting.

No. 17,090  
Presentation

#### FOUNDATION

Lisa Nashua, executive director of the Foundation, reported on the following: Chaffey College Day at the Fair, 2018 Tailgate, Alumni Advisory Council, Private Foundation report, Endowments, Emergency Housing Fund, Foundation Board of Advisors planning retreat, Athletics, and Chaffeyans events.

No. 17,091  
Foundation

#### 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 (3:0) vote.

No. 17,092  
Closed  
Session  
Actions

#### Employment of:

- Jonathan Johnson to the position of accompanist/music program technician, .475 FTE, 10-months, range 20, step A of the CSEA salary schedule, effective August 20, 2018.
- Gurpreet Kaur to the position of accounting technician, 1.0 FTE, 12-months, range 17, step B of the CSEA salary schedule, effective August 20, 2018.
- Ryan Sipma to the position of catalog/schedule coordinator, 1.0 FTE, 12-months, range 20, step A of the CSEA salary schedule, effective August 13, 2018.
- Christy Carter to the temporary, one-year position of child development center teacher, .75 FTE, effective August 14, 2018, through May 28, 2019.
- Joan of Arc Godinez to the temporary, one-year position of counselor, 1.0 FTE, effective August 1, 2018, through June 30, 2019, for the 2018-19 academic year.
- Brent McLaren to the temporary, one-year position of counselor, 1.0 FTE, effective August 1, 2018, through June 30, 2019, for the 2018-19 academic year.
- Nabil Torres Arguelles to the position of educational services generalist, 1.0 FTE, 12-months, range 15, step A of the CSEA salary schedule, effective September 3, 2018.
- Stephanie Romero to the position of facility maintenance attendant, 1.0 FTE, 12-months, range 7, step A of the CSEA salary schedule, effective September 1, 2018.

Fabian Ramirez to the position of instructional assistant III, automotive, .475 FTE, 10-months, range 13, step A of the CSEA salary schedule, effective August 20, 2018.

Robert Campbell to the temporary, one-year position of instructional specialist, math success center, 1.0 FTE, effective August 13, 2018, through June 30, 2019, for the 2018-19 academic year.

Ana Rosales to the temporary, one-year position of instructor, administration of justice, 1.0 FTE, effective August 15, 2018, through May 23, 2019, for the 2018-19 academic year.

Tanya Cusick to the position of instructor, dental assisting, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.

Sharon Alton to the position of instructor, English, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.

Luci Marzola to the one-year temporary position of instructor, film studies/cinema, 1.0 FTE, effective August 15, 2018, through May 22, 2019, for the 2018-19 academic year.

James Trittin to the temporary one-year position of instructor, radiologic technology, 1.0 FTE, effective August 15, 2018.

Jordan Hung to the position of instructor, vocational nursing, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.

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

James Caldwell to the temporary, unclassified, professional expert position of administrator, key talent development, effective September 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

Christopher Araya to the temporary, unclassified, professional expert position of first assistant coach, men's soccer/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

Anthony Naso to the temporary, unclassified, professional expert position of second assistant coach, baseball/out-of-season, all sports, effective August 29, 2018, through May 31, 2019, under the terms and conditions of the employment agreement.

James Morante to the temporary, unclassified, professional expert position of sector navigator, energy, construction and utilities, effective September 1, 2018, through June 30, 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:

Liliana Garcia to the position of administrative assistant II, social & behavioral sciences 1.0 FTE, 12 months, range 18, step H of the CSEA salary schedule, effective September 1, 2018.

Christine Phillips to the position of educational program assistant, 1.0 FTE, 12-months, range 20, step D of the CSEA salary schedule, effective August 29, 2018.

Lorie Vazquez to the position of educational services generalist, 1.0 FTE, 12-months, range 15, step C of the CSEA salary schedule, effective September 3, 2018.

Heather Flynn to the position of human resources generalist, 1.0 FTE, 12-months, range 2, step C of the confidential salary schedule, effective September 3, 2018.

Educational Services Coordinators – 2018-2019

The Governing Board approved the educational services coordinator assignments for the 2018–19 academic year.

The Governing Board denied the request for an unpaid leave of absence for Cynthia Ulloa, program assistant, financial aid, for the period of August 10, 2018, through August 10, 2019.

The Governing Board approved the recommendation of the superintendent/president to issue a notice of unprofessional conduct to an academic employee, Identification Number 9363.

The Governing Board authorized the district to enter into a last chance agreement and ten-day disciplinary suspension of an academic employee with identification number 1966.

## MONITORING

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

Budget Monitoring Report  
Environmental Sustainability Monitoring Report  
Quarterly Investment Report

No. 17,093  
Monitoring

## PUBLIC HEARINGS

### BUSINESS/FISCAL AFFAIRS

A public hearing was held on the 2018-2019 proposed budget.

No comments were made.

Communication No. IV.F.1.b 2018-2019 Budget Adoption

The Governing Board adopted the 2018-2019 budget and adopted Resolution No. 82818 on a motion of Mr. Ovitt, and second by Ms. Brugger.

