

**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, June 27, 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, Ms. Williams (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 2:25 p.m.

STUDY SESSION

A study session commenced on the following topics:

2019-2020 Tentative Budget – Lisa Bailey, associate superintendent of business services and economic development, praised Anita Undercoffer, executive director of budgeting and fiscal services, and her staff for their hard work on a difficult budget. Ms. Bailey also thanked Trustee Ovitt for his participation in the budget development process. Dr. Shannon commented that one of the difficulties of developing the budget is forecasting when conditions change on a weekly basis.

Ms. Undercoffer's presentation included: 2018-2019 Chaffey College budget update, 2019-2020 Governor's May Revise Budget, 2019-2020 Chaffey College tentative budget, 2019-2020 state budget agreement, Student Centered Funding Formula (SCFF) funding issues; 2018-2019 SCFF funding instability, FTES, revenue and expense historical summary, tentative budget development, budget adjustment (income), and budget adjustments (expenses).

Anita Undercoffer explained that the tentative budget must be in place so spending can occur on July 1. The governor has not signed the state budget as of this date.

Mr. McDougal asked about the solar debt payment, which seemed low.

No. 17,365
Study
Session

Ms. Undercoffer responded that this amount reflects the increase to the 18-year payment schedule, rather than the whole payment.

Measure P Update – Vice President of Administrative Services Melanie Siddiqi presented on the Bond Citizens’ Oversight Committee (COC), first bond issuance, 5-Year Construction Plan, bond program and project management services, and plans for the next six months.

Ms. Siddiqi explained that the COC members from Measure L would continue to serve for the Measure P bond. The COC conducted their first meeting on June 4. She further explained that the 5-Year construction plan is a mandated plan due to the Chancellor’s Office by July 1 of each year. All projects not funded by the state in 2018-2019 will be funded in 2019-2020.

Dr. Shannon mentioned that if we had not passed Measure P, we would not have been able to provide the matching fund for the Chino instructional building. Ms. Siddiqi mentioned that the state looks favorably on renovation projects.

Ms. Siddiqi introduced Kitchell staff who were present at the Board meeting.

REGULAR SESSION

The regular session reconvened at 3:30 p.m., and Trustee Lee McDougal led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

Kim Burden, grounds person, thanked the Board and stated that he has officially separated from the District after 19 years of service. Dr. Shannon remarked that Mr. Burden is a class act and will be missed.

Lorena Corona, manager of transitional services, addressed the Board to say thank you and farewell. She stated that it has been an honor to serve our community. She thanked the Board for helping her to become the person she is today. Dr. Shannon thanked Ms. Corona for her service to the College.

COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Nikeenia Williams shared that Chaffey College Student Governing (CCSG) sent out applications for new senators, that she attended the Foundation Golf Tournament, and that she is looking forward to working with the Board in her role as the new student trustee.

No. 17,366
Public
Comments

No. 17,367
Board
Reports

Gary Ovitt reported that he attended the CIW program, in which he saw a young woman who he knew graduate with honors. He also attended the Foundation Golf Tournament dinner, and the Chino Valley School District Adult School HVAC visit with Carl Hampton.

Other events Mr. Ovitt attended included the Memorial Day Celebration at Bellevue Memorial Cemetery, Children's Fund Board meeting, Ontario Chaffey Community Show Band Board meeting, West End YMCA Board meeting, served pancakes at the Inland Valley Street Rods Rally and Cruise, First 5 Budget Commission meeting, Children's Fund Executive Assistant interviews, Children's Fund golf tournament, Chaffey College HVAC-R ribbon cutting ceremony, Ontario Chaffey Community Show Band Concert, Chaffey College budget review meeting, Relay for Life, Frontsight Ministries fundraiser for veterans, OPARC fundraiser, Parks and Recreation Commission meeting, Children's Fund Bank of America grant meeting, Ontario Chaffey Community Show Band Board meeting, West End YMCA Board meeting, and Foothill Family Shelter fundraiser.

Lee McDougal reported that this year's commencement was the best one yet, that he enjoyed each and every speaker, and that the event went very smoothly. He commended everyone involved. He also attended the Fontana Installation Dinner; the Foundation Golf Tournament, in which he had the chance to sit with his predecessor as Montclair City Manager, Mike Milheiser; chaired the Chino Community Center Oversight Committee; CIW/CIM Citizen Advisory Committee meetings, in which it was announced that the warden at CIM is retiring; and lastly he welcomed new Student Trustee Nikeenia Williams to the dais.

Katie Roberts stated that she will miss Lorena Corona, who she believes is one of the most honest and benevolent people she has ever met. She also reported that she attended the Chaffey College commencement; Inland Valley Street Rods Car Show with Rotary; and meetings of West End Family Counseling, YMCA and Rotary; and the Chino State of the City luncheon. She commented that the commencement ceremonies get better and better each year.

