



AGENDA
MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT
Thursday, January 24, 2019
Board Room, Marie Kane
Center for Student Services/Administration

- 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. Adult Education and High School Partnerships
- 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
 - a. Foundation Check Presentation
 4. Foundation
 - D. REPORTS
 1. Closed Session Actions
 2. Monitoring
 - a. 2017-2018 Audit Report
 - b. Budget Monitoring Report
 3. Informational
 - a. 2019-2020 Budget Development Calendar
 - E. CONSENT AGENDA
 1. Governance Process
 - a. Approval of Minutes, December 13, 2018
 - b. Board Meeting Date Change
 2. Academic Affairs
 - a. 2019-2020 Academic Calendar
 - b. Curriculum

E. CONSENT AGENDA (CONTINUED)

3. Business/Fiscal Affairs

- a. Approval to Designate Ellucian Company L.P. as a Single Source Vendor for a Sole Source Procurement
- b. Bid No. 2019CS379, Outdoor Furniture for Seating Beneath Shade Structure
- c. Bid No. 2019PW299, Transformer Replacement Project
- d. Budget Changes – Restricted General Fund
- e. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
- f. Quarterly Budget Transfer Report
- g. Quarterly Financial Status Report for the Period Ending December 31, 2018

4. Human Resources

- a. Management Personnel Plan/Employment Contracts

F. ACTION AGENDA

1. Business/Fiscal Affairs

- a. Contract, Purchase Order, and Warrant Lists
- b. Emergency Repair of Central Plant Closed Water Loop

G. 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)

H. BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

V. **ADJOURNMENT**

The next regular meeting of the Governing Board will be Thursday, February 28, 2019.

Complete agenda may be viewed at www.chaffey.edu/governing board

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

January 24, 2019
Board Meeting Date

TOPIC **2017-18 AUDIT REPORT**

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

Board Policy 6400 Audits - The Superintendent/President shall assure that an annual outside audit of all funds, books, and accounts of the District is completed in accordance with the regulations of Title 5. The Superintendent/President shall recommend a certified public accountancy firm to the Governing Board with which to contract for the annual audit.

PROPOSAL

To present the 2017-18 audit report as prepared by the accounting firm of Vavrinek, Trine, Day & Co.

BACKGROUND

The Education Code requires that the Governing Board contract for an independent audit of the district's financial records each year to assure good business practices and compliance with state regulations. The audit for the 2017-18 fiscal year ending June 30, 2018, is presented to the Governing Board by the district's independent auditing firm Vavrinek, Trine, Day & Co.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

The 2017-2018 audit report prepared by Vavrinek, Trine, Day & Co., is presented for information only.

Prepared by:	Anita D. Undercoffer, Executive Director, Budgeting & Fiscal Services Patrick Cabildo, Internal Auditor
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

(Information)

January 24, 2019
Board Meeting Date

TOPIC BUDGET MONITORING REPORT

Communication No. IV.D.2.b

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 promotes 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 December 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 December 31, 2018

	2015-2016				2016-2017				2017-2018				2018-2019			
	Adopted Budget	31-Dec	EOY Actual	% of Budget	Adopted Budget	31-Dec	EOY Actual	December % of Budget	Adopted Budget	31-Dec	EOY Actual	December % of Budget	Adopted Budget	31-Dec	December % of Budget	
INCOME SOURCE																
Prior Year Ending Balance Re-allocation	0				3,677,289				3,928,578				0			
State General Apportionment	70,423,903	47,413,463	72,436,731	67.33%	75,666,883	48,932,589	76,826,331	64.67%	81,382,469	39,485,264	80,783,224	48.52%	91,380,855	54,987,894	60.17%	
Education Protection Account (EPA)	12,962,172	6,530,036	13,113,790	50.38%	13,114,000	6,483,628	12,750,807	49.44%	12,165,352	3,043,085	12,843,991	25.01%	14,801,508	7,401,041	50.00%	
Miscellaneous	14,769,166	8,498,145	15,106,050	57.54%	10,319,891	6,271,115	10,207,311	60.77%	9,801,247	4,366,530	7,769,154	44.55%	8,423,626	6,021,440	71.48%	
Lottery	2,039,240	24,577	2,301,219	1.21%	2,315,180	36,108	2,507,263	1.56%	2,424,980	51,681	2,693,531	2.13%	2,474,135	48,048	1.94%	
Total Income	100,194,481	62,466,221	102,957,790	62.34%	101,415,954	61,723,440	102,291,712	60.86%	105,774,048	46,946,560	104,089,900	44.38%	117,080,124	68,458,423	58.47%	
EXPENDITURES																
Operational	98,388,259	48,424,811	95,603,207	49.22%	105,093,243	51,517,254	99,964,739	49.02%	109,702,626	53,504,432	103,952,122	48.77%	116,772,681	57,825,564	49.52%	
Total Expenditures	98,388,259	48,424,811	95,603,207	49.22%	105,093,243	51,517,254	99,964,739	49.02%	109,702,626	53,504,432	103,952,122	48.77%	116,772,681	57,825,564	49.52%	
Surplus or (Deficit)	1,806,222	14,041,410	7,354,583	-	-	10,206,186	2,326,973	-	-	(6,557,872)	137,778	-	307,443	10,632,859	-	
Net Surplus or (Deficit)	1,806,222	14,041,410	7,354,583	-	-	10,206,186	2,326,973	-	-	(6,557,872)	137,778	-	307,443	10,632,859	-	
SUMMARY, ENDING BAL/RESERVES*																
7% Board Designated Reserves	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	7,276,649	100.00%	8,174,088	8,174,088	100.00%	
GASB 45 Reserve	500,000	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000	-	
Technology Replacement Reserve	600,000	600,000	600,000	-	600,000	600,000	600,000	-	600,000	600,000	600,000	-	600,000	600,000	-	
Vehicle Replacement Plan	100,000	100,000	100,000	-	100,000	100,000	100,000	-	100,000	100,000	100,000	-	100,000	100,000	-	
Resource Allocation (RAC) Reserve	500,000	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000	300,000	-	300,000	300,000	-	
Capital Outlay Replacement	200,000	200,000	200,000	-	200,000	200,000	200,000	-	200,000	200,000	300,000	-	300,000	300,000	-	
PERS/STRS Reserve	1,343,999	1,343,999	1,343,999	-	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	2,161,425	-	1,661,425	1,661,425	-	
Undistributed Reserve	40,000	40,000	5,783,314	-	1,441,723	1,441,723	7,804,980	-	3,194,750	3,194,750	8,263,641	-	8,173,644	8,173,644	-	
Total Ending Balance/Reserves	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	20,845,714	100.00%	21,153,156	21,153,156	100.00%	
Ending Balances %	13.04%		19.23%		13.99%		20.72%		15.30%		20.05%		18.11%			

