

**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 23, 2020, at the Chaffey College Chino Community Center. Board President McLeod 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 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 2:01 p.m. Closed session was adjourned at 3:03 p.m.

**STUDY SESSION**

Laura Hope, associate superintendent of instruction and institutional effectiveness, introduced Dean Robert Frost who presented the Career Technical Education (CTE) Report. Dean Frost explained that CTE is increasingly tied to Guided Pathways. Dr. Frost thanked Jim Fillpot, dean of policy and grants, for preparing the data for the report. He also thanked Vanessa Thomas for her work with Strong Workforce. The presentation included: key contributors to CTE success, CTE programs in all schools and locations, CTE overview year-to-year, data overview, success and retention rates, Career Transitions Program, course agreements, articulation agreements, CTE program outcomes, core indicator performance, and top CTE programs.

Lisa Bailey, associate superintendent of business services and economic development, introduced Sandra Sisco, director, economic development, who presented the Economic Development and Contract Education Report. The presentation included: funding of the InTech Center through grant and contract awards, non-credit programs including HVACR and industrial electrical and mechanical pre-apprenticeship, contract education with 13 new employers, completer data, events and special recognition, and media and press. Ms. Sisco discussed the benefits of non-credit courses which include the College's ability to

offer classes at no charge, less intimidating for students, and the ability to disregard the immigration status of students. She further explained that non-credit classes could be a bridge to credit courses to receive a degree or certificate.

### REGULAR SESSION

The regular session reconvened at 3:32, and Dr. Eric Bishop led the Pledge of Allegiance to the Flag.

### PUBLIC COMMENTS

Chaffey College Student Government (CCSG) Vice President Xochitl Escamilla addressed the Board regarding student government. Ms. Escamilla discussed successes within the organization and events sponsored by CCSG. These events included professional clothing drive, food for students during finals, refurbishing of formal wear to donate to students, and the purchase of scientific calculators for student checkout and tutoring. Ms. Escamilla mentioned that she and her son would be graduating from Chaffey College this May. She also spoke about the culinary program and the CCSG book grant.

Lisa Bailey introduced Patrick Cabildo, internal auditor, and he introduced Ryan Milligan, senior auditor with Eide Bailly CPAs and Business Advisors. Mr. Milligan presented the fiscal audit for 2018-2019. He reported that the College received an unmodified opinion and no significant weaknesses or deficiencies were found. An unmodified opinion, or clean opinion, is free from any material errors. Dr. Shannon thanked everyone who worked on the audit.

### COMMUNITY LINKAGES

#### GOVERNING BOARD

Student Trustee Nikeenia Williams provided a written report which included information about the CCSG book grant, club rush, and the dress for success event. Ms. Williams made a statement about the pictures of former student government presidents (over 35 years of student history) being taken down from the Office of Student Life. Ms. Williams concluded by stating that she looked forward to the new year by the opening of a game room for students, the installation of a television under the shade structure, and benches for the plaza.

Trustee McDougal reported that he attended two basketball games, a Fontana City Council meeting, and distribution of ice cream to students on the Rancho Cucamonga campus.

Mr. McDougal also commented on the Governing Board member candidates' forum. He stated that he thought it was well done and the questions were very thoughtful. He believes that the theme was communication, and he

discussed the opportunities available for students, faculty and staff to address the Board, such as at Board meetings, and during Dialogue with the Board, in which every constituent group is represented. Trustee McDougal mentioned that he was asked if California School Employees Association (CSEA) members received a cost of living adjustment (COLA) when the District received one from the state. He was told at the forum that this was not the case, and he contacted Dr. Shannon to verify this claim. In response, Dr. Shannon read from page 17 of the CSEA agreement, which states that CSEA would receive either 3% or COLA, whichever is higher. Dr. Shannon confirmed that CSEA members received 3.26%, effective July 1, 2019.

Mr. McDougal also asked about the Center for Culture and Social Justice. Dr. Shannon asked Alisha Rosas, executive director, equity, outreach, and communications, to address the concerns. Ms. Rosas stated that the center is generally used for social events and for the Panther Pantry. The District is currently looking into providing a private space, or meeting room, that can be checked out by students.