Gloria McLeod reported that she attended the Chino State of the City luncheon and has been out of commission for the last six weeks.

Board President Kathy Brugger announced that she is a member of the Senior Disability Fund for San Bernardino County, which meets monthly. She also had the pleasure of attending an American Association of University Women event in which Lisa Nashua was honored. Ms. Brugger also attended the Chino State of the City luncheon and the Foundation Golf Tournament dinner. Ms. Brugger thanked the Foundation Board for supporting our community by holding the event at Red Hill Country Club, which is in the Chaffey District.

No. 17,368
Legislative
Update

LEGISLATIVE UPDATE

Dr. Eric Bishop provided a presentation and showed the updated Governing Board website, which now includes the District maps for each Board member. Dr. Bishop highlighted the following legislation: AB 2; AB 302, which is controversial and largely opposed; social justice issue; AB 1313; and March 3, 2020 election timeline for Chaffey College Districts 3, 4 and 5. Dr. Bishop also distributed a California 2020 Primary Election, March 3, 2020, election calendar.

No. 17,369
Foundation

FOUNDATION

Lisa Nashua, executive director, Foundation, provided a written report which included: scholarships, CCSG \$33,000 year end gift to increase their 2017 Senior Class Gift Endowment Fund, Foundation Finance and Investment Committee to meeting in August to evaluate endowment investment earnings for 2019-20 Scholarship Awards, private foundations Edison International, Rich & Marion Leonhard Equipment Donation Grant, Arconic Foundation, Wells Fargo Foundation, and San Manuel Band of Mission Indians; and the Chaffey College Foundation Golf Tournament.

Ms. Nashua thanked CCSG President Williams for the endowment fund and commented that she looked forward to working with her in the upcoming year.

No. 17,370
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.

Employment or ratification of:

My Tran to the position of accounting technician, 1.0 FTE, 12 months, range 17, step A of the CSEA salary schedule, effective July 8, 2019.

Jesse Larios to the position of campus police officer, 1.0 FTE, 12 months, range 23, step A of the CSEA salary schedule, effective July 1, 2019.

Maria Rodriguez to the position of campus police officer, 1.0 FTE, 12 months, range 23, step A of the CSEA salary schedule, effective July 1, 2019.

Donald Essex to the position of counselor, disability programs and services, 1.0 FTE, 11-month tenure-track assignment effective July 1, 2019.

Louis Gutierrez to the position of educational services generalist, admissions and records, 1.0 FTE, 12 months, range 15, step A of the CSEA salary schedule, effective July 1, 2019.

Ryan Church to the classified management position of general counsel, effective August 1, 2019, through June 30, 2020, under the terms and conditions of the classified administrator employment agreement.

Christina Holdiness to the position of instructional specialist, 1.0 FTE, 11-month tenure-track assignment effective July 1, 2019.

Emilie Koenig to the position of instructor, English, 1.0 FTE, 10-month tenure-track assignment effective August 14, 2019.

Markazan Romero to the position of instructor, industrial electrical technology, 1.0 FTE, 10-month tenure-track assignment effective August 14, 2019.

Amanda Admire to the position of research analyst, 1.0 FTE, 12-months, range 33, step A of the CSEA salary schedule, effective July 15, 2019.

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

Darryl Seube to the temporary, unclassified, professional expert position of acting chief of police, effective July 1, 2019, through December 31, 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, 2019, through June 30, 2020, 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, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Irene Gishwiller to the temporary, unclassified, professional expert position of grant coordinator, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Karena Jimenez to the temporary, unclassified, professional expert position of grant coordinator, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Jeff Klein to the temporary, unclassified, professional expert position of head coach, men's basketball, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Madonna Siao to the temporary, one-year position of instructor, child development/early childhood education, 1.0 FTE, effective August 14, 2019, through May 20, 2020, for the 2019-20 academic year.

Dina Mangini to the temporary, unclassified, professional expert position of job developer, effective July 1, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Heather Nishioka to the temporary, unclassified, professional expert position of manager, major and capital gifts, effective July 1, 2019, through June 30, 2020, 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 July 1, 2019, through June 30, 2020, 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:

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

The Governing Board approved the educational services coordinator assignments for the 2019–20 academic year.

Robert Rundquist to the position of interim dean, institutional effectiveness and intersegmental partnerships, 1.0 FTE, 12 months, range 32, step G of the management salary schedule, effective July 1, 2019, through June 30, 2020.

Diana Sanchez to the position of interim director, extended opportunity programs and services (EOPS)/CARE/CALWORKS, 1.0 FTE, 12 months, range 25, step F of the management salary schedule, effective July 1, 2019, through June 30, 2020.