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

No. 17,094  
Public  
Hearings

No. 17,095  
2018-19  
Adopted  
Budget

## CONSENT AGENDA

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

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

No. 17,096  
Consent  
Agenda

Through this action, the following were approved (Approval of Minutes, July 16, 2018 through Professional Services Agreement).

### GOVERNANCE PROCESS

The minutes of the July 16, 2018 regular board meeting were approved as presented.

The Governing Board changed the dates of the October 2018 and May 2019 board meetings to Monday, October 22 and Wednesday, May 22, respectively.

No. 17,097  
Minutes

No. 17,098  
Board  
Meeting  
Date  
Change

No. 17,099  
2018-19  
Appropriation  
Limit

## BUSINESS/FISCAL AFFAIRS

The Governing Board approved the 2018-2019 appropriation limit of \$181,913,484.

No. 17,100  
California  
Apprenticeship  
Initiative-  
New and  
Innovative  
Grant  
Program

The Governing Board approved the California Apprenticeship Initiative – New and Innovative Grant Program, RFA 18-191 from the Workforce and Economic Development Division of the California Community Colleges Chancellor’s Office in the amount of \$700,000 for the period of July 18, 2018 through December 31, 2021.

No. 17,101  
Disposal of  
Electronic  
Equipment  
and Misc.  
Materials

The Governing Board adopted Resolution 82818A, 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. 17,102  
Deputy  
Sector  
Navigator  
Augmentation  
#2

The Governing Board approved the second augmentation in the amount of \$35,000 and extension of September 1, 2018 through October 31, 2018, from the California Community Colleges Chancellor’s Office, of existing Deputy Sector Navigator Contract currently ending on June 30, 2018.

No. 17,103  
Education  
Protection  
Account  
Expense  
Determination

The Governing Board approved the determination that Proposition 55 Education Protection Account funds in the estimated amount of \$14,801,508 be used to partially fund instructional faculty salaries and benefits for the 2018-2019 fiscal year.

No. 17,104  
Quarterly  
Financial  
Status  
Report

The Governing Board accepted the General Fund Financial Reports and approve the Quarterly Financial Status Report for the period ending June 30, 2018.

## HUMAN RESOURCES

No. 17,105  
Conflict of  
Interest  
Code

The Governing Board amended the Chaffey Community College District’s 2018 Conflict of Interest Code to include the changes/additions/deletions as indicated on the attached list.

No. 17,106  
Professional  
Services  
Agreement

The Governing Board approved the professional services agreement with the Chancellor’s Office of the California Community Colleges for the period of September 1, 2018, through June 30, 2019, in accordance with the terms and conditions of the agreement.

## ACTION AGENDA

### BUSINESS/FISCAL AFFAIRS

No. 17,107  
Contract/PO/  
Warrants  
List

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

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

The Governing Board ratified the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from a Central Plant closed water loop leak at a location north of the Library building 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 \$219,924, on the motion of Mr. Ovitt, second of Ms. Roberts.

No. 17,108  
Emergency  
Repair of  
Central Plant  
Closed  
Water Loop

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

### CEO/STAFF REPORTS

Superintendent/President Henry Shannon showed the video, *Chaffey College: Transforming the Student Experience*. He thanked Misty Burruel and Alisha Rosas for their work on the video which was presented at the 2018 Fall Convocation. Dr. Shannon also highlighted: the 2018 Management/Confidential Retreat, the Guided Pathways Joint Meeting, the Cities of Fontana and Ontario meetings, the Chaffey College Ontario Campus and University Center, and updates from Business Services and Economic Development, Instruction and Institutional Effectiveness, and Student Services.

No. 17,109  
Supt/Pres  
Report

Faculty Senate President Misty Burruel highlighted the English Department winning the Innovation Award for its work on AB 705, curriculum, professional development, and new faculty orientation.

No. 17,110  
Faculty  
Senate

Classified Senate President Trisha Albertsen highlighted classified employees Caleb Ulrich, Special Populations, and thanked the Board and Dr. Shannon for their support of the Classified Senate inauguration luncheon.

No. 17,111  
Classified  
Senate

CSEA had no report.

No. 17,112  
CSEA

CCFA President Jonathan Ausubel read the resolution affirmed by CCFA representative council on August 27, 2018 in support of Measure P (the resolution has been made a part of the meeting minutes.)

No. 17,113  
CCFA

CDCFA had no report.

No. 17,114  
CDCFA

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Ms. Roberts spoke about the Chaffey College nursing program.

ADJOURNMENT

The meeting was adjourned at 3:55 p.m. in memory of Jerry Young, former superintendent/president of Chaffey College; Robert Stone, husband of retired Chaffey College employee Debbie Stone and father of Brian Stone, admissions and records; and Darnell McClellan, father of Chaffey College Dean Dr. Michael McClellan.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, September 27, 2018.

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President

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Clerk