

**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, March 19, 2020, at the Chaffey College Chino Community Center. Board President McLeod called the meeting to order at 2:03 p.m.

Members present: Ms. Brugger, Mr. McDougal, Ms. McLeod, Mr. Ovitt,
Ms. Roberts (by phone), 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.

Xochitl Escamilla, vice president of Chaffey College Student Government (CCSG), approached the Board regarding the appropriate chain of command for CCSG issues and COVID-19.

The Board convened in closed session at 2:08 p.m. Closed session was adjourned at 2:30 p.m.

STUDY SESSION

The study session presentation was postponed.

REGULAR SESSION

The regular session reconvened at 3:09 p.m., and Acting Faculty Senate President Nicole DeRose led the Pledge of Allegiance to the Flag. President McLeod announced that Trustee Roberts was joining the meeting via phone.

PUBLIC COMMENTS

There were no public comments.

**COMMUNITY LINKAGES
GOVERNING BOARD**

Student Trustee Nikeenia Williams read her report and thanked Dr. Shannon and President McLeod for the actions they have taken thus far to protect everyone during the coronavirus crisis. She expressed student concerns

during the crisis, namely, financial aid, student worker salaries during spring break, health care services to students, and meals for students. She thanked Associate Superintendent Dr. Eric Bishop for his response to the coronavirus crisis but expressed that she feels that she was left out of the process.

Trustee Ovitt reported that during these unprecedented times, his schedule has shrunk, but he did attend the First 5 agenda review; meeting with Patrick Willard, CEO of Boy Scouts of America; First 5 Commission meeting; Pacific Lifeline fundraiser; Chaffey College high school counselors breakfast; West End YMCA Governance Committee meeting; National Day of Prayer Committee meeting; Promise Scholars Board meeting; Children's Fund fundraising meeting; and Chaffey College Special Board meeting regarding the COVID-19 pandemic.

Trustee McDougal reported that he attended a reception at the home of Fontana Mayor Acquanetta Warren. He also reported that earlier today he attended the Chaffey College Chino Community Center Oversight Committee meeting. Mr. McDougal announced that three of the Chaffey College Governing Board members were re-elected to their positions (official results pending). He thanked Trustees Ovitt and Brugger for their endorsements and support.

Trustee Brugger remarked that these are times we have never experienced before, and she praised staff for working diligently to determine solutions for students. She also complimented the dual enrollment programs at various high schools, as well as the legal studies program.

Board President McLeod reported that she attended a CCSG meeting and did not experience much dissent at the meeting. She would like President Shannon to determine what is true and what is not in regards to the allegations being made by student government.

Trustee Roberts reported she attended a Rotary meeting and student government day.

LEGISLATIVE UPDATE

The report was postponed.

FOUNDATION

The report was postponed.

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.

Employment or Ratification of:

- Amada Flores-Ruiz to the position of bookstore accounting assistant, .475 FTE, 12 months, range 11, step A of the CSEA salary schedule, effective March 23, 2020.
- Jennifer Meza to the position of bookstore accounting assistant, .475 FTE, 12 months, range 11, step A of the CSEA salary schedule, effective April 1, 2020.
- Andrew Ericson to the position of grounds maintenance attendant, 1.00 FTE, 12 months, range 11, step A of the CSEA salary schedule, effective April 1, 2020.
- Suzanne Avila to the temporary, one-semester position of instructor, vocational nursing, 1.0 FTE, effective February 18, 2020, through May 20, 2020, for the 2019-20 academic year.
- Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.
- Samir Shah to the temporary, unclassified, professional expert position of bond program manager, effective March 31, 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 ratified an unpaid parental leave of absence for Athalie Sapp, instructional specialist, for the period of March 4, 2020, through April 30, 2020.
- The Governing Board approved a sabbatical leave request for Mark Lewis, instructor, multimedia/digital, for the spring 2021 semester.
- The Governing Board approved a sabbatical leave request for Victoria Tulacro, instructor, English, for the 2020-21 academic year.
- The Governing Board approved the temporary increase in assignment for visual and performing arts for a period that will not exceed seventy-five days during the 2019–20 fiscal year.

