



AGENDA
MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT
Thursday, April 26, 2018
Chaffey College Chino Community Center

- I. **REGULAR SESSION**
 - A. CALL TO ORDER (2:00 p.m.)

- II. **CLOSED SESSION**
 - A. PUBLIC COMMENTS ON CLOSED SESSION AGENDA
 - B. RECESS TO CLOSED SESSION

- III. **STUDY SESSION**
 - A. CONVENE IN OPEN SESSION
 - B. AGENDA
 - 1. Chino Campus Monitoring Report
 - 2. Future Bond Considerations
 - 3. Sabbatical Report – Barbara King

- IV. **REGULAR SESSION**
 - A. RECONVENE IN REGULAR SESSION
 - 1. Pledge of Allegiance
 - B. PUBLIC COMMENTS
 - C. COMMUNITY LINKAGES
 - 1. Governing Board
 - 2. Legislative Update
 - 3. Presentations
 - 4. Foundation
 - D. REPORTS
 - 1. Closed Session Actions
 - 2. Monitoring
 - a. Budget Monitoring Report
 - b. Chino Campus Monitoring Report
 - 3. Informational
 - a. Board Policies for Information
 - E. PUBLIC HEARINGS
 - 1. Human Resources
 - a. Public Hearing Joint Proposal/Preliminary Agreement of the Chaffey College Faculty Association (CCFA) and Chaffey Community College District
 - b. Joint Proposal/Preliminary Agreement of the Chaffey College Faculty Association (CCFA) and Chaffey Community College District

(Continued on page 2)

F. CONSENT AGENDA

1. Governance Process
 - a. Approval of Minutes, March 29, 2018
 - b. Board Policies for Adoption
 - c. Resolution – Compensation for Trustee When Absent
2. Academic Affairs
 - a. Curriculum
 - b. Sabbatical Report – Barbara King
3. Business/Fiscal Affairs
 - a. 2018 Rancho Santiago Community College District Industry Sector Projects in Common (ISPIC) Grant Sub-Agreement
 - b. Bid No. 2018CS464, X-Ray Radiographic and Fluoroscopic Equipment
 - c. Budget Increase – Restricted General Fund
 - d. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
 - e. Fee Schedule Updates
 - f. Quarterly Budget Transfer Report
 - g. Quarterly Financial Status Report for the Period Ending March 31, 2018
 - h. Strong Workforce Program Participation Agreement 2017/20-17-B (P05, P12)
 - i. Temporary Interfund Borrowing

G. ACTION AGENDA

1. Business/Fiscal Affairs
 - a. Contract, Purchase Order, and Warrant Lists

H. CEO/STAFF REPORTS

1. Superintendent/President
2. Faculty Senate
3. Classified Senate
4. California School Employees Association (CSEA)
5. Chaffey College Faculty Association (CCFA)
6. Child Development Center Faculty Association (CDCFA)

I. BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

V. **ADJOURNMENT**

The next regular meeting of the Governing Board will be Thursday, May 24, 2018.

Complete agenda may be viewed at [www.chaffey.edu/governing board](http://www.chaffey.edu/governing%20board)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

April 26, 2018
Board Meeting Date

TOPIC **BUDGET MONITORING REPORT**

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

Board Policy 6300 Fiscal Management – The Superintendent/President shall establish procedures to assure that the fiscal condition and activity of the District ensures fiscal health and stability, supports Governing Board priorities and financial planning and budgeting, and is consistent with generally accepted principles of accounting and business practices.

PROPOSAL

To provide a budget monitoring report for information only.

BACKGROUND

Throughout the fiscal year, the status of the adopted budget is reviewed to evaluate the District’s fiscal strength. The quarterly monitoring report presented herein indicates the percentage of the adopted budget that has been expended/encumbered as of the quarter ended March 31, 2018. It also provides three years of historical information so historical trends can be used in the analysis of the current year budget.

This quarterly comparison report is a monitoring tool used to identify the status of the District’s budget.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

This item is for information only.

Prepared by:	Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
Submitted by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

CHAFFEY COMMUNITY COLLEGE DISTRICT
Quarterly Comparison
Unrestricted General Fund
As of March 31, 2018

	2014-2015				2015-2016				2016-2017				2017-2018		
	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	March % of Budget
INCOME SOURCE															
Prior Year Ending Balance Re-allocation	4,873,744				0				3,677,289				3,928,578		
State General Apportionment	62,450,521	52,435,755	61,010,224	83.96%	70,423,903	62,734,097	72,436,731	89.08%	75,666,883	62,518,057	76,826,331	82.62%	81,382,469	67,991,474	83.55%
Education Protection Account (EPA)	11,315,357	8,579,504	13,413,812	75.82%	12,962,172	10,043,486	13,113,790	77.48%	13,114,000	9,895,126	12,750,807	75.45%	12,165,352	9,087,668	74.70%
Miscellaneous	5,549,844	5,550,679	6,905,710	100.02%	14,769,166	12,417,228	15,106,050	84.08%	10,319,891	7,373,427	10,207,311	71.45%	9,801,247	4,657,464	47.52%
Lottery	1,791,750	762,265	2,119,010	42.54%	2,039,240	736,337	2,301,219	36.11%	2,315,180	956,408	2,507,263	41.31%	2,424,980	1,055,844	43.54%
Total Income	81,107,472	67,328,203	83,448,756	83.01%	100,194,481	85,931,148	102,957,790	85.76%	101,415,954	80,743,018	102,291,712	79.62%	105,774,048	82,792,450	78.27%
EXPENDITURES															
Operational	85,981,216	64,220,501	83,709,199	74.69%	98,388,259	69,575,188	95,603,207	70.71%	105,093,243	74,232,168	99,964,739	70.63%	109,702,626	77,754,161	70.88%
Total Expenditures	85,981,216	64,220,501	83,709,199	74.69%	98,388,259	69,575,188	95,603,207	70.71%	105,093,243	74,232,168	99,964,739	70.63%	109,702,626	77,754,161	70.88%
Surplus or (Deficit)	-	3,107,702	(260,443)	-	1,806,222	16,355,960	7,354,583	-	-	6,510,850	2,326,973	-	-	5,038,289	-
Net Surplus or (Deficit)	-	3,107,702	(260,443)	-	1,806,222	16,355,960	7,354,583	-	-	6,510,850	2,326,973	-	-	5,038,289	-
SUMMARY, ENDING BAL/RESERVES															
7% Board Designated Reserves	6,018,685	6,018,685	5,859,644	100.00%	6,887,178	6,887,178	6,692,225	100.00%	7,356,527	7,356,527	6,997,532	100.00%	7,679,184	7,679,184	100.00%
GASB 45 Reserve	-	-	1,500,000	-	500,000	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000	-
Technology Replacement Reserve	150,000	150,000	600,000	100.00%	600,000	600,000	600,000	-	600,000	600,000	600,000	-	600,000	600,000	-
Vehicle Replacement Plan	50,000	50,000	100,000	100.00%	100,000	100,000	100,000	-	100,000	100,000	100,000	-	100,000	100,000	-
Resource Allocation (RAC) Reserve	154,393	154,393	500,000	100.00%	500,000	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000	-
Capital Outlay Replacement	-	-	200,000	-	200,000	200,000	200,000	-	200,000	200,000	200,000	-	200,000	200,000	-
PERS/STRS Reserve	-	-	500,000	-	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999	-
One-Time Funding	-	-	-	-	2,661,425	2,661,425	2,661,425	-	2,661,425	2,661,425	2,661,425	-	2,661,425	2,661,425	-
Undistributed Reserve	40,000	40,000	1,766,736	-	40,000	40,000	5,783,314	-	1,441,723	1,441,723	7,804,980	-	3,194,750	3,194,750	-
Total Ending Balance/Reserves	6,413,078	6,413,078	11,026,380	100.00%	12,832,602	12,832,602	18,380,963	100.00%	14,703,674	14,703,674	20,707,936	100.00%	16,779,358	16,779,358	100.00%
Ending Balances %	7.46%		13.17%		13.04%		19.23%		13.99%		20.72%		15.30%		

*Reserve balances remain unchanged until yearend.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

April 26, 2018
Board Meeting Date

TOPIC **CHINO CAMPUS MONITORING REPORT**

Communication No. IV.D.2.b

SUPPORTS BOARD POLICY

Board Policy 1250 Board Goals for Student Success – Chaffey College values, supports, and assesses student success and achievement. The District’s strategic, educational, and other plans shall be designed to achieve the following Governing Board expectations for student success:

1. Students demonstrate success in basic skills courses and are prepared to succeed in college-level courses.
2. Students demonstrate success in career and technical education that prepares them for employment success.
3. Students demonstrate success in transfer-level courses and are prepared to succeed at transfer institutions.
4. Students achieve core competencies upon completion of their general education program including: effective communication and comprehension skills, critical thinking and information competency, community/global awareness and responsibility, and personal, academic, and career development skills.
5. Students maximize their ability to complete courses, persist through program or course completion, and achieve their educational goals.

Board Policy 1400 Core Values – The Governing Board, administrators, faculty and staff of the Chaffey Community College District fulfill the organization’s purpose through the application of these core values: student success, educational excellence, climate of inclusion and respect, dynamic student services, responsiveness to the community, and environmental responsibility.

INTRODUCTION

The Chino Campus operates as fully-functioning campus of Chaffey College. It maintains and administers the District’s values, policies and mission. The Chino Campus serves as a vehicle for the District to provide access to quality higher education to Chaffey College students, particularly those residing within the southern portion of the District. The Chino Campus ensures access to educational opportunities and student services, allowing current and potential students an integrated student services and instructional model for completing their education.

CHINO CAMPUS RELATION TO THE EDUCATIONAL STRATEGIC VISION

The information provided below illustrates how the Chino Campus delivered instruction and student services in relation to the educational strategic vision for the 2017 – 2018 academic year.

ACCESSING THE COLLEGE

- Strengthening partnerships with high schools and employers.

The Chino Campus has maintained strong partnerships with its area feeder high schools which are: Buena Vista, Chino Hills, Don Lugo, Chino, Options for Youth Chino and Ayala. This is accomplished by relationships with campus principals, high school counselors and staff of the local Chino Valley high schools as well as relationships with the district office. Those partnerships continue to be strengthened by programs the college has in place, such as the Senior Early Assessment (SEA) Program facilitated by the School of Counseling and Student Success and Support Programs. The Chino Campus counseling faculty and staff lead campus wide efforts to engage students in matriculating high school seniors during each spring semester. Students receive the fourth day of registration for the summer session and the fall semester increasing the opportunity for students to enroll full time.

In collaboration with Hospitality Management/Culinary Arts, Library Services, and the Success Center, the GPS Center hosted a group of 45 students and two counselors from Chino Hills High School Business Academy of Hospitality and Tourism. College programs and support services were reviewed with the students as well as the steps to enroll in the Dual Enrollment program.

New this spring 2018 semester Guidance 3 - Career Exploration and Life Planning was offered at Ayala High School in an effort to support college and career readiness and to begin to grow the high school dual enrollment program. Efforts to engage high school students to enroll in college while in high schools are well under way and positive responses from students have been received.

The School of Hospitality, Fashion, Interior and Culinary Arts faculty continue to strengthen partnerships with local employers and high schools. Advisory board meetings were held during the fall 2017 semester for the Hospitality Management & Culinary Arts program, the Fashion Design & Fashion Merchandising programs, and the Interior Design program. The advisory boards are made up of industry professionals, local business owners, faculty of local high schools, and faculty from other community colleges who teach in the same discipline. The Apparel, Merchandising and Management Chair at Cal Poly Pomona also attended the Fashion Design & Fashion Merchandising advisory board. Advisory boards are instrumental in suggesting curriculum revisions that will help better prepare students to enter the workforce. To further foster industry partnerships, one board member who is a recruiter was invited to be a guest lecturer and has greatly influenced the students' knowledge in terms of resume and portfolio contents and understanding expectations of future employers.

- Connecting students to necessary resources and pre-enrollment processes.

The GPS Center assists students to navigate the critical enrollment, retention, and completion resources and services at the Chino Campus. Students receive assistance with admissions, orientation, assessment testing, educational planning, transfer assistance, career exploration and financial aid. Service is provided on a walk-in and by appointment basis. In addition to counseling faculty and student services support staff, the GPS employs graduate students as Success Guides who offer guidance, support, and advisement on academic and career related concerns and issues. Success Guides conduct workshops and offer guidance to students in a casual, informal fashion. Success Guides participate in a comprehensive two-week training program prior to beginning their role in the GPS Centers. Additionally, they are carefully monitored and continue to receive training and mentoring by a full-time counseling faculty member assigned to the GPS Center.

The number of student contacts from July 2017 until March 2018 at the GPS Center is reflected below:

In person orientation – 245
Online orientation – 5,630
Assessment/testing – 1,046
Academic Success Workshop – 45
Abbreviated educational plans – 425
Comprehensive educational plans – 830
Walk-ins – 4,805
Follow up appointments/update educational plan – 582

CONNECTION

- Improving pathway identifications by students.

Financial aid, assessment and testing services, admissions and records, cashiering, EOPS, DPS and counseling services are available to all Chino Campus students. Chino Campus students have opportunities to apply for book grants and book rentals. The GPS Center continues to have the assistance of an adjunct career counseling faculty member, an adjunct career technical education counselor, and a transfer center staff member.

The Chino counseling faculty improved pathway identification for students via counseling conversations centered around problem-solving, decision-making, motivation, stress and time management, personal/family priorities, etc. all of which impact academic goal completion and success.

The Chino counseling faculty participated in the following training and professional development opportunities: weekly and monthly counselor meetings; Ensuring Transfer Success Conference, Career Expo, Career Ladders Conference, Carnegie Math Pathways National Forum and the Annual High School Counselor Breakfast.

- Establishing students' relationship with the college.

Access to full-time faculty for students attending the Chino Campus continues to be a priority for the District. Twenty-six full-time faculty are assigned to the Chino Campus representing the following areas: Counseling (general, GPS and DPS), Success Center, Library, Hospitality Management, Fashion Design, Interior Design, Mathematics, English, History, Cinema, CISCO, Industrial Electricity, Vocational Nursing, Communication Studies, Anthropology, and Biology. A number of full-time faculty from the Rancho Cucamonga Campus share part of their load in Chino. Faculty have initiated club and community activities at the campus, including information meetings focused on community topics. New shadow boxes display student work throughout the Chino Campus.

Chino Campus students participated in the following events, which occurred during this academic year: Constitution Day/Club Rush; The Bistro at College Park; Chino Campus blood drives; Coffee With A Cop; DACA Talks; Disabilities Awareness Fair; Fuel Up 4 Finals; Grad Awareness Week; Financial Aid Awareness; Grad Fest; Halloween Costume Contest; Hospitality, Fashion, Interior and Culinary Arts Open House; One Book One College; Pizza with the Presidents; Transfer Fair; International Education Week; the Panther Party's Free Fresh Market; Women in STEM; and CCSG Elections.

CHINO CAMPUS MONITORING REPORT

April 26, 2018

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Interior Design faculty and students successfully launched the ID Club in spring 2018 with an initial membership of 23 students. The club has engaged in social and fundraising activities as well as community outreach. Club members represented the ID Program at the career fair held on the Rancho Cucamonga Campus. Club members engaged in community outreach by representing the Interior Design program at a career fair held at the Ayala High School in March. The Club has plans to visit the Pasadena Showcase House in April 2018.

Interior Design students have been actively involved with the IIDA (International Interior Design Association) Inland Empire Chapter in fall and spring 2018. Students were chosen by the Interior Design instructor to compete in an IIDA industry charrette competition in fall 2018. The 3 Chaffey students were placed on separate teams with other Interior Design students from around Southern California. One student from Chaffey College Chino Campus was on the winning team and was awarded a prize of \$10,000.00 split among the 4 team members. She moved on to compete in the western region and represent Chaffey College in Portland Oregon (all expenses paid by the IIDA!). Her team won again! She will now be competing at the national level in Chicago at the NEOCON convention (which is the national annual convention for commercial interior design education and products).

Upcoming in May, seven Interior Design students will compete in another IIDA event. This competition is the annual Orange County Chapter IIDA Fashion Show. This event brings together industry professionals, industry vendors and students in a fun competition and networking event. The next step is to create a student chapter of the IIDA at Chaffey College which should be in effect by the end of spring 2018.

- Developing enrollment procedures that structure successful student behavior and decision making.

The Chino Campus faculty and staff follow all the standard enrollment procedures designed to assist with successful student behavior and decision making.

- Connecting students to support services.

The number of students that completed orientation at the Chino Campus was 245. The number of students that completed assessment was 1,046. The GPS Center completed 425 abbreviated student educational plans. There were 830 comprehensive educational plans completed in the GPS Center.

DPS provided services for nearly 2,000 Chaffey College students this year. Of this total, an estimated 245 of these students attended classes at the Chino Campus. There were 377 DPS appointments at the Chino Campus and 331 student walk-ins. These appointments included priority registration appointments, disabilities counseling, test accommodations, and academic counseling. This is the second year that DPS has had a full-time counselor on site at the Chino Campus.

DPS held its annual Disabilities Awareness Fair at the Chino Campus on October 18. The event was open to all students, staff, and members of the community. Thirty-five vendors, agency representatives, and guest speakers attended the event with the goal of providing awareness of programs and services available to persons with disabilities. Vendors showcased a variety of services ranging from technology services to companion and service animals. Food and drink for the event was provided through donations from local businesses and the event hosted over 130 attendees.

The Chino Campus Success Center and Chino Campus Library provide excellent support to all Chino Campus students and faculty. Bulletin boards are strategically placed to inform students of available resources. The GPS Center and the Success Center have worked together to conduct classroom

visits to all English courses and many other classes to inform students about the services they can receive in both centers.

EOPS is proud and committed to provide counseling service hours at the Chino Campus. For the 17-18 academic year, regularly scheduled hours are on Wednesdays from 8:00-4:30 and on Thursdays from 8:00 a.m. – 7:00 p.m. In the spring 2018 semester, EOPS included three additional counseling service days on select Fridays throughout the term in order to assist with accommodating a growing student population. A newly hired EOPS tenure track faculty is assigned to work most closely with students, staff and faculty at the Chino Campus in representation of the EOPS program. She is also the EOPS designated Foster Youth counselor and she brings a wealth of expertise, knowledge and valuable experience to the EOPS family. EOPS continues to provide the services of a supportive staff member in addition to the counseling faculty that is present, which has greatly assisted with encouraging students to remain engaged, in addition to providing an opportunity to build upon outreach and recruitment strategies. The GPS location that EOPS resides in at Chino on the designated days continues to serve as a helpful resource to students, faculty and staff centralizing most counseling related services. EOPS counseling faculty and staff were available to assist EOPS students at the Chino Campus serving a total of 57 students in fall 2017 (38 in fall 16) and are presently serving 71 for spring 2018 (46 in spring 17) (totaling 128 for 17-18 as compared to the total of 84 students served for 16-17). Participation in EOPS services at Chino has significantly increased each semester, representing a growth percentage of nearly 200% (from spring 15 - spring 17).

For the current 17-18 academic year EOPS at the Chino Campus has thus far completed 392 student contacts to date (as compared to the 306 contacts completed by this time last year in 16-17 and the 215 contacts completed in the 15-16 academic year). When further comparing the 178 contacts completed during the 14-15 academic year to the 392 contacts completed at this time in 17-18, the percentage increase is apparent at over 120%). These contacts consisted of educational planning appointments, drop-in appointments, follow up sessions, as well the standard counseling progress-check appointments that participating students are required to attend (start term, midterm, and end term).

EOPS continues to build upon their effort to coordinate EOPS staff availability during the first day of EOPS's application window, as it is intended to assist students and Chino staff with any encountered questions that may come up as a result of the online application. EOPS assigned Chino staff also regularly conduct classroom presentations with instructional faculty interested in providing students with information related to EOPS.