Mr. McDougal asked about arts programs being cut due to budget restraints. Laura Hope, associate superintendent, instruction and institutional effectiveness, stated that some arts courses were cancelled due to low enrollment, and not because the District made the conscious decision to make a reduction in art courses. She also mentioned that some courses need to be recalibrated to make students competitive in the job market; scheduling and renovations are also a factor. Strategies being worked on include: online classes, four-year scheduling, outreach, and building survey tools to determine what courses and what times fit students' needs.

Ms. Williams mentioned that in her experience, broadcasting courses are all filled beyond capacity.

Mr. McDougal also asked for an update on the system issues during the first week of classes, and Dr. Shannon asked Melanie Siddiqi, associate superintendent, administrative services, to address this issue. Ms. Siddiqi explained that Information Technology Services (ITS) had problems with the MyChaffeyView system. Students, staff, and faculty were unable to log into the portal to view classes, rosters, and student email. She explained the main issue was related to the LDAP directory, which is the database that is used to authenticate into the various systems, such as: the portal, MyChaffeyVIEW, student email, Canvas, student wireless, Colleague, and more. ITS management debriefed on the subject and developed a plan that incorporates various strategies to help prevent downtime in the future.

President McLeod stated that the Board has entrusted Dr. Henry Shannon, superintendent/president, to work through the technology problems.

Trustee Ovitt reported that he attended the spring welcome back event, and he enjoyed seeing the student discussion on their sense of belonging. Mr. Ovitt also reported attending the following events: Promise Scholars Reindeer Run; Purpose Church Christmas Program, Old Jerusalem; Ontario Chaffey Community Show Band concert; two Children's Fund Executive Committee meetings; Community Christian Fellowship caroling; City of Ontario Parks and Recreation Commission, Julie Dorey retirement; memorial service for Wayne Nelson, owner of Hoyt Lumber and Chaffey College Class of 1947; Esperanza Scholarship Foundation Board meeting; Chaffey High School Alumni Board meeting; Chaffey High School Class of '65 Reunion Planning meeting; Chaffey High School basketball game; YMCA Governance Committee meeting; Esperanza Scholarship Foundation, memorial service for Board member; Chaffey College policies meeting; Colony High School basketball game; Ontario Chaffey Community Show Band production meeting; Miles for Montclair Walk; and an Ontario Chaffey Community Show Band concert.

Trustee Brugger reported that she attended the Spring 2020 Welcome Back event and really enjoyed the keynote speaker, Dr. Daisy Gonzalez, deputy chancellor for the California Community College Chancellor's Office. She also found the student panel, which was moderated by Dr. Gonzales, to be very informative and insightful. Ms. Brugger mentioned that she contributes monthly to the Panther Care program and to the Wignall Museum, and she encouraged her fellow Board members to do the same.

Trustee Roberts reported that she had been in the hospital, but that she is back now, and encouraged everyone to attend the exhibition at the Wignall Museum.

Board President McLeod reported that she attended the LVN pinning ceremony. She also encouraged everyone to attend the Dialogue with the Board if they have issues they would like to bring to the Board's attention.

## LEGISLATIVE UPDATE

Dr. Eric Bishop, associate superintendent of student services and legislative engagement, provided a PowerPoint presentation which included: 2020-2021 state budget; anticipated key 2020 legislative issues; Proposition 13 facilities bond; no changes in the student-centered funding formula funding; Proposition 98 increase: \$31.9 million; cost of living adjustment (COLA): \$167.2 million; \$10 million for Zero Coast Textbook Pathways; Statewide Fellowship Pilot Program; financial aid; faculty obligation number; 50% law; affordable housing and homelessness; Futures Act; strengthening community college training grants; and a Pell Grant increase.

## PRESENTATIONS

Melanie Siddiqi, associate superintendent of administrative services, presented the Board with the *2019 Board of Governors Energy and Sustainability Award* for overall project for the solar carport installation project.

Lisa Nashua, executive director of the Foundation, introduced the following representatives from JPMorgan Chase: Sarah Bowles, vice president of global philanthropy; Schaffer Sunderland, middle market banker covering the Inland Empire; and Jarrod Ingle, Inland Empire market executive. Ms. Bowles presented a check in the amount of \$100,000 to the Governing Board. This donation is intended to support the InTech Center.