Misty Burrue to the position of interim dean, visual and performing arts, 1.0 FTE, 12 months, range 32, step A of the management salary schedule, effective July 1, 2019, through June 30, 2020.

The Governing Board approved the temporary increase in assignments of .475 contract campus store employees to work a maximum of eight hours per day for no more than twenty consecutive days and for a period that will not exceed seventy-five days during the 2019–20 fiscal year.

By a unanimous vote in closed session, the Board accepted the resignation of a professional expert pursuant to a settlement agreement that included monetary and non-monetary provisions.

No. 17,371
Monitoring

MONITORING

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

Child Development Center: Program Self-Evaluation and Annual Report
Curriculum Monitoring Report

Information Technology Services Monitoring Report – Trustee McDougal remarked that he enjoyed the graphics used in the report.

No. 17,372
Consent
Agenda

CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, May 22, 2019 through Student Discipline).

No. 17,373
Minutes

GOVERNANCE PROCESS

The minutes of the May 22, 2019 regular board meeting were approved as presented.

No. 17,374
Changing
District
Regular
Election
Date

The Governing Board, by attached Resolution No. 62719, approved the changing of its regular election from June of even-numbered years to March of even-numbered years to comply with Senate Bills 415 and 568 making the next regular Board election March 3, 2020.

No. 17,375
Compensate
Trustee
When
Absent

The Governing Board adopted the attached resolution to compensate Gloria Negrete-McLeod, Governing Board member, for the May 22, 2019, meeting from which she was absent.

BUSINESS/FISCAL AFFAIRS

No. 17,376
2018-19
Quality Start
SB Grant

The Governing Board approved the Quality State San Bernardino (QSSB) award in the amount of \$2,500 for the period of May 5, 2018 through June 30, 2019.

The Governing Board approved the 2019-2020 appropriation limit of \$195,038,069.

No. 17,377
2019-20
Appropriation
Limit

The Governing Board approved the California Department of Education 2019-2020 California State Preschool Program Contract (CSPP-9418) in the amount of \$359,862 for the period of July 1, 2019 through June 30, 2020.

No. 17,378
2019-20 CA
Preschool
Contract

The Governing Board approved the California Department of Education 2019-2020 California State Preschool Program (CSPP) Expansion Funds in the amount of \$127,157 for the period of July 1, 2019 through June 30, 2020.

No. 17,379
2019-20 CA
Preschool
Expansion
Funds

The Governing Board approved the California Department of Education 2019-2020 General Child Care and Dev Programs Contract (CCTR-9187) in the amount of \$445,305 for the period of July 1, 2019 through June 30, 2020.

No. 17,380
2019-20 Gen
Child Care &
Dev
Programs
Contract

The Governing Board approved the Sector Navigator Grant from the California Community Colleges Chancellor's Office in the amount of \$372,000 for the period of July 1, 2019 through June 30, 2020.

No. 17,381
2019-20
Sector
Navigator
Grant

The Governing Board approved the 2019-2020 tentative budget as submitted.

No. 17,382
Tentative
Budget

The Governing Board authorized the District to issue and execute all necessary documents for the Measure L Build Out Project to reduce the amount of retention withheld from \$532,211.77 to \$31,912.57, in accordance with the terms and conditions of Contract No. 18PW40 with Robert Clapper Construction, Inc., of Rialto, California.

No. 17,383
Partial
Release of
Retention,
Measure L
Build Out

The Governing Board authorized the District to execute the proposed agreement with Kitchell/CEM, Inc., of Riverside, California for Program Management and Project Management Services in an amount not to exceed \$8,524,512.

No. 17,384
Kitchell
Agreement

The Governing Board authorized the District to award Bid No. 2019CS648 and to issue a purchase order in accordance with the terms and specifications of the Bid Documents to Jaken Medical of Chino, California, in the amount of \$81,564, which equals the total bid price plus sales tax in the amount of \$6,064, for a grand total of \$87,564.

No. 17,385
Bid No.
2019CS648
X-Ray Table
/ Equipment

The Governing Board approved the second amendment to the Inland Empire Health Plan (IEHP) agreement to design and provide Business Writing Skills training in the amount of \$19,776.

No. 17,386
Bus. Writing
& Comm.
Skills IEHP
Agreement

The Governing Board approved the receipt of Veterans Affairs (VA) grant funds in the amount of \$5,055 for the 2018-2019 fiscal year.

No. 17,387
Dept. of
Veterans
Affairs Grant

No. 17,388
Disposal of
Electronic
Equipment
and Misc.
Materials

The Governing Board adopted Resolution 62719A, 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. 17,389
Five Year
Construction
Plan

The Governing Board approved the 2021-2025 Five-Year Capital Construction Plan and authorized the superintendent/president of the College to sign the formal documents that authorize action on behalf of the District.