EOPS additionally hosted/plans to host workshops and cultural awareness activities that are focused on building upon the sense of community and connectedness that is so instrumental to student success. In fall 2017, EOPS partnered with the Transfer Center to host a Transfer workshop in October focused on assisting students to prepare for the application window. In spring 2018 EOPS plans to feature a reflection/alumni panel with former Chaffey EOPS students sharing tips and advice with students preparing to transfer and considering the possibility of graduate school. In the spring 2018 EOPS@Chino also launched the use of the REMIND application which helps students stay more connected with program related activities and events. EOPS is additionally planning to feature educational literature, pan dulce and coffee in recognition of Cinco de Mayo.

The Chino Campus Assessment Center is open to students to complete placement for English, English as a Second Language and math placement, to students who need to take a make-up exam or who wish to take a language prerequisite challenge exam. Make-up exams are administered at the direction of the instructor of the course and language prerequisite challenge exams are administered after the student has met with a counselor to determine if the student will benefit from the challenge process.

ADVANCEMENT

- Providing intrusive academic support in key areas.

The GPS Center assists students to navigate the critical enrollment, retention, and completion resources and services at the Chino Campus. In addition, students who miss their counseling or assessment appointments are called to reschedule and the Grad Guru app is being utilized to send text messages to students about important deadlines and tips for success.

- Requiring students to define academic, occupational and career goals.

Students define their academic goal upon completion of their application and their goal is verified upon completion of their abbreviated educational plan. The Chino counseling faculty conducted career exploration workshops in conjunction with the Career Center. The Chino counseling faculty developed a career assessment profile for the purposes of seeing students specifically for career counseling 45 minute appointments. The Chino GPS Center worked at targeting students in fall (Fall-ow Up in Fall) and spring (Spring Toward Success) by sending personalized invitations to students who needed to complete either an abbreviated educational plan, a comprehensive educational plan or follow up educational planning services. Approximately 2,046 students were contacted within the fall and spring terms.

- Providing instruction in delivery modalities that foster completion.

The Chino Campus offered numerous classes in the fast track teaching modality. This year 24 fast track classes were offered in the fall and 24 classes in the spring for a total of 48 classes.

Hybrid classes were also offered on the Chino Campus. This year 8 hybrid classes were offered in the fall and 7 classes in the spring for a total of 15.

- Developing sustained engagement strategies.

All ASCC book grants, EOPS scholarships, scholarship opportunities and more are available to Chino Campus students, which help students continue to be supported financially by college resources.

Chino Campus faculty and staff members are constantly envisioning ways to include students in the life of the Chino Campus to maintain their engagement in the college. The introduction of club activity and connections with the Rancho Cucamonga Campus activities provide students with a sense that they are at Chaffey College, regardless of where they enroll in their courses.

COMPLETION

- Monitoring progress on goals with intrusive action during key momentum points.

The Chino counseling faculty conduct follow up services to assist students toward goal completion by exposing students to career technical education programs, Associate Degrees for Transfer, conducting graduation checks, transcript evaluations, career counseling and exploration, educational plans, and academic progress checks.

GPS hosted several events promoting student engagement and completion at the Chino Campus. Students were encouraged to evaluate their progress towards completing their educational goal as part of *Fall-ow Up in Fall*. Refreshments were given to students after meeting with a Success Guide or counselor to complete a progress check on student planning. In collaboration with the Alumni Affairs Office, GPS

hosted *Grad Awareness Month*. Food and refreshments were provided to students that had applied for graduation or met with GPS staff to complete a preliminary graduation check and were on target to graduate in the spring or summer. To promote awareness of counseling services available on the Chino Campus, GPS hosted *Cocoa with Counseling* in conjunction with DPS, Career, and EOPS. Participating students were provided refreshments as part of an effort to inform them about GPS, Counseling, EOPS, Career Center, and DPS services available through the GPS Center. Students were encouraged to make appointments with the various counseling programs and services available to them. In addition, GPS hosted *Fuel 4 Finals* where refreshments were provided to students during finals week to provide counseling support and encouraging students to re-enroll for the subsequent term. GPS also collaborated with EOPS and faculty advising to promote awareness of the benefit of the services to Chino students.

- Facilitating completion points.

The Transfer Center advances Chino students' completion goals by providing individual transfer advising sessions, reviewing of transcripts in preparation for four-year transfer, guidance on the personal statement, hosting workshops and giving students access to four year representatives by individual appointments. In April, the Transfer Center hosted 20 four-year schools at a college fair, providing students access to speak directly with the school representatives. Chino Campus students also have the opportunity to visit four-year schools for free through the Transfer Center's robust campus visit program. A Transfer Center staff member visits the Chino Campus three times per month on average and provides classroom presentations upon request. The Transfer Center plans to honor students transferring to four-year schools in mid-May in a transfer celebration ceremony.

The Transfer Center Director sent an email on behalf of the transcript evaluators to inform students who self-identified themselves on the CSU Apply application that they have or will earn an Associate Degree for Transfer at Chaffey College to submit a degree application for an Associate's Degree for Transfer. That communication increased the number of students who applied for graduation.

The Hospitality Management program had a very successful internship cohort this year, with students placed at Kaiser Permanente Hospital, the Ontario Gayaway Hotel and Some Crust Bakery in Claremont, the Radisson Hotel and numerous other locations for their internship training. Several students have received job offers from their internship site locations. Local businesses are actively reaching out to the program and have hired Hospitality Management/Culinary Arts students for cook, chef, baker, event planning, trainee management, and front-of-house positions.

- Recognizing and honoring completions.

At the end of each semester the Vocational Nursing program students, faculty and staff participate in the VN Pinning Ceremony. This ceremony recognizes and honors those Vocational Nursing students who have successfully completed the three semester program.

At the end of the spring semester, the students in the restaurant and catering operations class (HOTFS 22) will participate in the May 10 Open House since this class is one of the final classes students take to complete their degree/certificate. The celebration will acknowledge and honor the students completing degrees and certificates in Hospitality Management/Culinary Arts. The students will provide catering and hospitality services to the event as a display of their achievements. The event will showcase the skills and techniques acquired during the Culinary Arts/Hospitality Management program.

Additionally, the Fashion Design, Fashion Merchandising, and Interior Design programs will host an Open House event on May 10. The faculty will acknowledge and honor the students completing

degrees and certificates in their respective various programs. Parents, family, and friends will be invited to celebrate with the students at both events.

USE OF RESULTS FOR PLANNING

Activities are assessed quantitatively or qualitatively with the responsible parties as a means of analysis and planning for future events/activities. These processes occur on an ongoing basis for continued improvement and currency. Ongoing data and information is supplied by the Office of Institutional Research to assess and reassess the activities and outcomes at the Chino Campus. Dialogue is also maintained with the Office of Institutional Research to determine the necessary reports and information that is needed to plan effectively.

Prepared by:	Teresa Hull, Dean, Chino Campus
Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

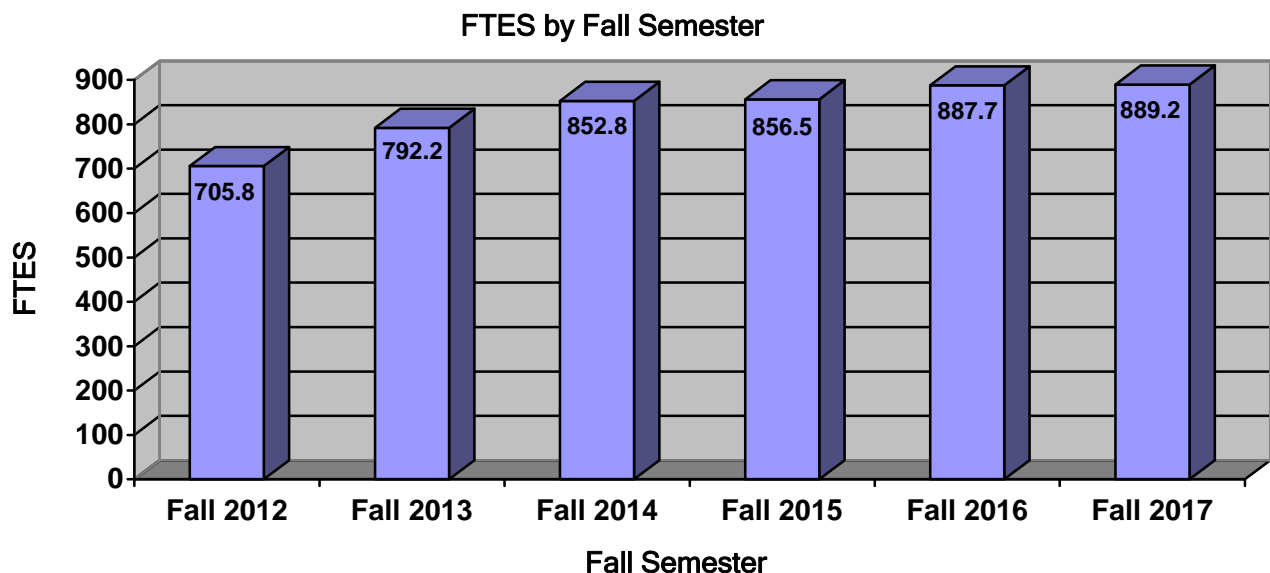


**Chino Campus
Campus Growth, Students Served, and Course-Taking Behavior**

Overview. At the request of the Dean of the Chino Campus, the Office of Institutional Research examined changes in growth indices (e.g., headcount, FTES, etc.), student characteristics (demographics and enrollment patterns), and course-taking behavior for fall semesters from 2012 through 2017. The reported fall semesters post-date the opening of the Chino Main Instructional Building (MIB), the Chino Health Science Building (CHHC), and the Chino Community Building (CHCM) and as a result reflect the impact of these facilities on Chino Campus growth, students served, and course-taking behavior.

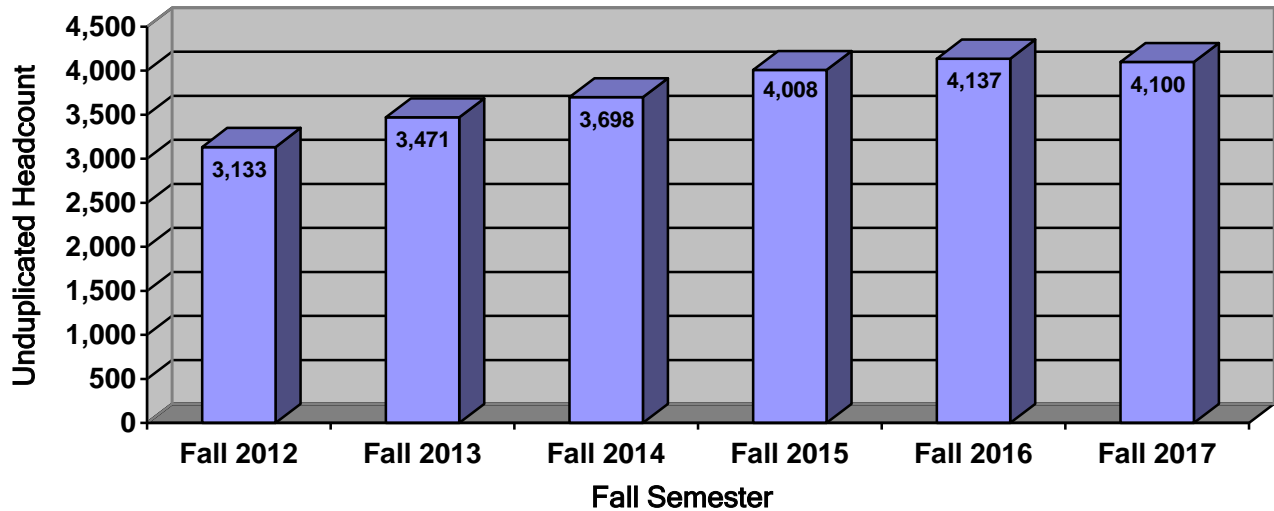
Methodology. Extracting data from the District’s student information system (Colleague), and utilizing Management Information System (MIS) referential data files submitted to the California Community College Chancellor’s Office (CCCCO), the Office of Institutional Research identified all fall semester enrollment activity that occurred at the Chino Campus from 2012 through 2017. Activity at the Chino Campus includes any enrollments that occurred at the Chino Main Instructional Building (CHMB), the Chino Health Science Building (CHHC), the Chino Community Building (CHCM), or the Chino Information Technology Center (CITC). The Chino Information Technology Center opened in June 2002, the Chino Main Instructional Building opened in March 2008, and the Chino Community and Health Science Buildings opened in Spring 2009.

Chino Campus Growth:



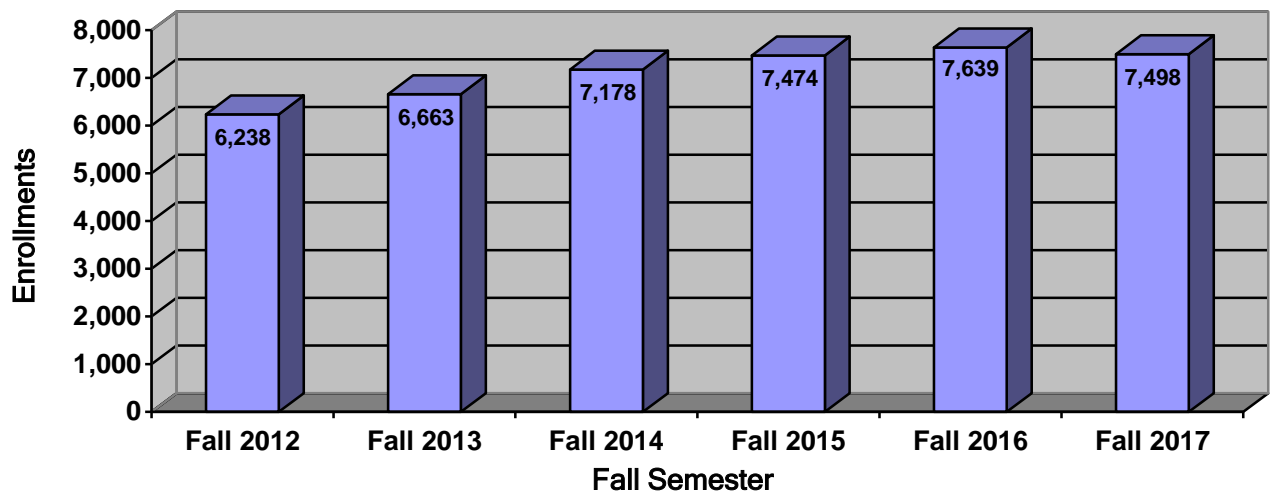
Planned enrollment reductions that occurred in the Fall 2012 semester resulted in 705.8 FTES being generated at the Chino Campus in the Fall 2012 semester. With the passage of Proposition 30 and the prospect of economic growth, the Chino Campus generated 792.2 FTES in the Fall 2013 semester, a 12.2% FTES increase over the prior fall semester. Slight but steady increases in FTES generation have occurred every semester since then, rising to 889.20 in Fall 2017. While Fall 2017 FTES generation represents only a 0.2% increase over the Fall 2016 semester, it represents a 26.0% increase since Fall 2012.

Unduplicated Headcount by Fall Semester



In the Fall 2017 semester, 4,100 unduplicated students were actively enrolled in one or more courses at the Chino Campus. This represents a 0.9% decline from the previous fall semester. Numerically, 37 fewer students were actively enrolled at the Chino Campus in Fall 2017 than in Fall 2016. Despite the recent semester decline, the 4,100 unduplicated students served at the Chino Campus in the Fall 2017 semester represents a 30.9% increase in unduplicated students served since the Fall 2012 semester.

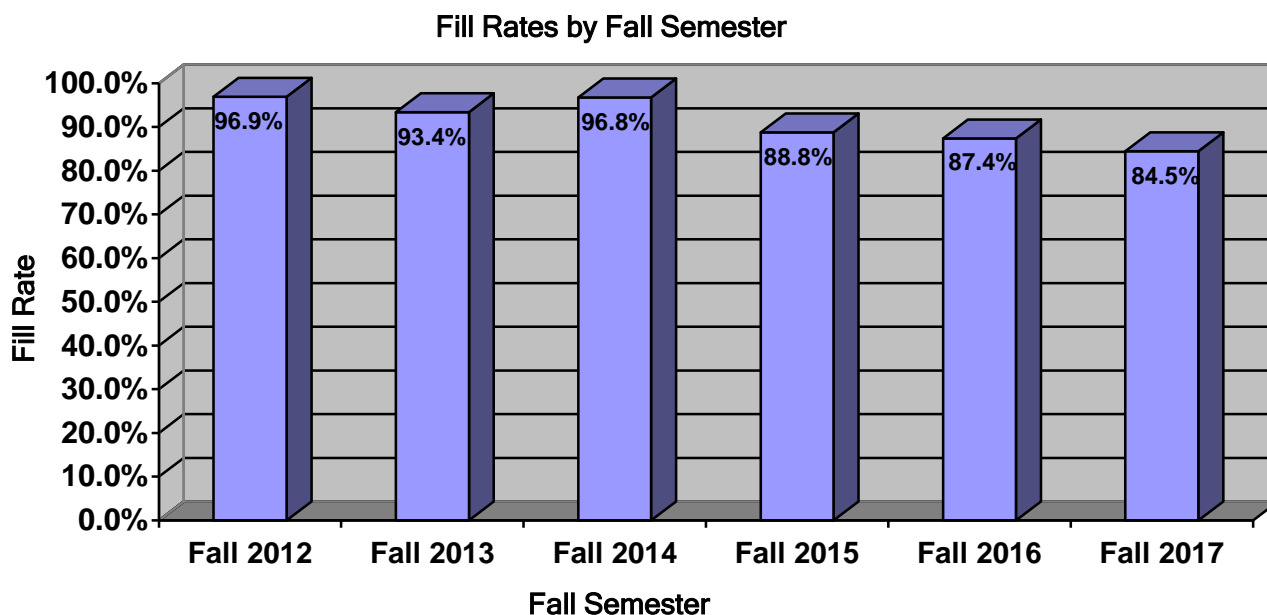
Enrollments by Fall Semester



Planned enrollment reductions that occurred in the Fall 2012 semester resulted in 6,238 enrollments being recorded at the Chino Campus in the Fall 2012 semester. With the passage of Proposition 30 and more stable apportionment and growth funding from the state, enrollments at the Chino Campus increased the following four years. In Fall 2013, 6,663 enrollments were generated at the Chino Campus, a 6.8% increase over the Fall 2012 semester. Fall semesters enrollments steadily increased through the Fall 2016, rising to 7,639 enrollments in Fall 2016. However, Fall 2017 enrollments declined to 7,498, a 1.8% decline from the Fall 2016 semester. The 7,498 enrollments generated in Fall 2017 represents a 20.2% increase since Fall 2012.

Chino Campus Fill-Rates and Efficiency:

To determine fill rate, sections were identified that had a weekly census, daily census, independent study (weekly or daily), or positive attendance (excluding open entry/exit) accounting method. Census enrollments in these sections are divided by section capacity and multiplied by 100 to determine fill rate, a measure of each section’s efficiency. By way of example, a weekly census procedure (WSCH) course that has a section capacity of 40 students and a census enrollment of 37 students would have a fill rate of 92.50% ((37 census enrollments / section capacity of 40) * 100). For cross-listed sections, census enrollments are aggregated and the section capacity associated with the primary section is used as the denominator.



As the table above illustrates, since the Fall 2014 semester fill rates at the Chino Campus have gradually declined. In the Fall 2012 semester, the average section capacity among courses offered at the Chino Campus was 32.0, while the average census enrollment was 30.9. Average section capacity has increased slightly over the past five years, rising to 33.1 in Fall 2017, the highest observed over the past six semesters. However, over this same period the average census enrollment declined from 30.9 in Fall 2012 to 27.7 in Fall 2017. In the Fall 2017 semester the average section capacity at the Chino Campus was slightly higher than the observed District-wide average (Chino average 33.1; District-wide average: 32.5) while observed census enrollment (Chino average 27.7; District-wide average: 28.7) and fill rates (Chino average 84.5; District-wide average: 88.2) were lower.