## FOUNDATION

Lisa Nashua provided a written report which included: spring 2020 scholarship cycle; third cycle for Molly Adams Scholarship for disabled students; Chino Rotary Fund a Dream Scholarship; Foundation Board Finance and Investment Committee; planned giving; Chaffey College Foundation 30<sup>th</sup> Annual Golf Tournament, Monday, June 22, 2020; Foundation mini grants; Rome Study Abroad Program; and the InTech Center.

Ms. Hope and Misty Burruel, interim dean of visual and performing arts, discussed the *First Annual Hip Hop Studies Summit* designed for high school and college students. The summit is a collaboration of commercial music and dance programs, and the English department.

## 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:

Cynthia Navarro to the position of child development center teacher, 1.0 FTE, 10 months, step 5 of the CDCFA salary schedule, effective February 3, 2020.

Jasmine Green to the position of instructional assistant IV, fashion design, .475 FTE, 10 months, range 19, step A of the CSEA salary schedule, effective January 2, 2020.

Kelly Kindred to the position of instructional assistant IV, Fontana Success Center 1.0 FTE, 10 months, range 19, step A of the CSEA salary schedule, effective February 3, 2020.

Kellsie Gifford to the position of library clerk I, .475 FTE, 12 months, range 5, step A of the CSEA salary schedule, effective February 3, 2020.

Imani Singleton to the position of library clerk II, .475 FTE, 10 months, range 9, step A of the CSEA salary schedule, effective February 3, 2020.

Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers. Adalberto Rodriguez to the temporary, unclassified, professional expert position of manager, Panther Care, effective February 3, 2020, through June 30, 2020, under the terms and conditions of the employment agreement.

Marisa Israel to the temporary, unclassified, professional expert position of manager, student success teams/engagement, effective January 2, 2020, through June 30, 2020, under the terms and conditions of the employment agreement.

Sharlene Smith to the temporary, unclassified, professional expert position of transition facilitator, effective January 1, 2020, through June 30, 2020, under the terms and conditions of the employment agreement.

The Governing Board approved the utilization of volunteer services provided by individuals as set forth on the attached list.

Appointment of:

The Governing Board approved the revised educational services coordinator assignments for the 2019–20 academic year as identified on the attached list.

The Governing Board ratified the temporary increase in assignment of position listed below from .475 to 1.0 FTE for the period of January 6, 2020, through May 31, 2020.

## MONITORING

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

2018-2019 Audit Report

Budget Monitoring Report

Career Technical Education Monitoring Report

Economic Development and Contract Education Monitoring Report

## INFORMATIONAL

The following was submitted to the Governing Board for their information:

2020-2021 Budget Development Calendar

Board Policies for Information

## 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, Ms. Williams (advisory)

Nays: None

Absent: None

Through this action, the following were approved (Approval of Minutes, December 12, 2019, through Memorandum of Understanding – South Coast Community Services).

## GOVERNANCE PROCESS

The minutes of the December 12, 2019, regular board meeting were approved as presented.

The Governing Board adopted the attached resolution to compensate Katherine Roberts, Governing Board member, for the December 12, 2019, meeting from which she was absent.

## ACADEMIC AFFAIRS

The Governing Board approved seven new courses, 113 course modifications, 15 distance education courses, one course reactivation, five course deactivations, one new program of study, and five program of study modifications for the *Chaffey College 2020-2021 Catalog*.

## BUSINESS/FISCAL AFFAIRS

The Governing Board approved the agreement between the Employment Training Panel (ETP) and Chaffey Community College District in the amount of \$749,994 to provide training in job-related skills designed to enhance career potential and long-term job security.

The Governing Board adopted Resolution No. 12320, 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. (This resolution has been made part of the minutes of this meeting.)

The Governing Board approved the collection of a student representation fee of \$2 per student per semester and the establishment of a Student Representation Fee Fund budget.

The Governing Board approved the partnership agreement between The Foundation for California Community Colleges and Chaffey Community College District in the amount of \$29,929 to expand or complement the activities of the Hunger Free Campus Initiative.