MONITORING

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

Fontana Campus Monitoring Report

CONSENT AGENDA

A motion was made by Ms. Brugger, 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, February 27, 2020, through Fee Schedule Updates).

GOVERNANCE PROCESS

The minutes of the February 27, 2020, regular board meeting were approved as presented.

The Governing Board changed the date of the April Board meeting to Thursday, April 16, 2020.

The Governing Board cast a vote for nine seats up for re-election on the CCCT Board of Directors.

ACADEMIC AFFAIRS

The Governing Board approved three new courses, 79 course modifications, ten distance education courses, and three program of study modifications for the *Chaffey College 2020-2021 Catalog*.

The Governing Board received the educational master plan for second reading and adoption.

BUSINESS/FISCAL AFFAIRS

The Governing Board adopted Resolution No. 31920, 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 changes to the fee schedule as authorized by the applicable provisions of the Education Code.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

The Governing Board approved the purchase of real property containing approximately 4.78 acres (one parcel) located in Fontana, California, for a purchase price of \$4,372,553 plus closing costs estimated at \$10,000 and real property containing approximately 9.58 acres (four parcels) located in Fontana, California, for a purchase price of \$9,076,370 plus closing costs estimated at \$10,000, 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, thanked all of the executive team, faculty and staff for working together during this pandemic. He stated that decisions have been made in the best interest of students. President Shannon called on Associate Superintendents Laura Hope, Lisa Bailey and Eric Bishop, and Executive Director Alisha Rosas to provide updates for their areas in regards to the current COVID-19 crisis.

Laura Hope discussed the purchase of computers for students; training of faculty on Canvas, Zoom, and Cranium Café; and the conversion to online classes.

Dr. Eric Bishop explained that student services is preparing for supporting students online through virtual mental health services, financial aid disbursement process, federal work study salary payments, continuing to engage students online through workshops and other means, and continuation of the Panther Care program for students in need.

Lisa Bailey discussed that student workers cannot be paid if they do not perform work, because it would be a gift of public funds. She recognized the hard working classified staff behind the scenes. Critical infrastructure employees are continuing to work every day to ensure payroll is processed. In addition, information technology personnel, campus police, and maintenance and operations staff are continuing to work. The District has contracted with an outside service for a deep cleaning of all common areas.

Alisha Rosas discussed the marquee; the new website with up-to-date information on the coronavirus; an emergency phone line; Chromebooks for students and faculty members; mobile drive-through food pantry; front page of website will be efficient and user-friendly where students can access tutorials or chat services for online classes; Panther Care; and working across all departments to make sure students are getting the message on what the college is doing to support them.

Dr. Shannon thanked Ryan Church, Chaffey College general counsel, and Melanie Siddiqi, associate superintendent of administrative services, for their work during the pandemic. He also thanked Executive Assistants Julie Sanchez and Eva Ramirez for their hard work in the office of the superintendent/president.

Nicole DeRose reported on the meeting she had with Melanie Siddiqi regarding IT issues.

Theresa Rees, Classified Senate confidential senator, had no report.

CSEA President Monica Han submitted a written report thanking the Board, Dr. Shannon and the agents that negotiate on the Board's behalf for coming to a swift and equitable agreement with CSEA to address the challenges associated with COVID-19. She further stated that CSEA looks forward to working together as the College moves forward to ensure students are still served during this pandemic. Ms. Han also thanked the critical infrastructure staff who are continuing to work.

CCFA had no report.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

CCSG President Nikeenia Williams inquired about her stipend and the processing of bills for emergency funding. Dr. Shannon explained that all student activities have been canceled at this time.

President McLeod thanked all faculty and staff for their hard work during this crisis.

ADJOURNMENT

The meeting was adjourned at 3:52 p.m. in memory of:

- Tom De Dobay, Chaffey College music professor from 1972-2012
- Arturo Lorenzana, brother of Chuy Lorenzana, plant maintenance mechanic
- Christine Forde, mother of Mark Forde, professor and executive chef of the culinary arts program

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, April 16, 2020.

President

Clerk