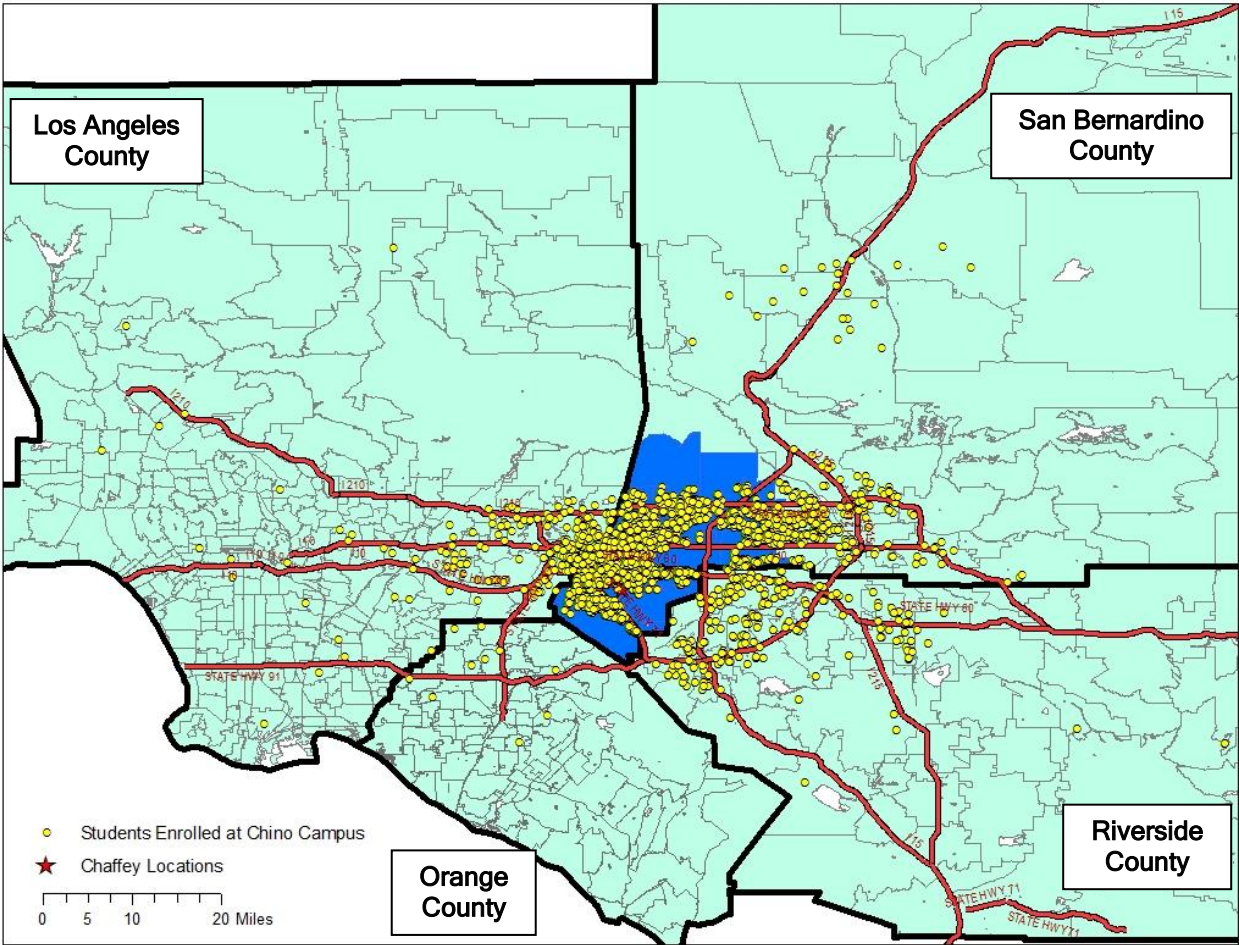
Student Characteristics:

Distance From the Chino Campus

As the following maps and tables indicate, the majority of students served at the Chino Campus are Chaffey College District residents. Among the 4,100 students served at the Chino Campus in the Fall 2017 semester, 3,028 (73.9%) were district residents. Furthermore, a large number and percentage of district residents served at the Chino Campus live in close proximity to the Chino Campus, residing in either Chino, Chino Hills, or Ontario (2,121 students in Fall 2017, 51.7% of the students served at the Chino Campus).

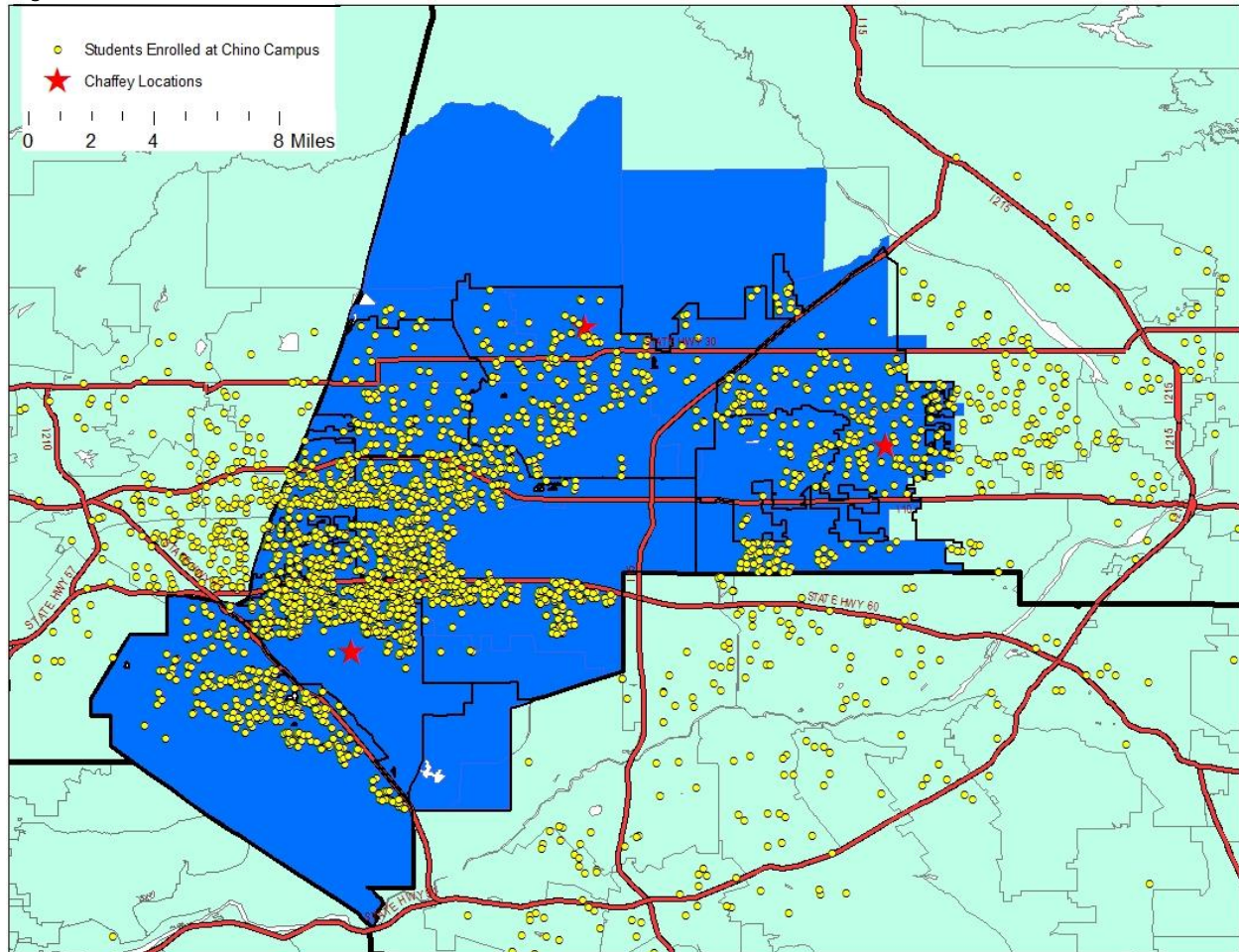
**HOME RESIDENCE of FALL 2017 CHINO CAMPUS STUDENTS
Southern California Four-County Region**

Figure 1



HOME RESIDENCE of FALL 2017 CHINO CAMPUS STUDENTS Chaffey College District

Figure 2



STUDENT HEADCOUNT by DISTRICT RESIDENCY STATUS

DISTRICT RESIDENCY STATUS	Fall 2012		Fall 2017	
	N	%	N	%
Within Chaffey District	2,441	77.9	3,028	73.9
Outside Chaffey District	692	22.1	1,072	26.1
TOTAL	3,133	100.0	4,100	100.0

STUDENT HEADCOUNT by CHAFFEY DISTRICT CITY

DISTRICT CITY	Fall 2012		Fall 2017	
	N	%	N	%
Chino	592	18.9	825	20.1
Chino Hills	301	9.6	374	9.1
Fontana	248	7.9	362	8.8
Guasti	2	0.1	0	0.0
Montclair	158	5.0	177	4.3
Mt. Baldy	0	0.0	0	0.0
Ontario	785	25.1	922	22.5
Rancho Cucamonga	242	7.7	240	5.9
Upland	113	3.6	128	3.1
WITHIN DISTRICT HEADCOUNT	2,441	77.9	3,028	73.9

While approximately 74% of students served at the Chino Campus live within the Chaffey College district boundaries, the Chino Campus continues to serve a large number of students from surrounding communities. The following table identifies the top ten out-of-district cities where students served by the Chino Campus in the Fall 2017 semester resided.

STUDENT HEADCOUNT by TOP TEN OUT-OF-DISTRICT CITIES

OUT-OF-DISTRICT CITY	Fall 2017	
	N	%
Pomona	223	5.4
Corona	111	2.7
Riverside	107	2.6
Eastvale	92	2.2
Rialto	88	2.1
San Bernardino	68	1.7
Mira Loma	34	0.8
Moreno Valley	34	0.8
Claremont	25	0.6
Bloomington	21	0.5
Colton	21	0.5

Demographic Characteristics of Chino Campus Students

The tables below compare demographic characteristics of students who took one or more courses at the Chino Campus in Fall 2012 and Fall 2017:

GENDER	Fall 2012		Fall 2017	
	N	%	N	%
Male	1,193	38.1	1,597	39.0
Female	1,811	57.8	2,420	59.0
Unknown	129	4.1	83	2.0
TOTAL	3,133	100.0	4,100	100.0

ETHNICITY	Fall 2012		Fall 2017	
	N	%	N	%
African American	218	7.0	251	6.1
Asian	245	7.8	305	7.5
Caucasian	581	18.5	485	11.8
Hispanic	1,897	60.6	2,883	70.3
Native American	5	0.2	5	0.1
Pacific Islander	6	0.2	8	0.2
Two or More Races	70	2.2	108	2.6
Unknown	111	3.5	55	1.4
TOTAL	3,133	100.0	4,100	100.0

AGE RANGE	Fall 2012		Fall 2017	
	N	%	N	%
19 or Younger	929	29.6	1,116	27.2
20 to 24	1,299	41.5	1,549	37.8
25 to 29	354	11.3	729	17.8
30 to 34	194	6.2	274	6.7
35 to 39	115	3.7	145	3.5
40 to 49	162	5.2	196	4.8
50 or Older	80	2.5	91	2.2
TOTAL	3,133	100.0	4,100	100.0

ENROLLMENT STATUS	Fall 2012		Fall 2017	
	N	%	N	%
First-Time Students	599	19.1	967	23.6
First-Time Transfer Students	86	2.8	130	3.2
Returning Students	264	8.4	431	10.5
Continuing Students	2,181	69.6	2,525	61.6
Special Admit Students	3	0.1	47	1.1
Unknown	0	0.0	0	0.0
TOTAL	3,133	100.0	4,137	100.0

In examining change in student demographic characteristics among students served at the Chino Campus in Fall 2012 and Fall 2017, it appears that:

- The gender distribution of students enrolled in one or more courses at the Chino Campus has remained relatively static over the past six years. However, the percentage of female students enrolled at the Chino Campus (59.0%) is slightly higher than the percentage of female students enrolled District-wide (57.2%), while male student enrollment is slightly lower (Chino: 39.0%; District-wide: 40.6%).
- The percentage of Hispanic students served at the Chino Campus has increased over the past six years (60.6% in Fall 2012; 70.3% in Fall 2017). Conversely, the percentage of African American, Caucasian, and Native American students served at the Chino Campus has declined over this same time span. Compared to Fall 2017 District-wide headcount, the Chino Campus serves a higher percentage of Hispanic (70.3% at Chino; 65.8% District-wide) and Asian (7.5% vs. 4.4%) students, but a lower percentage of African American (6.1% vs. 7.7%) and Caucasian (11.8% vs. 14.8%) students.
- Over the past six years the percentage of students 24 years of age and younger has declined at the Chino Campus, while the percentage of students 25 years of age or older has increased. With the changes that have occurred over time, the mean age of students taking one or more courses at the Chino Campus (mean = 24.7) is commensurate to the District-wide mean (mean = 24.6). The observed median age at the Chino Campus and District-wide is 22 years of age.
- In Fall 2012, 19.1% of students taking one or more courses at the Chino Campus were first-time students. In Fall 2017, 23.6% of students taking one or more courses at the Chino Campus were first-time students. Across this same time period, the percentage of returning students (8.4% in Fall 2012; 10.5% in Fall 2017), first-time transfer students (2.8% in Fall 2012; 3.2% in Fall 2017), and special admit students (0.1% in Fall 2012; 1.1% in Fall 2017) also increased. Conversely, the percentage of continuing students (69.6% in Fall 2012; 61.6% in Fall 2017) declined over this period. With the observed changes from Fall 2012 to Fall 2017, the percentage of first-time students served at the Chino Campus now slightly exceeds the District-wide percentage (23.6%, compared to 23.0% District-wide).

Course-Taking Behavior

Examining the 7,498 enrollments that were generated in the Fall 2017 semester, the tables below identify the top ten departments and the top twenty credit courses that students most frequently enrolled in at the Chino Campus.

DEPARTMENT	Total Enrollments	Percent
English	1,103	14.7
Mathematics	953	12.7
Biology	611	8.1
Psychology	506	6.7
Nursing, V.N.	338	4.5
Communication Studies	336	4.5
Industrial Electrical Technology	292	3.9
History	276	3.7
Cinema	244	3.3
Sociology	232	3.1

CREDIT COURSE	Total Enrollments	Percent
ENGL-1A	427	5.7
ENGL-475	355	4.7
MATH-410	270	3.6
MATH-425	258	3.4
PSYCH-1	258	3.4
BIOL-20	231	3.1
ENGL-1B	201	2.7
COMSTD-2	157	2.1
PSYCH-25	155	2.1
SOC-10	142	1.9
MATH-25	140	1.9
CINEMA-26	128	1.7
ENGL-575	120	1.6
BIOL-22	116	1.5
CINEMA-25	116	1.5
ANTHRO-1	112	1.5
BIOL-1	111	1.5
HIST-18	92	1.2
MATH-520	92	1.2
STAT-10	87	1.2

Enrollment Pattern Behavior of Chino Campus Students

Of interest to the Dean of the Chino Campus was the enrollment pattern behavior of Chino Campus students. Specifically, the Dean of the Chino Campus was interested in identifying how many students in the Fall 2017 semester were enrolled exclusively at the Chino Campus and how many students were taking one or more courses at other locations throughout the district. The table on the following page identifies the number of students who were enrolled exclusively at the Chino Campus, as well as enrollment patterns at other locations throughout the district.

Observed Enrollment Pattern	Number	Percent
Enrolled Exclusively at Chino Campus	1,512	36.9
Enrolled at Chino Campus and...		
Rancho Campus	1,504	36.7
Online Distance Learning	234	5.7
Rancho Campus and Online Distance Learning	199	4.9
Rancho Campus and Fontana Campus	144	3.5
Rancho Campus and Hybrid Distance Learning	119	2.9
Hybrid Distance Learning	97	2.4
Other Locations	79	1.9
Fontana Campus	75	1.8
Rancho Campus and Other Locations	38	0.9
Rancho Campus, Hybrid Distance Learning, and Online Distance Learning	22	0.6
Rancho Campus, Fontana Campus and Online Distance Learning	18	0.4
Online Distance Learning and Hybrid Distance Learning	15	0.4
Fontana Campus and Online Distance Learning	10	0.2
Fontana Campus and Hybrid Distance Learning	6	0.1
Rancho Campus, Online Distance Learning, and Other Locations	6	0.1
Rancho Campus, Fontana Campus, and Online Distance Learning	5	0.1
Other Enrollment Patterns*	19	0.5

*9 other enrollment patterns engaged in by 19 students, none representing more than 0.1% of all enrollment patterns

In addition to examining enrollment pattern behavior at other locations, the Dean of the Chino Campus also expressed an interest in identifying what courses were being taken most frequently at the Rancho and Fontana Campuses by students who were enrolled in one or more courses at the Chino Campus. The tables below identify the courses taken most frequently in the Fall 2017 semester at the Rancho and Fontana Campuses by students who were enrolled in one or more courses at the Chino Campus.

COURSES MOST FREQUENTLY TAKEN AT THE RANCHO CAMPUS	Total Enrollments	Percent of Enrollments
MATH-425	95	2.5
MATH-410	83	2.2
MATH-605	63	1.7
SPAN-1	61	1.6
ENGL-1A	60	1.6
MATH-520	44	1.2
SOC-10	43	1.1
CINEMA-25	40	1.1
STAT-10	40	1.1
ENGL-1B	38	1.0
PS-1	38	1.0

COURSES MOST FREQUENTLY TAKEN AT THE RANCHO CAMPUS (continued)	Total Enrollments	Percent of Enrollments
PSYCH-1	37	1.0
MATH-25	35	0.9
CHEM-10	34	0.9
CINEMA-26	34	0.9
PSYCH-25	33	0.9
ACCTG-1A	32	0.9
COMSTD-2	32	0.9
ENGL-475	29	0.8
CIS-1	28	0.7

COURSES MOST FREQUENTLY TAKEN AT THE FONTANA CAMPUS	Total Enrollments	Percent of Enrollments
ENGL-1A	33	9.7
COMSTD-2	14	4.1
ENGL-475	13	3.8
PS-1	13	3.8
PSYCH-1	11	3.2
SOC-10	11	3.2
MATH-25	8	2.3
MATH-520	8	2.3
BIOL-30	7	2.1
BIOL-424L	7	2.1
ECON-1	7	2.1

In total, 2,064 of the 4,100 students enrolled at the Chino Campus (49.7%) were also taking one or more courses at the Rancho Campus. Many of these students were enrolled in multiple courses at the Rancho Campus; the 2,064 students generated 3,612 enrollments at the Rancho Campus, an average of 1.75 enrollments at the Rancho Campus per student.

Examining enrollments in distance learning hybrid courses, 272 of the 4,100 students enrolled at the Chino Campus (6.6%) were also taking one or more distance learning hybrid courses. Most of these students were enrolled in only one distance learning hybrid course; the 272 students generated 337 enrollments in distance learning hybrid courses, an average of 1.24 enrollments in distance learning hybrid courses per student.

Examining enrollments in distance learning online courses, 512 of the 4,100 students enrolled at the Chino Campus (12.5%) were also taking one or more distance learning online courses. Most of these students were enrolled in only one distance learning online course; the 512 students generated 677 enrollments in distance learning online courses, an average of 1.32 enrollments in distance learning online courses per student.

Examining enrollments at the Fontana Campus, 268 of the 4,100 students enrolled at the Chino Campus (6.5%) were also taking one or more courses at the Fontana Campus. Many of these students were enrolled in only one course at the Fontana Campus; the 268 students generated 332 enrollments at the Fontana Campus, an average of 1.24 enrollments at the Fontana Campus per student.