The Governing Board accepted as complete, per contract number 18PW40, the work of, and authorize the District to file a notice of completion with the county recorder for the Measure L Build Out Project, Theatre Renovation.

The Governing Board approved the Budget Transfer Report for the period of October 1, 2019 through December 31, 2019.

The Governing Board approved the Quarterly Financial Status Report for the period ending December 31, 2019.

## HUMAN RESOURCES

The Governing Board accepted the bargaining topics in preparation to open negotiations with the California School Employees Association, Chapter 431, during the spring 2020 semester.

## STUDENT SERVICES

The Governing Board approved the memorandum of understanding with South Coast Community Services to provide mental health services, materials, and products to the District from January 1, 2020 through June 30, 2020.

## ACTION AGENDA

### BUSINESS/FISCAL AFFAIRS

The Governing Board authorized the District to enter into two on-call professional services agreements with Placeworks of Santa Ana, California and ECORP Consulting of Redlands, California, for Request for Qualifications (RFQ) No. 2020PW274 California Environmental Quality Act (CEQA) Consulting Services, on the motion of Ms. Brugger, second of Mr. McDougal.

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

The Governing Board authorized the District to enter into two on-call professional services agreements with Leighton Consulting Services, Inc., of Rancho Cucamonga, California, and Geocon West, Inc., of Redlands, California, for Request for Qualifications (RFQ) No. 2020PW273 Hazmat, Geotechnical, Special Testing and Inspection Services, on the motion of Ms. Brugger, second of Mr. McDougal.

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

President McLeod announced that the amount printed in the Board booklet was incorrect, and the not to exceed amount of \$440,000 should be changed to \$650,000. The Governing Board authorized the District to enter into Contract No. 2020PW322 with SGH Architects of Redlands, California, for Architectural Design Services – Automotive Technology Laboratory Building, in

the amount not to exceed \$650,000 for all architectural and engineering services including reimbursable expenses, on the motion of Ms. Brugger, second of Mr. McDougal.

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

The contract, purchase order, and warrant lists were ratified on the motion of Ms. Brugger, 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. Williams (advisory)  
Nays: None  
Absent: None

### CEO/STAFF REPORTS

Henry Shannon, superintendent/president, presented the Board with copies of his monthly report which included highlights from administrative services and student services. Dr. Shannon thanked Julie Sanchez, Eva Ramirez, Thomas Tucker, Michael O'Bannon, Tim McClaury, and Dennis O'Cleary for their work organizing and setting up today's Board meeting at the Chaffey College Chino Community Center. He further thanked Chef Forde and the culinary students for the refreshments.

Nicole DeRose provided Board Members with the Faculty Senate's monthly report, and she highlighted faculty member Stan Hunter, ceramics, visual and performing arts.

Trisha Albertsen, Classified Senate president, provided a monthly report and highlighted the backpack project and a candy apple fundraiser.

CSEA had no report.

CCFA President Jonathan Ausubel made a statement regarding network issues that occurred at the start of the current semester. He stated that faculty look forward to working with District managers to ensure that this does not occur in the future.

CDCFA had no report.

## BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Mr. McDougal mentioned that the doors of the community building looked very nice after being stained.

Mr. McDougal also asked about the student government presidents' photographs that were hanging in the Student Life building. Dr. Bishop explained that students had commented that the Student Life building was cold and unwelcoming. The building is currently being renovated and the pictures were removed as part of the renovation. Ms. McLeod asked about a historical record of past student government presidents. Mr. Ovitt suggested that the photos be placed into a book with descriptions of each of the past presidents. Ms. Hope commented that *The Breeze* is a source of historical documentation that can be utilized.

Ms. Williams stated that she was not asked her opinion about the removal of the pictures. She further explained that the students' photos were not a source of the unwelcome feeling in the Student Life building.

Mr. McDougal stated that he believes it is important to the students that the student body presidents' pictures remain on the wall somewhere on campus. He would like to see the administration find a place for the pictures. This item will be added to the February 3 Dialogue with the Board agenda.

## ADJOURNMENT

The meeting was adjourned at 5:17 p.m.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, February 27, 2020.

---

President

---

Clerk