No. 17,390
Rancho
Santiago
CCD ISPIC
Sub Grant

The Governing Board approved the agreement between Rancho Santiago Community College District and Chaffey Community College District for the Industry Sector Projects in Common (ISPIC) sub-grant in the amount of \$131,000 to support CTE program development and improvement efforts by providing a suite of tools, training, technical assistance and outcome and labor market data for the California Community Colleges.

No. 17,391
Sole Source
Purchase –
Apple
Products

The Governing Board authorized the District to let sole source purchase orders to Apple, Inc., without formal, public advertising and receiving of bids, for fiscal year 2019-2020 as needed, to buy Apple products for instructional and administrative use.

No. 17,392
CCFA
Negotiations

HUMAN RESOURCES

The Governing Board accepted the bargaining topics in preparation to open negotiations with the Chaffey College Faculty Association (CCFA).

No. 17,393
Mgmt
Personnel
Plan /
Employment
Contracts

The Governing Board approved the employment contracts between the Governing Board of the Chaffey Community College District and Level I, Level II, and Level III management employees.

No. 17,394
Student
Discipline

STUDENT SERVICES

The Governing Board denied future readmission to the College for the former student with identification number 0683 from the Chaffey Community College District for violations of the Student Behavior Code and California Penal Code.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

No. 17,395
Contract/PO/
Warrants
Lists

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

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

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, provided a report which included: the InTech Center HVAC-R Ribbon Cutting at Chino Valley Adult School, Chino Community Center Oversight Committee, Region IX CEO meeting, Fontana Chamber Installation Gala, article on student who graduated from Los Osos High School and Chaffey College on the same day, San Bernardino County Superintendent's meeting, Workforce Development Board meeting, West End Real Estate Professionals speaking event, Local Vision Goals, Online Education Initiative Grants, and updates from the Offices of Instruction and Institutional Effectiveness and Student Services.

Dr. Shannon highlighted the Boys to Businessmen, Inc., monthly entrepreneur's breakfast, which featured Chaffey alum and award-winning animator and artist Leo Sullivan. President Shannon also presented a certificate of achievement to Dean Joy Haerens to commemorate her retirement and for her service to Chaffey College. In response, Ms. Haerens thanked everyone and stated that she has learned so much in her 30 years at the College, especially from students.

Faculty Senate President Misty Burruehl highlighted faculty leaving for sabbatical Carol Dickerson, Mary Jane Ross, Cindy Walker, and Kevin Cameron; faculty returning from sabbatical Charles Williams, Rachel Hanna, and Paula Snyder; faculty senate PSR; faculty hiring and Faculty Obligation Number (FON) workgroup; 16-week calendar committee; Guided Pathways: Academic and Career Communities; program maps; Guided Pathways: News, PD, and Curriculum; 2019 Fall Flex Workshops; AB 705; new curriculum development. Ms. Burruehl also highlighted the individual creative works and professional activities of Jackie Boboye, professor, counselor; Stan Hunter, professor, art, ceramics; Kristen Burlison, professor, career counselor; Wendy Whitney, professor, career counselor, Robin Witt, MATHSway professor. She also introduced Robin Witt and Nicole DeRose who are very active on Faculty Senate, who were present.

Classified Senate President Trisha Albertsen highlighted classified employees Roman Stollenwerk, assistant curator – Wignall Museum of Contemporary Art; Maria Jara, payroll technician; Leticia Mowrey, program assistant – EOPS; Christine Martinez, admissions and records; and Trisha Albertsen, accountant, business and fiscal services.

No. 17,396
Supt/Pres
Report

No. 17,397
Faculty
Senate

No. 17,398
Classified
Senate

No. 17,399
CSEA

CSEA President Monica Han thanked the Board for approving Rob Rundquist's new position, interim dean, institutional effectiveness and intersegmental partnerships, and welcomed him back to the College after his service to the Chancellor's Office. Ms. Han also commended Dr. Michael McClellan for his leadership style and thanked him for his win-win spirit. She also congratulated all of those who are separating from the College for their service.

No. 17,400
CCFA

CCFA President Jonathan Ausubel echoed Ms. Han's sentiments to Dean Haerens and others for their service to the College. He also thanked the Board for their initial approval of the bargaining topics, and remarked that he believed that this is the earliest that the interest lists have ever been approved, and that CCFA looks forward to having a ratified contract in less than a year. He stated that they are currently working on a negotiations survey that they will distribute during the first week of classes. He further stated that he will be in Kauai, and that Emily Avila will be reporting on behalf of CCFA next month.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 3:57 p.m. in memory of Anna Gail Gentile, former nursing instructor, and Willeen Avant, former financial aid supervisor and mother-in-law of Johnny Carpenter, technical support specialist.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, July 11, 2019.

President

Clerk