Examining enrollments at Other Locations, 136 of the 4,100 students enrolled at the Chino Campus (3.3%) were also taking one or more courses at other locations. The 136 students taking course at other locations generated 192 enrollments at other locations, an average of 1.41 enrollments at other locations per student.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

April 26, 2018
Board Meeting Date

TOPIC **BOARD POLICIES FOR INFORMATION**

Communication No. IV.D.3.a

SUPPORTS BOARD POLICY

Board Policy 2410 Board Policies and Administrative Procedures - The Governing Board may adopt such policies as are authorized by law or determined by the Governing Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Governing Board on a specific issue within its subject matter jurisdiction.

PROPOSAL

To receive Board Policies for first reading and discussion.

BACKGROUND

In July, 2011, the district began working with a consultant from the Community College League of California (CCLC) to update its Board Policies to align with the recommended policies developed through the legal firm of Liebert Cassidy Whitmore in conjunction with the CCLC. Utilizing the CCLC Policy and Procedure Subscription Service templates, the district will ensure that all legal requirements, recommendations, suggested good practices, and accreditation requirements are fully addressed.

The district is continuing its work to review and update policies during the 2017–2018 academic year. As part of this process, board policies were reviewed by Board Member Roberts in her capacity as Governing Board Policy Liaison prior to their submission to the Governing Board for first reading. The Board Policies included for first reading are from Chapter 2 (Governing Board).

RECOMMENDATION

It is recommended that the Governing Board receive board policies for first reading and discussion.

Prepared by:	<u> Jim Fillpot, Dean, Institutional Research, Policy, and Grants </u>
Recommended by:	<u> Henry D. Shannon, Superintendent/President </u>



**Governing Board Policies and Administrative Procedures
Presented to the Governing Board for Information
April 26, 2018**

Board Policies		Administrative Procedures	
Chapter 2 – Governing Board			
BP 2010	Governing Board Membership		
BP 2015	Student Trustee		
BP 2105	Election of Student Trustee	AP 2105	Election of Student Trustee
BP 2110	Vacancies on the Governing Board	AP 2110	Vacancies on the Governing Board
BP 2200	Governing Board Duties and Responsibilities	AP 2200	Governing Board Duties and Responsibilities
BP 2210	Officers		
BP 2220	Committees of the Governing Board		
BP 2305	Annual Organizational Meetings		
BP 2310	Regular Meetings of the Governing Board		
BP 2315	Closed Sessions		
BP 2320	Special, Emergency, and Adjourned Meetings	AP 2320	Special, Emergency, and Adjourned Meetings
BP 2330	Quorum and Voting		
BP 2340	Agendas	AP 2340	Agendas
BP 2345	Public Participation at Governing Board Meetings		
BP 2350	Speakers		



**Governing Board Policies and Administrative Procedures
Presented to the Governing Board for Information
April 26, 2018**

Board Policies		Administrative Procedures	
Chapter 2 – Governing Board			
BP 2355	Decorum		
BP 2360	Minutes	AP 2360	Minutes
BP 2365	Recordings	AP 2365	Recordings

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018
Board Meeting Date

TOPIC **PUBLIC HEARING JOINT PROPOSAL/PRELIMINARY AGREEMENT OF THE CHAFFEY COLLEGE FACULTY ASSOCIATION AND CHAFFEY COMMUNITY COLLEGE DISTRICT**

Communication No. IV.E.1.a

SUPPORTS BOARD ENDS STATEMENT/POLICY

Board Policy 7130 Compensation – Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee shall be established by the Governing Board.

PROPOSAL

It is recommended that a public hearing be held on the joint proposal/preliminary agreement of the Chaffey College Faculty Association and the Chaffey Community College District.

BACKGROUND

As a result of the collaborative bargaining process between the district and the association, a joint proposal/preliminary agreement was reached and is anticipated to be ratified by the association by the date of the board meeting. Section 3547 of the Government Code requires that the public be given an opportunity to express itself regarding the joint proposal/preliminary agreement at a public meeting of the public school employer. Copies of the proposed preliminary agreement will be available at the board meeting.

BUDGET IMPLICATIONS

Funding Source – Unrestricted or restricted funds, as appropriate

Status of Funds – 2017-18 total estimated cost of \$3,260,388; Funds of \$1,016,199 for step increases are included in the 2017-18 unrestricted or restricted general fund budgets, as appropriate. In addition, up to \$2,244,189 for the current year estimated one-time compensation and other agreement costs will be transferred from the unrestricted general fund undesignated reserve.

Future Implications – The estimated cost of \$3,085,796 and \$3,223,803 for years 2018–19 and 2019-20 will be included in future year budgets.

RECOMMENDATION

It is recommended that a public hearing be held on the joint proposal/preliminary agreement of the Chaffey College Faculty Association and the Chaffey Community College District.

A proposal to adopt the joint agreement with the Chaffey College Faculty Association is Communication IV.E.1.b on this agenda.

Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018
Board Meeting Date

TOPIC **JOINT PROPOSAL/PRELIMINARY AGREEMENT OF THE CHAFFEY COLLEGE
FACULTY ASSOCIATION AND CHAFFEY COMMUNITY COLLEGE DISTRICT**

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

Board Policy 7130 Compensation – Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee shall be established by the Governing Board.

PROPOSAL

It is recommended that the Governing Board adopt the joint proposal/preliminary agreement between the Chaffey College Faculty Association (CCFA) and the Chaffey Community College District.

BACKGROUND

As a result of the collaborative bargaining process between the district and the association, a joint proposal/preliminary agreement was reached and is anticipated to be ratified by the association by the date of the board meeting. Section 3547 of the Government Code requires that the public be given an opportunity to express itself regarding the joint proposal/preliminary agreement at a public meeting of the public school employer. A public hearing was held earlier in this meeting. Copies of the proposed preliminary agreement will be available at the board meeting.

BUDGET IMPLICATIONS

Funding Source – Unrestricted or restricted general funds, as appropriate

Status of Funds – 2017-18 total estimated cost of \$ 3,260,388; Funds of \$1,016,199 for step increases are included in the 2017-18 unrestricted or restricted general fund budgets, as appropriate. In addition, up to \$2,244,189 for the current year estimated one-time compensation and other agreement costs will be transferred from the unrestricted general fund undesignated reserve.

Future Implications – The estimated cost of \$3,085,796 and \$3,223,803 for years 2018–19 and 2019–20 will be included in future year budgets.

RECOMMENDATION

It is recommended that the Governing Board adopt the proposed joint proposal/agreement between the Chaffey College Faculty Association (CCFA) and the Chaffey Community College District.

Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018
Board Meeting Date

TOPIC **APPROVAL OF MINUTES, MARCH 29, 2018**

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

Board Policy 2360 Minutes – The minutes shall record all actions taken by the Governing Board. The minutes shall be public records and shall be available to the public.

PROPOSAL

To approve the minutes of the March 29, 2018, regular meeting.

BACKGROUND

It is the practice of the board to approve the minutes of the board meeting(s) held the previous month. Those minutes are then made available to the public in the Chaffey College Library and on the college website.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the March 29, 2018, regular board meeting.

Submitted by: <u>Henry D. Shannon, Superintendent/President</u>
Recommended by: <u>Henry D. Shannon, Superintendent/President</u>

**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 29, 2018, at the City Hall Council Chambers in the City of Fontana. Board President Brugger called the meeting to order at 2:00 p.m.

Members present: Ms. Brugger, Mr. McDougal, 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 2:00 p.m. Closed session was adjourned at 2:57 p.m.

STUDY SESSION

A study session commenced on the following topics:

Classified Senate Highlights – Melanie Siddiqi, Classified Senate Liaison, introduced Classified Senate Vice President Sarah Schmidt who presented highlights from Classified Appreciation Week. She explained that she is representing President Anita Fletcher. Her presentation included the following: breakfast and senate elections, 2018 election results, Classified Appreciation Luncheon, Meritorious Service Award recipients Donna Walker and Corrie Verhagen, Purple Easel painting event, and the 4CS Luncheon.

Dr. Shannon commented that the Classified Senate Meritorious Service luncheon was a very uplifting program. He mentioned that President Brugger had suggested a presentation be done to highlight the program.

Fontana Campus Monitoring Report – Fontana Campus Dean Dr. Yolanda Friday presented on the Chaffey College Fontana Campus which included: community partners for educational access, Fontana Campus services, school and community partnerships, Fontana activities, and future efforts.

Dr. Shannon thanked Dr. Friday for her leadership in Fontana. He mentioned that Chaffey College has been asked to do more in the city. He also

thanked Dr. Bishop and Fontana Mayor Aquanetta Warren, for allowing Chaffey College to hold the Board meeting at the Council Chambers as there really wasn't enough space to hold the meeting at the Fontana campus.

Online Community College Proposal – Dr. Meridith Randall, Faculty Senate President Ardon Alger and CCFA President Jonathan Ausubel presented on the 115th community college proposal by Governor Brown. The title of the presentation was *The 115th Community College: Online Solution to Social Equity or Perpetuation of an Underclass?* and included the following: history of the online community college, four options for online programs, system reaction to options, data supporting increased online programs, facts about online teaching and learning, content for the online college, guided pathways, and latest developments.

Mr. Ausubel distributed a resolution in opposition to the proposed online community college by the California Teachers Association for the Board's information. He plans to take the resolution to CCFA for approval.

Mr. Alger gave an example of his photography class which in the past had no online students, and most recently had only four online students. The data does not support an online college. He stated that online college provides students with no support services. He announced that a resolution in opposition would be coming from Faculty Senate next Tuesday.

Dr. Shannon added that the Region IX chancellors are on record as opposing this direction.

President Brugger thanked everyone for their informative presentations.

REGULAR SESSION

The regular session reconvened at 3:29 p.m., and Trustee McLeod led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

Kim Noseworthy, CSEA member, stated that yesterday CSEA voted to ratify the tentative agreement with the District. She explained that she does not consider this a win for the chapter but that the participation and engagement by the members was a win. The highest number of members ever, 167, voted on the contract. She stated that of these, 47% voted to reject the contract. Although the contract passed, she commented that it isn't just five or six people who believe there needs to be a change; there were 72 people who rejected the contract. She asked the Board to pay attention to the treatment of classified employees and stated that classified employees are being administered by

intimidation and discriminated against and these things need to change so classified employees have an equitable standing at the college.

Deanna Hernandez, English instructor, discussed that by the end of April, there will be a multicultural center and that her students are very excited. She stated that in this space, we continue to think about the future and be innovative. She mentioned that there is a Dreamers conference on April 28 for students and their parents.

Edgar Pazmina, President of the Cannabis Education Club at Chaffey, came to speak about his club. His intention for the club is to educate and empower students about cannabis. He announced that on Friday, April 20, there will be a cannabis education event on campus and that he has been working with CCSG, Chris Brunelle and the Chief of Police to ensure that the event follows all laws. The event will not involve consumption of cannabis, but rather will educate. He invited the Board members to the event.

COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Contreras shared that Chaffey College Student Government (CCSG) had a busy month and provided a report on: Zine Fest, candidate meeting, student empowerment campaign kick-off in Fontana, *How a Vote Impacts You* panel discussion, congress visit to advocate for Pell Grant, DACA/Dream Act and the reauthorization of the Higher Education Act in Washington D.C., town hall meetings at Rancho, Fontana, and Chino campuses, Getty Museum visit, gun panel discussion, *Vote It Matters* program, collaboration with OBOC, CCSG elections, and the award ceremony on May 4.

Ms. Contreras announced that she has been admitted to UCR.

Trustee Ovitt thanked Dr. Friday for hosting the Board in Fontana. Mr. Ovitt highlighted the following events: Classified Meritorious Service Awards luncheon, CHOC Walk Kick-Off, University of La Verne Scholarship Gala which raised \$907,000, and the Ontario State of the City. He mentioned that there was a great speaker who was the first African American woman who flew in the service.

Other meetings and events Mr. Ovitt attended include: two Ontario Park and Recreation Commission meetings, Chaffey College Trust meeting, two Ontario-Chaffey Community Show Band board meetings, West End YMCA board meeting, SCAG Regional dinner, SCAG Regional Council meeting, Inland Empire Leadership Academy board meeting, Promise Scholars board meeting, Lincoln Club meeting/lunch, Ontario-Chaffey Community Show Band production meeting, Ontario-Chaffey Community Show Band concert, Children's Fund Executive Committee meeting, Children's Fund Volunteer Appreciation breakfast,

Children's Fund Day at the Races at Santa Anita, Children's Fund board meeting, and The Leaven IE Advisory board meeting.

Trustee McDougal thanked everyone for their well wishes during his recovery from surgery. He mentioned that three weeks ago he had the opportunity to travel to Oxnard. Julia Penigar's son, Desmond, was inducted into the community college hall of fame. Coach Klein was Desmond's coach at Upland High School. Desmond is now a magistrate judge. In addition, Tasha Barnett, women's head basketball coach for Chaffey College, was inducted.

Vice President Gloria Negrete McLeod mentioned that her husband has been waiting for surgery on his knee so she has been driving him around and therefore unable to attend many events. She reported that she attended the Ontario Montclair School District parent workshop.

Board President Kathy Brugger reported that she attended the Classified Meritorious Service Awards luncheon that she thought was a wonderful event. Ms. Brugger also thanked the City of Fontana for hosting the Board meeting this month. She mentioned that Fontana is a great city and that her granddaughters live in Fontana.

LEGISLATIVE UPDATE

Lorena Corona, manager of governmental relations, reported that at the federal level, while there has been significant interest in Washington on issues that could affect community colleges, there is still little clarity regarding changes to federal higher education policy. She has been tracking updates on the lawsuit regarding California immigration policy, reauthorization of the Higher Education Act, and the Deferred Action for Childhood Arrival.

Ms. Corona reported that at the state level, there has been a more structured conversation addressing equitable financial aid for community college students. She reported that on March 8, the California Student Aid Commission conducted an informational hearing on a draft report intended to inform recommendations on the simplification and consolidation of the State's current financial aid system. The report was required by the 2018 Budget Act trailer bill language to revise how the State delivers financial aid with an emphasis on the total cost of attendance. By focusing on the total cost of attendance, the recommendations in the report would result in significant financial aid increases for community college students.

She welcomed the Board to her home, the city of Fontana.

PRESENTATIONS

There were no presentations at the March 29, 2018, meeting.

FOUNDATION

Lisa Nashua, executive director of the Foundation and governmental relations, distributed an update regarding foundation and alumni relations activities which included: Alumni of the Year/Athletic Hall of Fame event on April 12; commencement countdown and Grad Fest; the first meeting of the Alumni Advisory Council, which includes two CCSG representatives; the first payment on the Title V Challenge Endowment; first spring cycle of Foundation scholarships; save the date for the golf tournament on June 25 at the Glendora Country Club; and a report on private foundations and community partnerships, which included the Chaffeyans Wine and Taco event and the Montclair to College Graduation Celebration with a new date of May 1.

Ms. Nashua introduced Sue Ovitt, Immediate Past President of the Foundation and Joe Lutz, from Bernards Builders, a new Foundation board member.

Ms. Nashua explained that the Foundation just finished their scholarship cycle and are expecting next year to be doubled because of the new endowments.

Ms. Nashua thanked the Board for their participation and support of the golf tournament.

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 of:

- Theresa Briscoe to the position of buyer, 1.0 FTE, 12 months, range 20, step A of the CSEA salary schedule, effective April 2, 2018.
- Tammy Tucker-Green to the position of director, disability programs and services, 1.0 FTE, 12-month assignment, range 25, step C of the management salary schedule, effective April 9, 2018.
- Brenda Montiel to the position of educational program assistant, social & behavioral sciences, 1.0 FTE, 12 months, range 20, step B of the CSEA salary schedule, effective April 2, 2018.
- Christopher Abeyta to the position of PE/athletic equipment attendant, 1.0 FTE, 12-month assignment, range 11, step B of the CSEA salary schedule, effective April 2, 2018.
- Angelita Thomas to the position of performing arts/box office technician, 1.0 FTE, 12 months, range 13, step A of the CSEA salary schedule, effective April 2, 2018.
- Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.
- Christine Flores to the temporary, unclassified, professional expert position of director, management development, effective March 1, 2018, through June 30, 2018, under the terms and conditions of the employment agreement.

Sharlene Smith to the temporary, unclassified, professional expert position of transition facilitator, effective February 1, 2018, through June 30, 2018, 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:

Leticia Mowrey to the position of program assistant, extended opportunity programs and services, 1.0 FTE, 12 months, range 13, step H of the CSEA salary schedule, effective April 2, 2018.

Elizabeth Villasano to the position of program assistant, counseling, 1.0 FTE, 12 months, range 13, step E of the CSEA salary schedule, effective April 1, 2018.

The Governing Board provided Robert Rundquist, interim dean, kinesiology, nutrition and athletics/success centers and library, with a temporary transfer to the Chancellor's Office on a full-time basis for the period of May 1, 2018 through June 30, 2018 to function as the visiting vice chancellor of guided pathways in the Chancellor's Office.

The Governing Board approved the request for an unpaid leave of absence for Giovanni Sosa, senior research analyst, for the period of April 2, 2018, through June 30, 2018.

The Governing Board approved the temporary increase in assignment of .475 contract employee Ryan Massar, stage technician, 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 2017–18 fiscal year.

Dr. Shannon acknowledged Rob Rundquist for his work with the Chancellor's Office with Guided Pathways.

MONITORING

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

Economic Development and Workforce Preparation Monitoring Report
Fontana Campus Monitoring Report
Grant Development and Management Office Monitoring Report

PUBLIC HEARINGS

HUMAN RESOURCES

Item IV.E.1.b – Joint Proposal/Preliminary Agreement of the California School Employees Association (CSEA), Chapter 431 and Chaffey Community College District

As a result of the bargaining process between the District and the Association, a joint proposal/preliminary agreement was reached and was ratified by the Association. In accordance with California Government Code Section 3547, the Governing Board held a public hearing to give the public an opportunity to express itself regarding the joint proposal/preliminary agreement. Copies of the proposed preliminary agreement were made available at the meeting.

Trustee McDougal moved for approval and Trustee Ovitt seconded. Dr. Shannon thanked the negotiating team for their hard work.

The public hearing was closed.

CONSENT AGENDA

The consent agenda was amended as follows:

President Brugger pulled for discussion IV.F.1.c – California Community College Trustees Board of Directors Election – 2018. (This item was pulled from the agenda and later approved.)

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

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

IV.F.1.c – California Community College Trustees Board of Directors Election – 2018

The following candidates were selected by committee recommendation:

- Ann Ransford, Glendale Community College District
- Eric Payne, State Center Community College District
- Greg Pensa, Allan Hancock Community College District
- Greg Bonaccorsi, Ohlone Community College District
- Brent Hastey, Yuba Community College District

A motion was made by Mr. Ovitt, seconded by Mr. McDougal, to approve this item as amended.

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

Through these actions, the following were approved (Approval of Minutes, February 22, 2018 through Management Personnel Plan/Employment Contract).

GOVERNANCE PROCESS

The minutes of the February 22, 2018, regular board meeting were approved as presented.

The minutes of the January 26, 2018, special board meeting were approved as presented.

The Governing Board voted for five seats up for re-election on the California Community College Trustees (CCCT) Board of Directors.

The Governing Board adopted the resolution to compensate Lee McDougal, Governing Board member, for the February 22, 2018, meeting from which he was absent.

ACADEMIC AFFAIRS

The Governing Board approved 12 new courses, 15 course modifications, 4 distance education courses, and 3 new programs of study for the *Chaffey College 2018-2019 Catalog*.

BUSINESS/FISCAL AFFAIRS

The Governing Board approved the Quality Start San Bernardino QRIS (CSPP) grant in an amount not to exceed \$15,000 for the period of March 1, 2018 through June 30, 2018.

The Governing Board approved the budget increase of \$487,968 to the 2017-2018 restricted general fund budget for the district's Full-Time Student Success Grant (FTSSG), Basic Skills, Board Financial Assistance Program (BFAP) and Strong Workforce allocations.

The Governing Board adopted Resolution 32918, 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.

The Governing Board approved one existing member to serve a second term on the Measure L Bond Citizens' Oversight Committee.

The Governing Board approved the budget increase for the third year of the West End Corridor, Regional Adult Education Consortium allocation in the amount of \$200,000.

The Governing Board approved the agreement between Grossmont-Cuyamaca Community College District Auxiliary Organization and Chaffey Community College District for the Prop 39 Clean Energy Workforce Program Mini-Grant for HVAC Levels 3-4/Standard 180 in the amount of \$100,000.

HUMAN RESOURCES

The Governing Board approved the District entering into an interjurisdictional exchange ("IJE") agreement with the Chancellor's Office of the

California Community Colleges for the period of May 1, 2018 through June 30, 2018.

The Governing Board approved the employment contract between the Governing Board of the Chaffey Community College District and the academic position of director, disability programs and services.

ACTION AGENDA

A motion was made by Mr. McDougal, seconded by Mr. Ovitt, to approve the action 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 (Contract, Purchase Order, and Warrant Lists through Emergency Repair of Central Plant Closed Water Loop).

BUSINESS/FISCAL AFFAIRS

The Governing Board ratified the attached contract, purchase order, and warrant lists.

The Governing Board, by a four-fifths vote, ratified the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from Central Plant closed water loop leaks at five locations 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 \$465,080

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, provided his report which included: Rancho Cucamonga State of the City event, solar panels permission to operate, Glenmeade Elementary School 50th Year Celebration in Chino, Journalism Program Apple Awards 2018, and updates from business services and economic development, instruction and institutional effectiveness and student services.

Dr. Shannon highlighted Chaffey College's journalism program. He introduced Dean DiSalvo who announced that Chaffey College won for best newspaper. Mr. DiSalvo introduced Michelle Dowd who introduced the journalism students. Ms. Dowd reported that this is her third year with the journalism program and that she likes the take that students have on politics.

The students spoke about the following: the podcast and their objective to give everyone a voice; the story on the Parkland School shooting in *The Breeze*; and their gratitude for the College's support.

Dr. Shannon thanked Professor Dowd and her students for attending the Board meeting to be recognized and for their amazing award.

Faculty Senate President Ardon Alger highlighted the following faculty members: Larry Hultgren, Jack Little, and Russ Baty, aviation maintenance technology professors; Stan Hunter, ceramics professor; Morgan Cole, Robin Witt, Hannah Seidler, Meng Khou, Kevin Baccari, and Gwendolyn Souza, math professors; David Karp, business law professor; Jay Scot, adjunct automotive technology professor, Chris Trueman, adjunct art professor, Marc Meyer, anthropology professor; Richard Livingston, adjunct philosophy professor; Elaine Martinez, kinesiology professor; Andrew Thompson and Jennifer Rochlin, adjunct art professors; Krysten Audibert, Andrea Alarcon, Sandra Collins, Bradley Hughes, and Julian Wilson, math and science faculty and staff; Mary Beierle, adjunct art professor, and Alyse Emdur, adjunct photography professor.

Mr. Alger thanked CCSG for their voting campaign.

On behalf of Classified Senate President Anita Fletcher, Sarah Schmidt highlighted Classified Appreciation Week and the 4CS workshop which focused on *How to Get Involved at the State Level*. She mentioned that Trisha Albertsen serves as the treasurer for 4CS which brings recognition to Chaffey College.

On behalf of CSEA President Monica Han, German Paez thanked Dr. Shannon for bringing him home to Fontana. He stated that the voting on the CSEA contract had the largest turnout and the smallest margin of passage of any bargaining unit contract since he has been at Chaffey for the last 18 years. He stated that 167 members voted, 95 for and 72 against. He stated that he is very thankful for the 95 in favor, but that he can't turn his back on the 72 who voted against the contract. He asked for the support of Dr. Shannon and the Leadership Team to educate staff on the contract.

CCFA had no report.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Student Trustee Diana Contreras asked that CCSG be able to present on their accomplishments at the April meeting.

Dr. Shannon mentioned that next month, the meeting will be held at the Chino Community Center. He further explained that he would like to make it an annual occurrence to hold some Board meetings in the cities in the Chaffey district.

Dr. Shannon also mentioned the report he distributed, *Show Me the Way – The Power of Advising in Community Colleges* from the Center for Community College Student Engagement in which the Chaffey College GPS Centers are mentioned.

ADJOURNMENT

The meeting was adjourned at 4:33 p.m.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, April 26, 2018, at the Chino Community Center.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018
Board Meeting Date

TOPIC BOARD POLICIES FOR ADOPTION

Communication No. IV.F.1.b

SUPPORTS BOARD POLICY

Board Policy 2410 Board Policies and Administrative Procedures - The Governing Board may adopt such policies as are authorized by law or determined by the Governing Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Governing Board on a specific issue within its subject matter jurisdiction.

PROPOSAL

To receive Board Policies for second action reading and adoption.

BACKGROUND

In July, 2011, the District began working with a consultant from the Community College League of California (“CCLC”) to update its Board policies to align with the recommended policies developed through the legal firm of Liebert Cassidy Whitmore in conjunction with the CCLC. Utilizing the CCLC Policy and Procedure Subscription Service templates, the District will ensure that all legal requirements, recommendations, suggested good practices, and accreditation requirements are fully addressed.

The District is continuing its work to review and update policies during the 2017–2018 academic year. As part of the update process, Board Policies and Administrative Procedures from Chapter 2 (Governing Board) are being submitted for adoption. Board Policies were reviewed by the Governing Board and received for information at its January 26, 2018 retreat meeting.

RECOMMENDATION

It is recommended that the Governing Board receive the board policies for second reading and adoption.

Prepared by:	<u>Jim Fillpot, Dean, Institutional Research, Policy, and Grants</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>



**Governing Board Policies and Administrative Procedures
Presented to the Governing Board for Adoption
April 26, 2018**

Board Policies		Administrative Procedures	
Chapter 2 – Governing Board			

BP 2410 Board Policies and Administrative Procedures

AP 2410 Board Policies and Administrative Procedures

**AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD**

April 26, 2018
Board Meeting Date

TOPIC RESOLUTION – COMPENSATION FOR TRUSTEE WHEN ABSENT

Communication No. IV.F.1.c

SUPPORTS BOARD ENDS STATEMENT/POLICY

Board Policy 2725 Governing Board Member Compensation – Upon a resolution by the Governing Board, members may be paid for any meeting when absent if the Governing Board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting, she/he is performing services outside the meeting for the community college district, she/he was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Governing Board.

PROPOSAL

To adopt the attached resolution to compensate Katie Roberts, governing board member, for the March 29, 2018, meeting from which she was absent.

BACKGROUND

Ms. Roberts was absent on March 29, 2018, due to illness.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund

Status of Funds – Funding for board member compensation is in the appropriate fund and is included in the 2017–2018 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board adopt the attached resolution to compensate Katie Roberts, Governing Board member, for the March 29, 2018, meeting from which she was absent.

Submitted by:	Henry D. Shannon, Superintendent/President
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

**A RESOLUTION OF THE GOVERNING BOARD OF
CHAFFEY COMMUNITY COLLEGE DISTRICT**

WHEREAS, Education Code §72024(d) provides that “A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board;” and

WHEREAS, on March 29, 2018, Katherine J. Roberts, governing board member, was absent due to illness; and

WHEREAS governing board members, per Education Code §72024(a)(3) and §72024(b), receive \$400 per month for attending all board meetings in the month and a pro rata share if absent from any meeting; and

WHEREAS there was one meeting in the month of March;

NOW THEREFORE BE IT RESOLVED THAT the Governing Board of the Chaffey Community College District does hereby find that at the time of the scheduled meeting of the Governing Board March 29, 2018, Katherine J. Roberts, governing board member, was absent due to illness, and, as such, is entitled to receive compensation of \$400.00 for that meeting.

Ayes:
Nays:
Abstain:
Absent:

As secretary of the Governing Board of the Chaffey Community College District of San Bernardino County, California, I hereby certify that the above and foregoing resolution was duly adopted by the board at a regular meeting thereof on the 26th day of April, 2018, and passed by a majority of said board.

IN WITNESS WHEREOF, I have hereunto set my hand this 26th day of April, 2018.

Henry D. Shannon, Ph.D.
Secretary, Governing Board
Chaffey Community College District

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018
Board Meeting Date

TOPIC **CURRICULUM**

Communication No. IV.F.2.a

SUPPORTS BOARD POLICY

Board Policy 4020 Program, Curriculum, and Course Development – The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

PROPOSAL

To approve 4 new courses, 104 course modifications, 8 course deactivations, 17 distance education courses, 7 program of study modifications, and 2 program of study deactivations for the *Chaffey College 2018-2019 Catalog*, as recommended by the Faculty Senate, the college Curriculum Committee, and the Associate Superintendent of Instruction and Institutional Effectiveness.

BACKGROUND

AB 1725 and Section 53200(c) of Title 5 define the role of the Faculty Senate in assuming primary responsibility for making recommendations in the areas of curriculum and academic standards. The Curriculum Committee has reviewed the attached new courses, course modifications, course deactivations, distance education courses, and program of study modifications and program of study deactivations, which are not currently in the college curriculum. As a result of deliberations, the college Curriculum Committee, the Faculty Senate, and the Associate Superintendent of Instruction and Institutional Effectiveness are recommending 4 new courses, 104 course modifications, 8 course deactivations, 17 distance education courses, 7 program of study modifications, and 2 program of study deactivations for approval by the Governing Board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board approve 4 new courses, 104 course modifications, 8 course deactivations, 17 distance education courses, 7 program of study modifications, and 2 program of study deactivations for the *Chaffey College 2018-2019 Catalog*.

Prepared by:	Marie Boyd, Curriculum Chairperson
Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

Curriculum 2017-2018

NEW COURSES					
	Discipline	Course ID	TOP Code	Title	Units
1.	Nursing: Vocational Nursing	NURVN-414	1230.20	Acute Care Nursing Assistant: Vocational Nursing Foundations	6
2.	Theatre	THEATRE-52	1006.00	Main Stage Production Workshop- Technical Theatre	2
3.	Theatre	THEATRE-62	1007.00	Showcase Development Workshop	1
4.	Theatre	THEATRE- 496ABCD	1006.00	Internships in Technical Theatre and Entertainment Design	1-4
COURSES - MODIFICATIONS					
	Discipline	Course ID	TOP Code	Title	Units
1.	Anthropology	ANTHRO-1	2202.00	Introduction to Biological Anthropology	3
2.	Anthropology	ANTHRO-2	2202.20	Introduction to Archaeology	3
3.	Anthropology	ANTHRO-3	2202.00	Introduction to Social and Cultural Anthropology	3
4.	Art History	ART-474	1030.00	Identity System Design	4
5.	Art	ART-63	0614.60	Introduction to Graphic Design	4
6.	Art	ART-83	0614.30	Web Design	4
7.	Art History	ARTH-11	1001.00	Survey of Asian Arts	3
8.	Art History	ARTH-3	1001.00	Survey of Western Art from Prehistory through the Middle Ages	3
9.	Art History	ARTH-5	1001.00	Survey of Western Art from Renaissance to Contemporary	3
10.	Art History	ARTH-7	1001.00	Arts of Africa, Oceania, and Indigenous North America	3
11.	Art History	ARTH-9	1001.00	Art of the Ancient Americas	3
12.	Astronomy	ASTRON-26	1911.00	Stars and Galaxies	3
13.	Astronomy	ASTRON-27	1911.00	Life in the Universe	3
14.	Astronomy	ASTRON-35	1911.00	Planets and the Solar System with Lab	4
15.	Biology	BIOL-20	0410.00	Human Anatomy	4
16.	Business: Legal Studies	BUSL-10	1401.00	Introduction to Law and the Legal Process	3
17.	Chemistry	CHEM-10	1905.00	Introductory Chemistry	4
18.	Chemistry	CHEM-24A	1905.00	General Chemistry I	5
19.	Chemistry	CHEM-7	1905.00	Chemistry in Everyday Life with Lab	4
20.	Chemistry	CHEM-8	1905.00	Chemistry in Society	3
21.	Chemistry	CHEM-9	1905.00	Health Science Chemistry	5
22.	Criminal Justice	CJ-412	2105.00	Writing for Criminal Justice Professionals	3
23.	Communication Studies	COMSTD-2	1506.00	Fundamentals of Effective Speaking	3
24.	Communication Studies	COMSTD-6	1506.00	Fundamentals of Small Group Communication	3
25.	Communication Studies	COMSTD-74	1506.00	Intercultural Communication	3
26.	Communication Studies	COMSTD-76	1506.00	Gender and Communication	3

27.	Communication Studies	COMSTD-78	1506.00	Family Communication	3
28.	Dance	DANCE-1	1008.00	Survey of Dance	3
29.	Dance	DANCE-10A	1008.00	Jazz Dance IA	1
30.	Dance	DANCE-10B	1008.00	Jazz Dance IB	1
31.	Dance	DANCE-2	1008.00	Theatrical Dance	3
32.	Dance	DANCE-30A	1008.00	Tap Dance IA	1
33.	Dance	DANCE-50A	1008.00	Jazz Dance IIA	1
34.	Dance	DANCE-50B	1008.00	Jazz Dance IIB	1
35.	Dance	DANCE-60A	1008.00	Tap Dance IIA	1
36.	Economics	ECON-2	2204.00	Principles of Macroeconomics	3
37.	Economics	ECON-4	2204.00	Principles of Microeconomics	3
38.	Education	ED-10	0801.00	Elementary Classroom Fieldwork	3
39.	Engineering Technology	EGTECH-12	0924.00	Principles of Engineering	4
40.	Engineering Technology	EGTECH-14	0924.00	Electronics for Engineering Technologists I	3
41.	English	ENGL-33	1503.00	Introduction to Poetry	3
42.	English	ENGL-35	1507.00	Literary Magazine Production	4
43.	English	ENGL-68	1503.00	Mythology	3
44.	English	ENGL-74	1503.00	Asian-American Literature	3
45.	English	ENGL-76	1503.00	African-American Literature	3
46.	English	ENGL-7A	1507.00	Creative Writing: Short Fiction	3
47.	English	ENGL-7B	1507.00	Creative Writing: Fiction	3
48.	English	ENGL-7D	1507.00	Creative Writing: Poetry	3
49.	English	ENGL-7E	1507.00	Creative Writing: Nonfiction	3
50.	Earth Science	ESC-5	1919.00	Oceanography	3
51.	Earth Science	ESC-5L	1919.00	Oceanography Laboratory	1
52.	Fire Technology	FIRETEC-420	2133.50	Fire Inspector 1A - Duties and Administration	2
53.	Fire Technology	FIRETEC-421	2133.50	Fire Inspector 1B, Fire and Life Safety	2
54.	Fire Technology	FIRETEC-422	2133.50	Fire Inspector 1C - Field Inspection	1.5
55.	Fire Technology	FIRETEC-423	2133.50	Fire Inspector 1D: Field Inspection-California Specific	1
56.	Geology	GEOL-2	1914.00	Historical Geology	4
57.	History	HIST-1	2205.00	World History: Pre-Civilization to 1500	3
58.	History	HIST-17	2205.00	United States History through 1877	3
59.	History	HIST-18	2205.00	United States History from 1865	3
60.	History	HIST-2	2205.00	World History: 1500 to Present	3
61.	History	HIST-20	2205.00	History of the United States from 1945-Present	3
62.	History	HIST-37	2205.00	California History	3
63.	History	HIST-7	2205.00	History of the Middle East	3
64.	Humanities	HUMAN-20	2205.00	The Holocaust: History and Philosophy	3
65.	Humanities	HUMAN-5	1504.00	Arts and Ideas: Antiquity to Renaissance	3
66.	Humanities	HUMAN-6	1504.00	Arts and Ideas: Renaissance to Modern	3
67.	Interior Design	ID-12	1302.00	History of Architecture and Interiors II	3
68.	Interior Design	ID-16	1302.00	Quick Sketching for Interior Designers	2.5

69.	Interior Design	ID-17	1302.00	Introduction to Lighting	3
70.	Interior Design	ID-21	1302.00	Space Planning	3
71.	Interior Design	ID-22	1302.00	Interior Design Materials	3
72.	Interior Design	ID-30	1302.00	Interior Design Studio	3.5
73.	Interior Design	ID-427	1302.00	Computer Drafting & Design for Interiors	3
74.	Journalism	JOUR-10	0602.00	Newswriting	3
75.	Journalism	JOUR-30	0602.00	Student Media Practicum I	3
76.	Mathematics	MATH-420	1701.00	Essentials of Intermediate Algebra	4
77.	Mathematics	MATH-450	1701.00	Intermediate Algebra: A Critical Thinking Approach	5
78.	Mathematics	MATH-550	1701.00	Introduction to Algebra	4
79.	Music	MUSIC-22	1004.00	History and Survey of Rock Music	3
80.	Nursing: Associate Degree	NURADN-34	1230.10	Nursing Process 3	4
81.	Pharmacy Technician	PHARMT-415	1221.00	Pharmaceutical Calculations	2
82.	Philosophy	PHIL-70	1509.00	Introduction to Philosophy	3
83.	Philosophy	PHIL-71	1509.00	Philosophy of Feminism	3
84.	Philosophy	PHIL-72	1509.00	Seminar in Ethics	3
85.	Philosophy	PHIL-73	1509.00	Seminar in Contemporary American Philosophy	3
86.	Philosophy	PHIL-77	1509.00	History of Ancient Philosophy	3
87.	Philosophy	PHIL-78	1509.00	History of Philosophy: Modern	3
88.	Philosophy	PHIL-80	1510.00	Introduction to Religion	3
89.	Philosophy	PHIL-81	1510.00	Introduction to Eastern Philosophy	3
90.	Philosophy	PHIL-82	1510.00	Introduction to Monotheistic Religions: Judaism/Christianity/Islam	3
91.	Physical Science	PHSCI-10	1901.00	Survey of Chemistry and Physics	4
92.	Physics	PHYS-5	1902.00	The Ideas of Physics	3
93.	Political Science	PS-21	2207.00	Urban Politics	3
94.	Psychology	PSYCH-1	2201.00	Introduction to Psychology	3
95.	Social Science	SCSCI-10	2201.00	Statistics for Social Science	4
96.	Sociology	SOC-10	2208.00	Introduction to Sociology	3
97.	Sociology	SOC-16	2208.00	Marriage, Family and Relationships	3
98.	Theatre	THEATRE-1	1007.00	Introduction to Theatre	3
99.	Theatre	THEATRE-2	1007.00	Theatrical Dance	3
100.	Theatre	THEATRE-4	1007.00	Theatre History: Ancient to 1700	3
101.	Theatre	THEATRE-5	1007.00	Theatre History: 1700-present	3
102.	Theatre	THEATRE-50	1006.00	Main Stage Production Workshop - Rehearsal and Performance	3
103.	Theatre	THEATRE-57	1006.00	Community Outreach Theatre	3
104.	Theatre	THEATRE-7	1007.00	Theatrical Script Analysis	3
COURSES - DEACTIVATIONS					
	Discipline	Course ID	TOP Code	Title	Units
1.	Nursing: Acute Care Technician	NURACT-420	1230.30	Acute Care Technician	4
2.	Nursing: Acute Care Technician	NURACT-420L	1230.30	Acute Care Technician Laboratory	2

3.	Nursing: Acute Care Technician	NURACT-450	1230.30	Professional Development for the Acute Care Technician	1
4.	Nursing: Vocational Nursing	NURVN-401	1230.20	Foundations of Vocational Nursing Practice	2
5.	Theatre	THEATRE-21	1007.00	Directing for the Stage II	3
6.	Theatre	THEATRE-51	1006.00	Main Stage Production Workshop II	3
7.	Theatre	THEATRE-55	1006.00	Technical Theatre in Production	2
8.	Theatre	THEATRE-60	1007.00	Seminar: Acting	3
COURSES – DISTANCE EDUCATION					
	Discipline	Course ID	TOP Code	Title	Units
1.	Art	ART-63	0614.60	Introduction to Graphic Design	4
2.	Art	ART-83	0614.30	Web Design	4
3.	Art History	ARTH-3	1001.00	Survey of Western Art from Prehistory through the Middle Ages	3
4.	Art History	ARTH-5	1001.00	Survey of Western Art from Renaissance to Contemporary	3
5.	Chemistry	CHEM-8	1905.00	Chemistry in Society	3
6.	Communication Studies	COMSTD-74	1506.00	Intercultural Communication	3
7.	Communication Studies	COMSTD-76	1506.00	Gender and Communication	3
8.	Earth Science	ESC-5	1919.00	Oceanography	3
9.	Earth Science	ESC-5L	1919.00	Oceanography Laboratory	1
10.	Fire Technology	FIRETEC-420	2133.50	Fire Inspector 1A - Duties and Administration	2
11.	Fire Technology	FIRETEC-421	2133.50	Fire Inspector 1B, Fire and Life Safety	2
12.	Fire Technology	FIRETEC-422	2133.50	Fire Inspector 1C - Field Inspection	1.5
13.	Fire Technology	FIRETEC-423	2133.50	Fire Inspector 1D: Field Inspection-California Specific	1
14.	Journalism	JOUR-30	0602.00	Student Media Practicum I	3
15.	Mathematics	MATH-420	1701.00	Essentials of Intermediate Algebra	4
16.	Mathematics	MATH-450	1701.00	Intermediate Algebra: A Critical Thinking Approach	5
17.	Music	MUSIC-22	1004.00	History and Survey of Rock Music	3
PROGRAMS OF STUDY - MODIFICATIONS					
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Kinesiology	AA-T	1270.00	Associate in Arts in Kinesiology for Transfer	21-24
2.	Philosophy	AA-T	1509.00	Associate in Arts in Philosophy for Transfer	18
3.	Articulation	Certificate of Achievement	4901.10	California State University - General Education	39-49
4.	English	AA-T	1501.00	English	18-19
5.	Nursing: Nursing Assistant	Certificate of Career Preparation	1230.80	Home Health Aide	2.5-9.5
6.	Articulation	Certificate of Achievement	4901.10	Intersegmental General Education Transfer Curriculum: UC or CSU	33-45
7.	Nursing: Vocational Nursing	A.S.	1230.20	Nursing: Vocational	47

8.	Nursing: Vocational Nursing	Certificate of Achievement	1230.20	Nursing: Vocational	53-65
9.	Theatre	Certificate of Achievement	1006.00	Technical Theatre	19-23
10.	Theatre	AA-T	1007.00	Theatre Arts	18
11.	Theatre	A.A.	1007.00	Theatre Performance	22-24
PROGRAMS OF STUDY – PROGRAM DEACTIVATIONS					
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Nursing: Acute Care Technician	Certificate of Achievement	1230.30	Acute Care Technician	7-14
2.	Humanities	A.A.	4903.00	Humanities	24

April 2018 Curriculum Board Report

**AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD**

April 26, 2018
Board Meeting Date

TOPIC **SABBATICAL REPORT – BARBARA KING**

Communication No. IV.F.2.b

SUPPORTS BOARD POLICY

Board Policy 7340 Leaves – The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District.

PROPOSAL

To review and accept the sabbatical leave report from Barbara King, School of Social and Behavioral Sciences, who was granted a sabbatical leave for the fall 2017 semester.

BACKGROUND

Pursuant to district procedures, faculty on leave must return to the service of the district for a period of time not less than twice that of their leaves and must, no later than Friday of the eighth week of instruction, submit a report of sabbatical leave activities to the Chief Instructional Officer. In accord with district sabbatical leave procedures, the Faculty Senate has carefully reviewed this report, and has formally recommended its acceptance. The Dean and Associate Superintendent of Instruction and Institutional Effectiveness have also reviewed the report and concur in the recommendation of acceptance. Attached with the board materials, is a copy of the executive summary of the sabbatical leave report. The full report and materials are available through the Office of the Associate Superintendent of Instruction and Institutional Effectiveness. In addition to the written report, the faculty recipient will present an oral report to the board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board approve the sabbatical leave report.

Submitted by:	<u>Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

SABBATICAL LEAVE REPORT

Barbara King

Leave Taken Fall, 2017



Statement of Sabbatical Purpose

The purpose of this sabbatical is to gain a full understanding of, and make a meaningful contribution to, the current philosophical dialogue regarding Plato's view on women by undertaking a thorough and detailed reading of the *entire* works of Plato in order to ascertain his view.

In addition, my research will limitedly extend to contemporary writings on Plato/Feminism in order to survey the literature. My focus will be, however, on Plato's writings. I believe my work will debunk the view of Plato as feminist and solidly contribute to the debate—perhaps settling the issue once and for all.

Sabbatical Summary

I began by reading *The Complete Works of Plato*, *The Collected Dialogues of Plato*, and *The Republic* (including sections in the original Attic Greek) in their entirety. I took extensive notes on any mention of women in the texts. I then revisited the sections on women and began to put together a picture of Plato's attitude toward women.

I compared the attitude he shows throughout his writings to the claims made by some contemporary scholars that Plato was a feminist. Plato's writings and the "Plato was a feminist" claims cannot be reconciled. Plato was concerned only with the proper use of the non-gendered soul.

I concluded that Plato is not a feminist of any sort and is deeply attached to the misogynist views held in ancient Greece.

Report Conclusion

I wish to thank the Board of Governors and the Faculty Senate for giving me this amazing sabbatical opportunity.

In the Sabbatical Benefits section of my Sabbatical Proposal I wrote:

First and foremost I believe the time on sabbatical will remind me what it's like to be a philosopher. In the 17 years I have been teaching—11 here at Chaffey—I have been focused on pedagogy and explaining the ideas of *others* to my students. The luxury of time to read and write, to delve deeply into the writings of a foundational philosopher such as Plato, and to create my own contributions to philosophy is a heady thought. One that I know will rejuvenate me as a scholar.

I can now unequivocally say that those benefits have been achieved! The first day back in the classroom I found myself to be engaging with my students in a different manner than before I left for sabbatical. I wasn't just imparting information to my students but approached them with a new attitude of expectation. I *expected* them to act like scholars. I wanted to continue the experience I had during sabbatical. And, to my happiness and amazement, they responded and "stepped up." Over the last few weeks I have seen a new level of effort and productivity from my students. They are responding to my renewed enthusiasm and expectations in the classroom.

The paper I produced during my sabbatical will be submitted to the American Philosophical Association (APA) for selection as a paper to be presented at the 2019 Western Division Conference. Papers from Community College professors are scarce at these conferences. I would like to show that "WE can bring it!" Thus bringing recognition to Chaffey and our Philosophy Department.

The project was presented to the School of Social and Behavioral Sciences during the school Flex meeting in January, 2018.

**AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD**

April 26, 2018

Board Meeting Date

TOPIC **2018 RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT INDUSTRY SECTOR PROJECTS IN COMMON (ISPIC) GRANT SUB-AGREEMENT**

Communication No. IV.F.3.a

SUPPORTS BOARD POLICY

Board Policy 3280 Grants – The Governing Board shall be informed about all grant awards received by the District. The Superintendent/President shall establish procedures to assure the timely application and processing of grant proposal applications and awards, and that the grants that are submitted directly support the purposes of the District.

PROPOSAL

To approve the grant sub-agreement between Rancho Santiago Community College District and Chaffey Community College District in the amount of \$400,000, with a performance period of February 26, 2018 through December 31, 2018.

BACKGROUND

The California Community Colleges Chancellor’s Office (CCCCO) reserved \$4M to be accessed by Sector Navigators (SNs) as “Industry Sector Projects in Common” (ISPIC) that support programs in multiple regions. Each SN can be granted up to \$400,000 to help scale successful programs statewide, provided matching funds of an equal value are committed from SWP, AEBG, or Perkins sources. The ECU Sector received commitments of \$4.9M, qualifying for the full \$400,000. ISPIC funds will be used to benefit colleges with ECU sector programs statewide. The plan is to contract for statewide services that will enable scaling, although some of the funds may be allocated to specific colleges.

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office administered by Rancho Santiago Community College District

Status of Funds –The 2017–2018 restricted general fund budget will be increased by \$400,000 as indicated below:

48xxx	Income	<u>\$400,000</u>
51xxx	Academic Salaries	\$11,200
52xxx	Classified Salaries	20,000
53xxx	Benefits	4,480
54xxx	Supplies	8,456
55xxx	Other Services	<u>355,864</u>
	Total	<u>\$400,000</u>

Future Implications – None

2018 RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT INDUSTRY SECTOR PROJECTS IN
COMMON (ISPIC) SUB GRANT AGREEMENT
April 26, 2018
Page 2

RECOMMENDATION

It is recommended that the Governing Board approve the grant sub-agreement between Rancho Santiago Community College District and Chaffey Community College District in the amount of \$400,000, with a performance period of February 26, 2018 through December 31, 2018.

Prepared by:	<u>Joy Haerens, Dean, Economic Development</u>
Submitted by:	<u>Jim Fillpot, Dean, Institutional Research, Policy and Grants</u>
Reviewed by:	<u>Lisa Bailey, Associate Superintendent, Business Services and Economic Development</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018
Board Meeting Date

TOPC **BID NO. 2018CS464, X-RAY RADIOGRAPHIC AND FLUOROSCOPIC EQUIPMENT**

Communication No. IV.F.3.b

SUPPORTS BOARD POLICIES

Supports and complies with Policies: 2710 Conflict of Interest, 6100 Delegation of Authority, 6330 Purchasing, and 6340 Contracts.

PROPOSAL

To authorize the award of District Bid No. 2018CS464 and issuance of a purchase order to Jaken Medical of Chino, CA, for X-Ray Radiographic and Fluoroscopic Equipment in the amount of \$173,350, which equals the total bid price as noted in the bid opening results, plus sales tax in the amount of \$12,737.13, for a grand total of \$186,087.13.

BACKGROUND

On March 9, 2018, the District advertised and released Bid No.2018CS464 for X-Ray Radiographic and Fluoroscopic Equipment. The bid consists of purchasing a Paxis 200 Universal System and a Genoray Zen 7000 C-arm (including related components, services, delivery and warranties), for instructional use to meet course objectives and program outcomes for the Radiologic Technology program, which is located at the Rancho San Antonio Medical Center in Rancho Cucamonga, California.

The bid opening deadline was 2:00 p.m., March 30, 2018. Jaken Medical of Chino, California submitted a bid by the bid opening deadline as required by the Bid Documents.

Upon completion of the District’s due diligence review, Jaken Medical of Chino, California, is the lowest responsive and responsible bidder, and acceptance of the bid is in the best interests of the District.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund.

Status of Funds – Funds of \$186,088 for this purchase are included in the 2017-2018 unrestricted general fund budget.

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the District to award Bid No. 2018CS464 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 \$173,350, which equals the total bid price on the attached bid opening results, plus sales tax in the amount of \$12,737.13, for a grand total of \$186,087.13.

Attachment: Bid No.2018CS464, X-Ray Radiographic and Fluoroscopic Equipment – Bid Opening Results

Prepared by:	Eva Ramirez, Interim Director, Purchasing Services
Reviewed by:	Kim Erickson, Executive Director, Business Services
Submitted by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry Shannon, Superintendent/President



**Bid No. 2018CS464, X-Ray Radiographic and Fluoroscopic Equipment
BID OPENING
March 30, 2018 2:00pm
Chaffey Community College District
5885 Haven Avenue, Room #AD-180D
Rancho Cucamonga, CA 91737**

BIDDER:	Base Bid
Jaken Medical, Inc. 14279 Fern Ave. Chino, CA 91710	\$173,350.00

**Bids as read aloud and recorded during the public bid opening.
All bids are further reviewed for responsiveness and responsibility per the requirements in the Bid and Contract Documents.**

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018
 Board Meeting Date

TOPIC **BUDGET INCREASE – RESTRICTED GENERAL FUND**

Communication No. IV.F.3.c

SUPPORTS BOARD POLICY

Board Policy 6300 Fiscal Management - The Superintendent/President shall establish procedures to assure that the fiscal condition and activity of the District ensures fiscal health and stability, supports Governing Board priorities and financial planning and budgeting, and is consistent with generally accepted principles of accounting and business practices.

PROPOSAL

To approve the budget increase of \$79,175 to the 2017-2018 restricted general fund budget for the Veteran’s Resource Center and the Campus Safety and Sexual Assault allocations.

BACKGROUND

The adopted restricted budgets were based on an estimated advance allocation. Per notification from the Chancellor’s Office, the District is receiving allocations for on-going funding for the Veteran’s Resource Center and one-time funding to assist with Campus Safety and Sexual Assault compliance.

<u>Program</u>	<u>Current Budgeted Allocation</u>	<u>Adjustments</u>	<u>Revised Allocation</u>
Veteran’s Resource Center	\$ 0	\$49,939	\$49,939
Campus Safety & Sexual Assault	<u>0</u>	<u>29,236</u>	<u>29,236</u>
Total	<u>\$ 0</u>	<u>\$79,175</u>	<u>\$79,175</u>

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office.

Status of Funds – The 2017-2018 restricted general fund budget will be increased as indicated below for these programs:

48xxx	Income	\$79,175
54xxx	Supplies	\$ 8,939
55xxx	Other Services	63,236
56xxx	Capital Outlay	2,000
57xxx	Student Aid	<u>5,000</u>
	Total	<u>\$79,175</u>

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$79,175 to the 2017-2018 restricted general fund budget for the Veteran’s Resource Center and Campus Safety and Sexual Assault allocations.

Prepared by:	Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
Submitted by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018

Board Meeting Date

TOPIC **DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT
AND MISCELLANEOUS MATERIALS**

Communication No. IV.F.3.d

SUPPORTS BOARD POLICIES

Supports and complies with Policies: 2710 Conflict of Interest, 6100 Delegation of Authority, 6330 Purchasing, 6340 Contracts, and 6550 Disposal of Property.

PROPOSAL

To adopt attached Resolution 42618, 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.

BACKGROUND

The Chaffey Community College District is owner of the electronic equipment and miscellaneous materials listed on Exhibit A, attached to the resolution. The listed items have exceeded their useful life and are no longer suitable for District purposes and may be disposed of through auction sale.

Pursuant to California Education Code Section 81450 et seq., the resolution must be adopted by majority vote of those members present to be valid.

In accordance with the District's Governing Board Policy 6550 and California Education Code Section 81450 et seq., Resolution 42618 delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the listed items and to execute all documents in connection therewith, subject to the terms and conditions of the resolution.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board adopt Resolution 42618, 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.

Attachment: Resolution 42618

Prepared by:	<u>Eva Ramirez, Interim Director, Purchasing Services</u>
Reviewed by:	<u>Kim Erickson, Executive Director, Business Services</u>
Submitted by:	<u>Lisa Bailey, Associate Superintendent, Business Services and Economic Development</u>
Recommended by:	<u>Henry Shannon, Superintendent/President</u>

RESOLUTION NO. 42618

**A RESOLUTION OF THE GOVERNING BOARD OF CHAFFEY
COMMUNITY COLLEGE DISTRICT AUTHORIZING THE DISPOSAL OF
ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS**

WHEREAS, the Chaffey Community College District ("District") is owner of the electronic equipment and miscellaneous materials listed on the attached Exhibit A; and

WHEREAS, the listed items have exceeded their useful life and are no longer suitable for district purposes and may be disposed of through auction sale; and

WHEREAS, pursuant to California Education Code Section 81450 et seq., this resolution must be adopted by majority vote of those members present to be valid; and

WHEREAS, in accordance with the District's Governing Board Policy 6550, this resolution delegates authority to the superintendent/president, or his designee, to sell or otherwise dispose of the listed items, and to execute all documents in connection therewith, in accordance with Education Code Sections 81450 and 81452.

NOW, THEREFORE, BE IT RESOLVED BY CHAFFEY COMMUNITY COLLEGE DISTRICT, AS FOLLOWS:

Section 1. The Governing Board finds and determines that all of the recitals set forth above are true and correct.

Section 2. The Governing Board approves the delegation of authority to the district's superintendent/president, or his designee, to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in the attached Exhibit A, and to execute all documents in connection therewith, in accordance with Education Code Sections 81450 and 81452.

Section 3. That this delegation of authority shall be valid for the sale or disposal of the items listed in the attached Exhibit A, or until rescinded by the Governing Board.

Section 4. That this resolution shall become effective upon its adoption.

PASSED AND ADOPTED by the Governing Board of the Chaffey Community College District at Rancho Cucamonga, California, this 26TH day of April 2018, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

I, Gary Ovitt, Clerk of the Governing Board of the Chaffey College Community College District of San Bernardino County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted by said board at the regular meeting thereof at the date and place and by vote stated, which resolution is on file and of record in the office of said board.

Gary Ovitt
Clerk, Governing Board

EXHIBIT A

**DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND
MISCELLANEOUS MATERIALS**

BOARD MEETING DATE: APRIL 26, 2018

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
1	Live Scan Machine, Identix	100500118 (124097)
10	Computer, Optiplex 745	DN7BWD1 (128233), ZP7BWD1 (128234), C82L1C1 (125999), 848L1C1 (125961), 7WZZNWC1 (127810), 418L1C1 (125776), 782L1C1 (125943), 1C2L1C1 (125985), D37K1CD1 (125923), 38CK1C1 (125837),
8	Computer, Optiplex 760	2KVX3J1 (130708), GJVX3J1 (130711), JJVX3J1 (130709), 3KVX3J1 (130710), C206MJ1 (131113), D306MJ1 (130984), 7H54JJ1 (130857), D2N7MJ1 (131043),
18	Computer, Optiplex 755	80KXFG1 (129475), 2KB7YF1 (129104), 2CGXFG1 (129547), 3XL6CF1 (128569), 2GZ8MG1 (129634), HDW9KHI (126657), HGW9KH1 (126655), DDW9KH1 (126645), 7FW9KH1 (126650), 26CXRH1 (128384), H54YFG1 (129610), BDW9KH1 (N/A), 9DW9KH1 (126642), HQNFCF1 (128589), 2FW9KH1 (126639), BTJ26H1 (130388), 4TYWNJ1 (131471), 9K3MKH1 (129955)
9	Computer, Optiplex 780	5JRT1P1 (132812), 7S6YMP1 (132405), 62K75L1 (132073), HSNWC1 (127800), 1RX1FN1 (132576), 1C16DD1 (128038), GHN6FQ1 (133248), BFP6QN1 (132899), BFP6QN1 (132898),
55	Computer, Optiplex 790	GGXLGQ1 (130297), B5GLPS1 (134772), 5V92JQ1 (133635), GGYJGQ1 (133871), GGXMGQ1 (133873), B57NPS1 (134729), BVKLPS1 (134639), B4PHPS1 (134650), B52NPS1 (134760), B50KPS1 (134757), B5WKPS1 (134746), G33TWR1 (134306), B5SHPS1 (134697), B4RNPS1 (134636), B5TNPS1 (134744), B58MPS1 (134763), B4YJPS1 (134647), B4YMPS1 (134642), B56LPS1 (134762), 5PNV8P1 (132924), B70D8V1 (134827), 5V42JQ1 (133611), B5FHPS1 (134727), GGXKQG1 (130300), 5V93JQ1 (133633), B53MPS1 (134724), B4CLPS (134622), B3NMPS1 (134515), 5V35JQ1 (133621), 1CP4JQ1 (133392), 1CN4JQ1 (133386), 1CV2JQ1 (133390), 5V22JQ1 (133613), B3MPPS1 (134523), DXYWZQ1 (134076), 1CX3JQ1 (133385), 5V23JQ1 (133619), B4RKPS1 (134648), B5QPPS1 (134749), B4LNPS1 (134665), B50PPS1 (134751), B50NPS1 (134761), B4ZLPS1 (134637), B54MPS1 (134759), 5V43JQ1 (133624), 5V63JQ1 (133627),

		5V65JQ1 (133637), B4QKPS1 (134671), B4SJPS1 (134663), B4MPPS1 (134651), GGWLGQ1 (133879), B4WMPS1 (134644), B5NNPS1 (134660), B55LPS1 (134756), B55NPS1 (134758), B55JPS1 (134748), B55PPS1 (134755),
10	Computer, Optiplex 7010	9QNVL02 (136438), FS1MFX1 (135312), 9R1VL02 (136404), FTDMFX1 (135377), CDDVDX1 (135054), CDFVDX1 (135055), CDCWDX1 (135060), FTJLFX1 (135178), 7BJM02 (136489), 6HHPFX1 (135490),
1	Computer, Optiplex GX260	5TFV921 (121257),
52	Dell Laptop Latitude E6500	BVH5FN1 (132672), 7WH5FN1 (132663), CRHSFN1 (132642), JVH5FN1 (132673), 7SHWLJ1 (130932), 9QH5FN1 (132652), 9VH5FN1 (132676), 6RHSFN1 (132660), 1WH5FN1 (132662), 9X9FZK1 (131891), 11BFZK1 (131894), 50BFZK1 (131898), 6WH5FN1 (132664), JHF4PN1 (132885), JHF5PN1 (132879), JHDGPN1 (132881), FVH5FN1 (132669), 7QH5FN1 (132645), FQH5FN1 (1322648), 2RH5FN1 (132654), 8QH5FN1 (132657), 9RH5FN1 (132650), GQH5FN1 (132651), CQH5FN1 (132655), JHDHPN1 (132887), 5WH5FN1 (132670), JHDDPN1 (132886)54BFZK1 (131893), C3BFZK1 (131889), 2T9FZK1 (131888), JHDBPN1 (132883), JHDFPN1 (131880), JHDCPN1 (131889), 3RHSFN1 (132644), 5RH5FN1 (132649), DQH5FN1 (132653), 93BFZK1 (131896), 4RH5FN1 (132646), 8Y9FZK1 (131890), 22BFZK1 (131897), BQH5FN1 (132547), HQH5FN1 (132656), BRH5FN1 (132643), JHF8PN1 (132884), JQH5FN1 (132658), HX9FZK1 (131899), D1BFZK1 (131892), JHF6PN1 (132888), HZ9FZK1 (131895), CVH5FN1 (132666), GD6H6K1 (131373), JD6H6K1 (131376),
1	Dell Laptop Precision M6600	D2LYDX1 (135075)
2	Dell Laptop Latitude D820	6KN0BC1 (126225), B4PYGB1 (125616)
2	Dell Laptop Latitude D830	CL70DG1 (129600), 2P7ODG1 (129604)
2	Dell Laptop Latitude E6530	92DGTZ1 (N/A), BLT64X1 (135000)
1	Dell Laptop Latitude E6510	595SRM1 (126800)
7	Projector, Panasonic	PTFW300 (133102), 5C0636076 (133096), 5C0636069 (133097), 5C0636058 (133101), 5C0636108 (133100), 5C0646051 (133098), SC1236038 (133274),
1	Visualizer, Canon	2700110015 (122946),
1	Document Camera	D13C17464 (133107)
1	Printer, HP LserJet 2100N	USCB028264 (113234)
1	Printer, Xerox Phaser 6200	LPH341471 (122201)
1	Printer, Xerox Phser 6250	PWG638519 (123721)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018
Board Meeting Date

TOPIC **FEE SCHEDULE UPDATES**

Communication No. IV.F.3.e

SUPPORTS BOARD POLICY

Board Policy 5030 Fees – The Superintendent/President shall establish procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from the fee, or for whom the fee is waived, are properly enrolled and accounted for. Fee amounts shall be published in the college catalog.

PROPOSAL

To approve the attached changes to the fee schedule, effective fall 2018, as authorized by the applicable provisions of the Education Code.

BACKGROUND

The attached list is a reflection of the updates to previously approved fees, which will be effective beginning with the fall 2018 session. The fees have been reviewed to ensure that the most current legal opinion by the Chancellor’s Office is enforced and that the fees are charged appropriately.

BUDGET IMPLICATIONS

Funding Source – Unrestricted General Fund

Status of Funds – Funds will be deposited in appropriate accounts to meet state requirements.

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board approve the changes to the fee schedule, effective fall 2018, as authorized by the applicable provisions of the Education Code.

Prepared by:	Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
Submitted by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

CHAFFEY COMMUNITY COLLEGE DISTRICT

PROPOSED FEE SCHEDULE CHANGES

Miscellaneous Fees

Industrial Electrical Technology:

OSHA Card

Current

\$0.00

Proposed

\$13.00

Materials Fees Effective Fall 2018

Courses with New Materials Fees:

Course	Title	AR Code	Units	Proposed Fee
HOTFS-450	Principles of Public Events & Conventional Mgmt.	FS	3	\$3
HOTFS-451	Social Events and Private Events Mgmt.	FS	3	\$3
HOTFS-452	Event Sales, Marketing and Financial Mgmt.	FS	3	\$3

Courses with Changed Materials Fees:

Course	Title	AR Code	Units	Current Fee	Proposed Fee
CUL-17	Principles of Food Preparation	CUL	3	\$25	\$30
CUL-22	Restaurant and Catering Operations	CUL	3	\$25	\$30
CUL-440	Introduction to Baking	CUL	4	\$25	\$30
CUL-441	Advanced Professional Baking	CUL	4	\$25	\$30
CUL-442	Professional Cooking	CUL	4	\$25	\$30
CUL-443	Artisan Breads	CUL	4	\$25	\$30
CUL-444	World Cuisine	CUL	3	\$25	\$30
CUL-445	Cake Decorating, Pastry Art, & Chocolates	CUL	3	\$25	\$30
FASHD-40	Beginning Clothing Construction	FD	2	\$8	\$15
FASHD-42	Advanced Clothing Construction	FD	2	\$8	\$15
FASHD-61	Pattern Drafting I	FD	3	\$10	\$15
FASHD-65	Fashion Illustration	FD	2	\$5	\$15
FASHD-72	Fashion Draping	FD	2	\$10	\$15
FASHD-428	Computer-Aided Design	FD	2	\$8	\$15
FASHD-442	Industrial Sewing	FD	2	\$8	\$15
FASHD-445	Fitting & Alterations of Patterns & Apparel	FD	2	\$10	\$15
FASHD-470	Apparel Production	FD	3	\$3	\$15
FASHD-471	Advanced Patternmaking	FD	3	\$10	\$15
FASHD-472	Computer Aided Patternmaking	FD	2	\$6	\$15
FASHD-480	Design Collection	FD	2	\$10	\$15

Courses with Deleted Materials Fees:

Course	Title	AR Code	Units	Current Fee	Proposed Fee
ARTH-3	Survey of Western Art from Prehistory through Middle Ages	AG	3	\$1	\$0
ARTH-5	Survey of Western Art from Renaissance to Contemporary	AG	3	\$1	\$0
ARTH-7	Arts of Africa, Oceania, & Indigenous North American	AG	3	\$1	\$0
ARTH-9	Art of the Ancient Americas	AG	3	\$1	\$0
ARTH-11	Survey of Asian Arts	AG	3	\$1	\$0
CINEMA-25	Survey of World Cinemas	CN	3	\$1	\$0
CINEMA-26	Survey of American Cinema	CN	3	\$1	\$0
CINEMA-80	Producing for Broadcast and Cinema	CN	3	\$1	\$0
DANCE-1	Survey of Dance	TAD	3	\$1	\$0
DANCE-2	Theatrical Dance	TAD	3	\$1	\$0
DANCE-10A	Jazz Dance IA	TAD	1	\$1	\$0
DANCE-10B	Jazz Dance IB	TAD	1	\$1	\$0
DANCE-20A	Modern Dance IA	TAD	1	\$1	\$0
DANCE-20B	Modern Dance IB	TAD	1	\$1	\$0
DANCE-30A	Tap Dance IA	TAD	1	\$1	\$0
DANCE-30B	Tap Dance IB	TAD	1	\$1	\$0
DANCE-50A	Jazz Dance IA	TAD	1	\$1	\$0
DANCE-50B	Jazz Dance IB	TAD	1	\$1	\$0
DANCE-60A	Tap Dance IA	TAD	1	\$1	\$0
DANCE-60B	Tap Dance IB	TAD	1	\$1	\$0
DANCE-400	Hip Hop Dance	TAD	1	\$1	\$0
DANCE-420	Social Dance	TAD	1	\$1	\$0
ENGL-1B	Advanced Composition & Critical Thinking	EL	3	\$1	\$0
ENGL-1C	Intro. To Literature	EL	3	\$1	\$0
ENGL-33	Intro. To Poetry	EL	3	\$1	\$0
ENGL-68	Mythology	EL	3	\$1	\$0
ENGL-70A	World Literature I	EL	3	\$1	\$0
ENGL-70B	World Literature	EL	3	\$1	\$0
ENGL-71	Folklore	EL	3	\$1	\$0
ENGL-75A	American Literature	EL	3	\$1	\$0
ENGL-75B	American Literature	EL	3	\$1	\$0
ENGL-76	African-American Literature	EL	3	\$1	\$0
ENGL-79	Native American Literature	EL	3	\$1	\$0
ENGL-80A	Survey of British Literature	EL	3	\$1	\$0
ENGL-80B	Survey of British Literature	EL	3	\$1	\$0
IET-422*	OSHA Safety Training*	IEL	3	\$11	\$0
KINACT-29B	Intermediate Body Conditioning	PE	1	\$1	\$0
KINACT-29C	Advanced Body Conditioning	PE	1	\$1	\$0
KINTM-2	Volleyball Team Activity Women	PET	1	\$1	\$0
KINTM-3	Basketball Team Activity Women	PET	1	\$1	\$0

KINTM-3A	Basketball Team Activity Women	PET	0.5	\$1	\$0
KINTM-4	Softball Team Activity Women	PET	1	\$1	\$0
KINTM-5	Water Polo Team Activity Men	PET	1	\$1	\$0
KINTM-6	Basketball Team Activity Men	PET	1	\$1	\$0
KINTM-6A	Basketball Team Activity Men	PET	0.5	\$1	\$0
KINTM-9	Water Polo Team Activity Women	PET	1	\$1	\$0
KINTM-11	Swimming Teach Activity Men and Women	PET	1	\$1	\$0
KINTM-14	Soccer Team Activity Men	PET	1	\$1	\$0
KINTM-15	Soccer Team Activity Women	PET	1	\$1	\$0
KINTM-18	Beginning Dance/Cheer Team	PET	1	\$1	\$0
KINTM-19	Intermediate Dance/Cheer Team	PET	1	\$1	\$0
KINTM-61A	Basketball Strength & Cond. For Athletes	PET	0.5	\$1	\$0
KINTM-62A	Football Strength & Cond. For Athletes	PET	0.5	\$1	\$0
KINTM-64	Softball Strength & Cond. For Athletes	PET	1	\$1	\$0
KINTM-65	Water Polo Strength & Cond. For Athletes	PET	1	\$1	\$0
KINTM-65A	Water Polo Strength & Cond. For Athletes	PET	0.5	\$1	\$0
KINTM-66A	Baseball Strength & Cond. For Athletes	PET	0.5	\$1	\$0
KINTM-67A	Swimming Strength & Cond. For Athletes	PET	0.5	\$1	\$0
MUSIC-2A	Music History and Literature	MU	3	\$1	\$0
MUSIC-2B	Music History and Literature	MU	3	\$1	\$0
MUSIC-4	Music Appreciation	MU	3	\$1	\$0
MUSIC-21	History of Jazz	MU	3	\$1	\$0
MUSIC-22	History & Survey of Rock Music	MU	3	\$1	\$0
MUSIC-26	World Music	MU	3	\$1	\$0
MUSIC-41	Intermediate Guitar	MU	1	\$1	\$0
NF-22	Nutrition and the Active Person	NF	3	\$1	\$0
NURVN-413L	Leadership for the Vocational Nurse Lab	VN	2	\$1	\$0
NURVN-417A	Critical Thinking and the Nursing Process I	VN	1	\$1	\$0
THEATRE-1	Intro. To Theatre	TA	3	\$1	\$0
THEATRE-2	Theatrical Dance	TA	3	\$1	\$0
THEATRE-4	Theatre History: Ancient to 1700	TA	3	\$1	\$0
THEATRE-5	Theatre History: 1700 to Present	TA	3	\$1	\$0
THEATRE-10	Beginning Acting	TA	3	\$1	\$0
THEATRE-12	Intermediate Acting	TA	3	\$1	\$0
THEATRE-14	Stylized Acting	TA	3	\$1	\$0
THEATRE-18	Seminar in Television Production: Acting Techniques	TA	3	\$1	\$0
THEATRE-20	Directing for the Stage I	TA	3	\$1	\$0
THEATRE-30	Stagecraft	TA	3	\$1	\$0
THEATRE-32	Theatre Design-Lighting	TA	3	\$1	\$0
THEATRE-36	Stage Management	TA	3	\$1	\$0

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018
Board Meeting Date

TOPIC QUARTERLY BUDGET TRANSFER REPORT

Communication No. IV.F.3.f

SUPPORTS BOARD POLICY

Board Policy 6250 Budget Management – The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

PROPOSAL

To approve the Budget Transfer Board Report for the period of January 1, 2018 through March 31, 2018.

BACKGROUND

Board Policy 6250, Budget Management, requires that transfers between major expenditure classifications must be approved by a majority vote of the members of the Governing Board. Budget transfers between major expenditure classifications for district funds are routinely processed to facilitate modifications to the adopted budget. These modifications only affect the expenditure classification and do not increase or decrease the adopted budget.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the Budget Transfer Board Report for the period of January 1, 2018 through March 31, 2018.

Prepared by:	Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
Submitted by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

**CHAFFEY COMMUNITY COLLEGE DISTRICT
QUARTERLY BUDGET TRANSFER REPORT**

From 01/01/2018 To 03/31/2018

April 26, 2018 Board Meeting

BUDGET TRANSFERS	FROM	TO
<u>Fund 10: General Fund Unrestricted</u>		
1000 Academic Salaries	482,826	
2000 Classified Salaries	135,128	
3000 Benefits	267,545	
4000 Supplies & Materials		5,187
5000 Other Operating Expenses & Services		915,950
6000 Capital Outlay		39,362
7000 Other Outgo	75,000	
	960,499	960,499
Total Transfer Fund 10 Unrestricted	960,499	960,499
<u>Fund 10: General Fund Restricted</u>		
1000 Academic Salaries	61,025	
2000 Classified Salaries		315,787
3000 Benefits		54,937
4000 Supplies & Materials		15,945
5000 Other Operating Expenses & Services	496,314	
6000 Capital Outlay		239,090
7000 Other Outgo	68,420	
	625,759	625,759
Total Transfer Fund 10 Restricted	625,759	625,759
<u>Fund 33: Children's Center</u>		
1000 Academic Salaries		11,400
2000 Classified Salaries	8,000	
3000 Benefits		10,470
4000 Supplies & Materials	5,689	
5000 Other Operating Expenses & Services	6,370	
6000 Capital Outlay	1,811	
	21,870	21,870
Total Transfer Fund 33	21,870	21,870
<u>Fund 40: Bond Fund</u>		
4000 Supplies & Materials		32,545
5000 Other Operating Expenses & Services		10,214
6000 Capital Outlay	1,655	
7000 Other Outgo	41,104	
	42,759	42,759
Total Transfer Fund 40	42,759	42,759

CHAFFEY COMMUNITY COLLEGE DISTRICT
QUARTERLY BUDGET TRANSFER REPORT
From 01/01/2018 To 03/31/2018
April 26, 2018 Board Meeting

BUDGET TRANSFERS	FROM	TO
<u>Fund 41: Capital Projects Fund</u>		
2000 Classified Salaries	3,745	
3000 Benefits	875	
5000 Other Operating Expenses & Services		336,718
6000 Capital Outlay		324,920
7000 Other Outgo	<u>657,018</u>	
Total Transfer Fund 41	661,638	661,638
<u>Fund 42: Scheduled Maintenance Fund</u>		
4000 Supplies & Materials	2,304	
5000 Other Operating Expenses & Services		<u>2,304</u>
Total Transfer Fund 42	2,304	2,304
<u>Fund 71: Associated Students Fund</u>		
4000 Supplies & Materials	3,700	
5000 Other Operating Expenses & Services		5,100
6000 Capital Outlay		2,000
7000 Other Outgo	<u>3,400</u>	
Total Transfer Fund 71	7,100	7,100
Total Transfers All Funds	<u>2,321,929</u>	<u>2,321,929</u>

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018

Board Meeting Date

TOPIC QUARTERLY FINANCIAL STATUS REPORT FOR THE PERIOD ENDING MARCH 31, 2018

Communication No. IV.F.3.g

SUPPORTS BOARD POLICY

Board Policy 6300 Fiscal Management – The Superintendent/President shall establish procedures to assure that the fiscal condition and activity of the District ensures fiscal health and stability, supports Governing Board priorities and financial planning and budgeting, and is consistent with generally accepted principles of accounting and business practices.

PROPOSAL

To approve the Quarterly Financial Status Report for the period ending March 31, 2018.

BACKGROUND

The Quarterly Financial Status Report is provided to apprise the Governing Board of the district’s fiscal condition and is presented for approval, as required by the Chancellor’s Office of the California Community Colleges. The report is consistent with the 2017-2018 adopted budget.

BUDGET IMPLICATIONS

Funding Source – The unrestricted general fund budget.

Status of Funds – The report is within appropriations indicated in the 2017-2018 adopted budget.

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board approve the Quarterly Financial Status Report for the period ending March 31, 2018.

Prepared by:	Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
Submitted by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

California Community Colleges
 QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q
 Fiscal Year 2017-2018

District: (920) Chaffey Community College

Quarter Ended: March 31, 2018

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

As of June 30 for fiscal year specified.

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Projected
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	83,442,823	102,955,523	102,248,246	105,749,048
Other Financing Sources (Objects 8900)	5,933	2,267	43,467	25,000
Total Unrestricted Revenues	83,448,756	102,957,790	102,291,713	105,774,048
Expenditures:				
(Objects 1000-6000)	81,738,291	94,310,332	98,620,033	107,843,356
Other Outgo (Objects 7100, 7200 7300, 7400, 7500, & 7600)	1,970,912	1,292,875	1,344,707	1,859,270
Total Unrestricted Expenditures	83,709,203	95,603,207	99,964,740	109,702,626
Revenues Over(Under)Expenditures	(260,447)	7,354,583	2,326,973	(3,928,578)
Fund Balance, Beginning	11,286,817	11,026,370	18,380,963	20,707,936
Prior Year Adjustments + (-)	0	10	0	0
Adjusted Fund Balance, Beginning	11,286,817	11,026,380	18,380,963	20,707,936
Fund Balance, Ending	11,026,370	18,380,963	20,707,936	16,779,358
% of GF Balance to GF Expenditures	13.2%	19.2%	20.7%	15.3%

II. Annualized Attendance FTES:

Annualized FTES				
(Excluding apprentices and non-residents)	14,566	15,849	16,385	16,385

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	As of the specified quarter ended for each fiscal year presented			
	2014-15	2015-16	2016-17	2017-18
Cash, excluding borrowed funds	20,953,190	32,878,699	37,780,084	44,645,204
Cash, borrowed funds only	0	0	0	0
Total Cash	20,953,190	32,878,699	37,780,084	44,645,204

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col.2)
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	105,749,048	105,749,048	82,781,330	78.3%
Other Financing Sources (Objects 8900)	25,000	25,000	11,120	44.5%
Total Unrestricted Revenues	105,774,048	105,774,048	82,792,450	78.3%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	107,843,356	107,843,356	73,123,270	67.8%
Other Outgo (Objects 7100, 7200, 7300, 7500, & 7600)	1,859,270	1,859,270	1,330,952	71.6%
Total Unrestricted Expenditures	109,702,626	109,702,626	74,454,222	67.9%
Revenues Over(Under) Expenditures	(3,928,578)	(3,928,578)	8,338,228	
Adjusted Fund Balance, Beginning	20,707,936	20,707,936	20,707,936	
Fund Balance, Ending	16,779,358	16,779,358	29,046,164	
% of UGF Fund Balance to UGF Expenditures	15.3%	15.3%		

V. Has the district settled any employee contracts during this quarter? YES NO
 If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

SALARIES

Contract Period Settled (Specify)	Management		Academic-Permanent		Academic-Temporary		Classified/Confidential	
	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%
Year 1	2017-18		-		-		589,391	3%
Year 2	2018-19		-		-		834,958	4%
Year 3	2019-20		-		-		702,744	3%

*As specified in Collective Bargaining Agreement.

BENEFITS

Contract Period Settled (Specify)	Management		Academic-Permanent		Academic-Temporary		Classified/Confidential	
	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%
Year 1	2017-18						124,436	
Year 2	2018-19						206,782	
Year 3	2019-20						204,484	

c. Include a statement regarding the source of revenues to pay salary and benefit increases, Anticipated expenditure reductions and/or reserves will cover increases. Unrestricted general fund apportionment revenue-8611. Restricted categorical programs and other funds will fund increases for employees charged to their programs.

VI. Did the district have significant events for the quarter (include incidence of long-term debt, settlement of audit citings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

YES NO

If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

VII. Does the district have significant fiscal problems that must be addressed this year?

YES NO

Next Year?

YES NO

CERTIFICATION

Chaffey Community College District

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of that meeting.

District Chief Business Officer Date

District Superintendent Date

Quarter Ended: March 31, 2018

Governing Board Meeting Date: April 26, 2018

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018
Board Meeting Date

TOPIC STRONG WORKFORCE PROGRAM PARTICIPATION AGREEMENT 2017/20-17-B (P05, P12)

Communication No. IV.F.3.h

SUPPORTS BOARD POLICY

Board Policy 3280 Grants – The Governing Board shall be informed about all grant awards received by the District. The Superintendent/President shall establish procedures to assure the timely application and processing of grant proposal applications and awards, and that the grants that are submitted directly support the purposes of the District.

PROPOSAL

To approve the Participation Agreement No. 2017/20-17-B Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$138,500 for the period of January 1, 2018 through December 31, 2019.

BACKGROUND

Under Master Agreement No. 2017/20-17-B – Strong Workforce Program, Riverside Community College has been designated as the Fiscal Agent for the Strong Workforce Program for the Inland Empire/Desert region and is responsible for distributing funds to each community college district within the region. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

This Participation Agreement, No. 2017/20-17-B, is incorporated into the Master Agreement No. 2017/20 and outlines deliverables specific to Chaffey College, as it relates to the following projects: No. 2017/20-17-B-P05 – Updating Automotive Labs—Electric Vehicle (EV) and Hybrid Instruction; No. 2017/20-17-B-P012 – LAUNCH: Inland Empire Apprenticeship and Work-based Learning.

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office through Riverside Community College District.

Status of Funds- The 2017-2018 restricted general fund budget will be increased by \$138,500, as follows:

48xxx	Income	<u>\$138,500</u>
52xxx	Classified Salaries	\$45,000
53xxx	Benefits	10,000
54xxx	Supplies	21,000
55xxx	Other Services	6,000
56xxx	Capital Outlay	<u>56,500</u>
	Total	<u>\$138,500</u>

Future Implications – A separate contract will be created to cover allocation year 2018/19 (January 1, 2019-December 31, 2019) in the amount of \$55,000.

RECOMMENDATION

It is recommended that the Governing Board approve the Participation Agreement No. 2017/20-17-B Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$138,500 for the period of January 1, 2018 through December 31, 2019.

Prepared by:	<u>Vanessa Thomas, Associate Dean, Strong Workforce</u>
Submitted by:	<u>Jim Fillpot, Dean, Institutional Research, Policy and Grants</u>
Reviewed by:	<u>Lisa Bailey, Associate Superintendent, Business Services and Economic Development</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018
Board Meeting Date

TOPIC TEMPORARY INTERFUND BORROWING

Communication No. IV.F.3.i

SUPPORTS BOARD POLICY

Board Policy 6300 Fiscal Management - The Superintendent/President shall establish procedures to assure that the fiscal condition and activity of the District ensures fiscal health and stability, supports Governing Board priorities and financial planning and budgeting, and is consistent with generally accepted principles of accounting and business practices.

The procedures for the District's fiscal management shall be in accordance with the principles contained in Title 5 Section 58311, including adjustments to the budget are made in a timely manner, when necessary.

PROPOSAL

To approve the resolution authorizing interfund borrowing among all funds held by the San Bernardino County Treasurer for the Chaffey College District for the 2018-2019 fiscal year.

BACKGROUND

To protect against any unanticipated district cash flow issues, the County Treasurer will allow warrants to be drawn against a specific fund, even if those funds cash balances are insufficient, as long as the aggregate cash balances in the District funds are sufficient to cover the expense. A Board approved resolution must be in place and renewed annually for this interfund borrowing to take place.

BUDGET IMPLICATIONS

Funding Source – All District funds held in the San Bernardino County Treasury

Status of Funds – N/A

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board approve the resolution authorizing interfund borrowing among all funds held by the San Bernardino County Treasurer for the Chaffey College District for the 2018-2019 fiscal year.

Prepared by:	Anita D. Undercoffer, Executive Director, Budgeting and Fiscal Services
Submitted by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

CHAFFEY COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 42618A

RESOLUTION TO AUTHORIZE TEMPORARY BORROWING BETWEEN FUNDS OF THE SCHOOL DISTRICT

ON MOTION of Member _____, seconded by Member _____, the following resolution is hereby adopted:

WHEREAS, the San Bernardino County Treasurer does not have authority to honor warrants drawn on school district funds with insufficient cash balances in the absence of an approved borrowing arrangement with the district; and

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, actual interfund transfers shall be accounted for as temporary loans between funds and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the Chaffey Community College District hereby authorizes, for fiscal year 2018-2019, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive: ALL FUNDS
2. The Governing Board of the Chaffey Community College District hereby authorizes the Superintendent or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

PASSED AND ADOPTED by the Governing Board on April 26, 2018, by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)

) ss

COUNTY OF SAN BERNARDINO

I, Gary C. Ovitt, Clerk/Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this 26th day of April, 2018.

*Gary C. Ovitt
Clerk of the Governing Board*

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

April 26, 2018

Board Meeting Date

TOPIC **CONTRACT, PURCHASE ORDER, AND WARRANT LISTS**

Communication No. IV.G.1.a

SUPPORTS BOARD POLICY

Board Policy 6310 Accounting – Present to the Governing Board at a regular Governing Board meeting a list of all purchase orders and/or District warrants for Governing Board review and ratification.

PROPOSAL

To ratify the contract, purchase order, and warrant lists as presented.

BACKGROUND

The attached reports represent all contracts, purchase orders, and district warrants for the month of March 2018.

BUDGET IMPLICATIONS

Funding Source – All Funds

Status of Funds – Funding for these contracts, purchase orders, and warrants are included in the 2017-2018 adopted district budgets.

Future Implications – None

RECOMMENDATION

It is recommended the Governing Board ratify the attached contract, purchase order, and warrant lists.

Prepared by:	<u>Eva Ramirez, Interim Director, Purchasing Services</u>
Reviewed by:	<u>Kim Erickson, Executive Director, Business Services</u>
Submitted by:	<u>Lisa Bailey, Associate Superintendent, Business Services and Economic Development</u>
Recommended by:	<u>Henry Shannon, Superintendent/President</u>

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS511	Alert Security Systems, Inc.	Upland, CA	For a not-to-exceed amount, to install 3 data drops at the Fontana Lewis Center, for the period of March 28, 2018 through July 1, 2018, as approved by Information Technology Services.	\$1,200.00	Unrestricted General Fund
2018CS481	Alisa Taylor Consulting	Upland, CA	For a not-to-exceed amount, serve as guest speaker for an Independent Scholars event titled "Having Real Talk on Love, Relationships, and Self-Care" on February 14, 2018, as approved by Special Populations and Equity. ²	125.00	Restricted General Fund
2018CS454	Anderson Business Coaching	Redlands, CA	For a not-to-exceed amount, to develop and deliver a Strategic Plan for the District's InTech Center, for the period of January 1, 2018 through June 30, 2018, as approved by Economic Development.	24,000.00	Unrestricted General Fund
2018CS494	Carolina Hicks	Rolling Hills, CA	For a not-to-exceed amount, artist will be in attendance for the <i>Zine Fest</i> , located at the Student Art Gallery on March 7, 2018, as approved by Wignall Museum.	75.00	Unrestricted General Fund
2018CS256	Coastal Handyman Connection	Riverside, CA	Amendment 2 to increase the not-to-exceed amount, to provide additional training at the Industrial Technical Learning (InTech) Center in the following areas, but not limited to: advanced manufacturing, industrial electrical, industrial mechanical, HVAC, construction, pre-engineering, welding, mechatronics, machining and NCCER programs, as approved by Economic Development. ³	3,000.00	Restricted General Fund
2018CS512	Corey Kwok	Arcadia, CA	For a not-to-exceed amount, to serve as announcer for baseball home games scheduled February 6, 2018 through May 5, 2018, as approved by Athletics.	900.00	Auxiliary Fund
2018CS516	Dante Dorton	Pomona, CA	For a not-to-exceed amount, assist with operation of shot clock, scoreboard, and to maintain scorebook during home basketball games, for the period of January 19, 2018 through February 9, 2018, as approved by Athletics.	100.00	Auxiliary Fund
16P3	DLR Group, Inc	Riverside, CA	Amendment 2 to increase the not-to-exceed amount for additional architectural design services as a result of unforeseen conditions and District requests for the Theatre Wings Renovation, Wignall Museum Renovation, and Planetarium Renovation projects, as approved by Administrative Affairs.	30,890.00	Measure L Fund

¹ Funding for all contracts and change orders on this list are included in the 2017-2018 adopted district budgets.

² Funded by Student Equity budget.

³ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS436	Evans and Sutherland Computer Corporation	Salt Lake City, Utah	To provide ten-year licensing agreements to exhibit three digital full-dome programs for Planetarium shows, as approved by Astronomy/Planetarium. ⁴	\$20,000.00	Restricted General Fund
2018PW469	Floor Technology Group	Orange, CA	For a not-to-exceed amount, remove existing carpet and install carpet tiles and raised tread on two stair cases at the Chino Information Technology Center, for the period of August 22, 2017 through October 20, 2017, as approved by Facilities Development.	23,423.70	Unrestricted General Fund
2018CS185	Forsberg Consulting Services	Roseville, CA	Amendment 1 to increase the not-to-exceed amount for additional professional consulting services related to classification and compensation review, as approved by Human Resources.	20,000.00	Unrestricted General Fund
2018CS466	Foundation for California Community Colleges	Sacramento, CA	For a not-to-exceed amount, provide planning, facilitation, coaching, and reporting for a one-day Counselor Professional Learning Day through the Career Ladders Project, for the period of November 1, 2017 through January 31, 2018, as approved by Student Success and Support Programs. ⁵	6,172.40	Restricted General Fund
14P23-15	HMC Architects	Ontario, CA	Project Assignment Agreement No. 15 to the Master Architectural Services Agreement for a not-to-exceed amount, to assist the college in development of the <i>Vision 2025 Facilities Master Plan</i> addendum by providing master planning, consulting and architectural services, for the period of January 2, 2018 through July 31, 2018, as approved by Administrative Affairs.	85,000.00	Unrestricted General Fund
2018CS507	Jennifer Frias	Claremont, CA	For a not-to-exceed amount, artist will participate in a panel discussion titled "Careers in Curating at University Art Galleries" on May 2, 2018, as approved by Wignall Museum.	200.00	Unrestricted General Fund
2018CS513	Julia Fredricks	Yucaipa, CA	For a not-to-exceed amount, serve as swim meet administrator for <i>Chaffey Invitational 2018</i> , for the period of March 9, 2018 through March 10, 2018, as approved by Athletics.	150.00	Auxiliary Fund
2018CS482	Juventino Monteon, Jr.	Rialto, CA	For a not-to-exceed amount, provide disk jockey services during the <i>Independent Scholars Foster Youth Welcome Event</i> , on January 24, 2018, as approved by Special Populations and Equity. ⁶	400.00	Restricted General Fund
2018CS473	Kelikani Consulting, LLC	Beaumont, CA	For a not-to-exceed amount, to create six profile videos highlighting alumni award recipients for the <i>2018 Chaffey College Alumni Awards</i> event, for the period of March 1, 2018 through March 31, 2018, as approved by Marketing and Public Relations.	8,500.00	Unrestricted General Fund

⁴ Funded by restricted Lottery funds.

⁵ Funded by Student Success and Support Program budget.

⁶ Funded by Student Equity budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS493	Kristen Garcia	Chino, CA	For a not-to-exceed amount, artist will be in attendance for the <i>Zine Fest</i> , located at the Student Art Gallery on March 7, 2018, as approved by Wignall Museum.	\$75.00	Unrestricted General Fund
2018CS468	Landwirth Legacy Productions, LLC	Studio City, CA	For a not-to-exceed amount, to provide professional video and production services for the <i>Chaffey College Grad Fest Shout-Out Video 2018</i> project, for the period of February 20, 2018 through May 15, 2018, as approved by Marketing and Public Relations.	5,000.00	Unrestricted General Fund
2018CS492	Lauren Corralez	Rancho Cucamonga, CA	For a not-to-exceed amount, artist will be in attendance for the <i>Zine Fest</i> , located at the Student Art Gallery on March 7, 2018, as approved by Wignall Museum.	75.00	Unrestricted General Fund
2018CS515	Lesley Brown	Fontana, CA	For a not-to-exceed amount, provide athletic trainer certified services for baseball and softball games, for the period of March 3, 2018 through April 10, 2018, as approved by Athletics.	630.00	Auxiliary Fund
2018CS495	Lilac Vylette Maldonado	West Hills, CA	For a not-to-exceed amount, artist will be in attendance for the <i>Zine Fest</i> , located at the Student Art Gallery on March 7, 2018, as approved by Wignall Museum.	75.00	Unrestricted General Fund
2018PW496	Little Diversified Architectural Consulting, Inc.	Newport Beach, CA	For a not-to-exceed amount, to prepare bid documents, obtain DSA approval, and provide construction administration for improvements within the Automotive Technology (ATL) and Vocational/Student Support (VSS) buildings on the Rancho Cucamonga Campus, for the period of February 14, 2018 through June 30, 2018, as approved by Administrative Affairs.	55,300.00	Unrestricted General Fund
2018CS490	Masaru Suzuki	Apple Valley, CA	For a not-to-exceed amount, guide a hands-on project creating tote bags inspired by the exhibition <i>Rainbow Apocalypse</i> , on March 8, 2018, as approved by Wignall Museum.	450.00	Unrestricted General Fund
2018CS500	Montgomery Hardware	Rancho Cucamonga, CA	For a not-to-exceed amount, to install two electronic locks and four push plates in the Business Education building restrooms, for the period of October 20, 2017 through June 30, 2018, as approved by Facilities/Physical Plant.	3,741.45	Unrestricted General Fund
2018CS489	Nathan Lynch	San Geronimo, CA	For a not-to-exceed amount, provide an artist talk on February 22, 2018, as approved by Wignall Museum.	300.00	Unrestricted General Fund
2018CS86	Quick Caption Inc.	Riverside, CA	Amendment 1 to increase the not-to-exceed amount to provide additional as needed on-site and remote computer aided Communication Access Real-time Translation (CART) services, for persons who are deaf or hard of hearing, as approved by Disability Programs and Services. ⁷	20,100.00	Restricted General Fund

⁷ Funded by Disability Programs and Services (DPS) budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS407	Quiel Bros. Electric Co., Inc	San Bernardino, CA	Amendment 1 to increase the not-to-exceed amount for installation of two additional power supplies needed for the front entrance electronic marquee sign at the Rancho Cucamonga Campus, as approved by Marketing and Public Relations.	\$1,166.40	Unrestricted General Fund
2018CS470	Rancho Cucamonga Quakes Baseball Club	Rancho Cucamonga, CA	For promotional opportunities, including, but not limited to: a title sponsorship for one Quakes Fireworks Night, a logo on the sponsor page of the Quakes website, advertisements in Quakes programs, and an outfield fence sign, for the period of the 2018 baseball season, as approved by Marketing and Public Relations.	15,136.00	Unrestricted General Fund
2018CS162	RCS Investigations and Consulting, LLC	Anaheim, CA	Amendment 1 to increase the not-to-exceed amount for additional legal and confidential investigation services, as approved by Human Resources.	240.00	Unrestricted General Fund
2018CS202	Reilly Workplace Investigations	Encinitas, CA	Amendment 1 to increase the not-to-exceed amount, to provide additional as-needed independent, impartial, and confidential employment investigations, as approved by Human Resources.	15,000.00	Unrestricted General Fund
2018CS419	Robin Oaks, Esq.	Goleta, CA	Amendment 1 to increase the not-to-exceed amount for additional legal and investigation services, as approved by Human Resources.	12,000.00	Unrestricted General Fund
2018CS115	Siemens Industry Inc.	Cypress, CA	For a not-to-exceed amount, to provide building automation services and repairs as ordered by the District for the Rancho Cucamonga, Fontana, and Chino Campuses, for the period of July 1, 2017 through June 30, 2018, as approved by Facilities/Physical Plant.	3,100.00	Scheduled Maintenance Fund
2018PW505	Terris Barnes Walters Boigon Heath, Inc.	San Francisco, CA	For a not-to-exceed amount, to provide services related to a future bond measure, including, but not limited to: feasibility assessment, public information services, and ballot measure development, for the period of February 28, 2018 through July 31, 2018, as approved by Administrative Affairs.	85,000	Unrestricted General Fund
2018CS484	Trinity Construction, Inc.	Upland, CA	For a not-to-exceed amount, prepare, prime and paint the CAA Art Gallery/Lobby on the Rancho Cucamonga Campus, for the period of March 12, 2018 through March 16, 2018, as approved by Facilities/Physical Plant.	3,200.00	Unrestricted General Fund
2018CS465	Vavrinek, Trine, Day & Co., LLP	Rancho Cucamonga, CA	Year 1 of a 3-Year agreement, to provide auditing services for District financial statements, for the period of February 26, 2018 through December 31, 2021, as approved by Business Services and Economic Development.	35,000.00	Unrestricted General Fund

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS291	Venus Designs, Inc.	Saint Paul, MN	Amendment 1 to increase the not-to-exceed amount to design, layout and format sector profile reports, as approved by Center of Excellence. ⁸	\$7,750.00	Restricted General Fund
2018CS501	Western Indoor Environmental	Monterey Park, CA	For a not-to-exceed amount, to steam clean, sanitize and degrease kitchen exhaust fans and hoods located at the Chino Community Center, for the period of March 23, 2018 through April 15, 2018, as approved by Facilities/Physical Plant.	3,995.00	Unrestricted General Fund

List reflects contracts entered into and change orders to existing contracts for the month of March 2018.⁹

⁸ Funded by Center of Excellence funds.

⁹ Funding for all contracts and change orders on this list are included in the 2017-2018 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE
WARRANT REGISTER REPORT
FOR THE MONTH OF MARCH

GENERAL FUNDS (10)

PAYROLL	6,629,580.23	
COMMERCIAL	4,810,033.65	
TOTAL FUND (10)		11,439,613.88

SCHEDULED MAINTENANCE FUND (42) 12,192.90

BUILDING FUND (40) 106,710.71

EARLY RETIREMENT FUND (61) -

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 1,257,958.14

CHILD DEVELOPMENT FUND (33)

PAYROLL	76,720.41	
COMMERCIAL	133,443.52	
TOTAL FUND (33)		210,163.93

TOTAL ALL FUNDS **\$ 13,026,639.56**

PAYROLL WARRANT/ADVICE NUMBERS

123777-123912 379132-381097

COMMERCIAL WARRANT NUMBERS

1011981-1012115 1699753-1701470

PURCHASE ORDER NUMBERS

BPO's	13271-13288	\$	49,404.86
PO's	49421-49679	\$	738,309.65