*Reserve balances remain unchanged until yearend.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

January 24, 2019
Board Meeting Date

TOPIC **2019-2020 BUDGET DEVELOPMENT CALENDAR**

Communication No. IV.D.3.a

SUPPORTS BOARD POLICY

Board Policy 6200 Budget Preparation – Each year, the Superintendent/President shall present a budget or plan, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual, to the Governing Board.

The schedule for presentation and review of budget proposals shall comply with state law and regulations and provide adequate time for Governing Board study.

PROPOSAL

To present the attached 2019-2020 budget development calendar.

BACKGROUND

A budget calendar is prepared annually and is presented to the Board for information. The purpose of the calendar is to facilitate, provide structure, and establish timelines for the budget development process. The timelines are established to ensure the district complies with state mandates and guidelines.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

This item is presented for information only.

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

**CHAFFEY COMMUNITY COLLEGE DISTRICT
2019-2020 Budget Development Calendar*
DRAFT**

Friday, November 9	Budget calendar presented to College Planning Council
Tuesday, December 11	Budget calendar presented to President’s Cabinet
Thursday, January 10	Governor releases the proposed 2019-2020 State budget
Wednesday, January 16	ACCCA/ACBO Governor’s Proposed State Budget Workshop
Thursday, January 24	Budget calendar presented to Governing Board
Wednesday, February 6	District budget forum
Wednesday, March 6 & Thursday, March 7	Budget workshops for faculty, staff, and managers (Wednesday 1:30pm – 3pm & Thursday 1:30pm – 3pm) Senior budget managers receive budget work documents, including first run of budget
Friday, March 29	Senior budget managers’ deadline to submit budget confirmations and/or changes to Budgeting & Fiscal Services
Friday, April 12	Budgeting & Fiscal Services office returns second run of budget to senior budget managers for review
Friday, April 19	Senior budget managers’ deadline to submit any corrections and/or additional changes to the second run of the budget to Budgeting & Fiscal Services
Tuesday, May 28	Budgeting & Fiscal Services completes tentative budget draft
Thursday, June 27	Governing Board reviews and approves tentative budget
Friday, June 28	Tentative budget due to the County of San Bernardino
Thursday, August 22	Proposed adopted budget presented to Governing Board for approval
Friday, September 27	Adopted budget submitted to the County of San Bernardino
Thursday, October 10	Adopted budget submitted to the California Community Colleges Chancellor’s Office

*Dates not mandated are subject to change

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 24, 2019

Board Meeting Date

TOPIC APPROVAL OF MINUTES, DECEMBER 13, 2018

Communication No. IV.E.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 December 13, 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 December 13, 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, December 13, 2018, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President Brugger called the meeting to order at 2:05 p.m.

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

Members absent: none

CLOSED SESSION

The public is given an opportunity to address the Governing Board regarding the posted closed session agenda. No comments were made.

The Board convened in closed session at 2:02 p.m. Closed session was adjourned at 2:20 p.m.

STUDY SESSION

A study session commenced on the following topic:

Student Services Report – Dr. Eric Bishop, Vice President of Student Services, distributed a copy of his report.

REGULAR SESSION

The regular session reconvened at 2:25 p.m., and Faculty Senate President Misty Burruel led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

No public comments were made.

**COMMUNITY LINKAGES
GOVERNING BOARD**

Student Trustee Moises Rosales shared the following: Chaffey College Student Government (CCSG) Booths are a revival of the PAWS booths; Winter Celebration holiday dinner and gift exchange for students in need was held on December 12; De-Stress Days with “Paws-to-Share” dogs, free scantrons,

greenbooks, pencils, and CCSG t-shirts; CCSG will host the Region IX meeting on January 25; and a CCSG Winter Retreat is scheduled for January 6-7. Mr. Rosales also mentioned that CCSG is looking at transforming the book grant process and working to develop a system to seat CCSG senators on committees. He also stated that it has been a pleasure and honor to sit on the Measure L Citizens' Oversight Committee.

Trustee Rosales thanked the President's Office for putting together the Measure P student celebration. Mr. Rosales presented Dr. Shannon with a box of chocolates and a card to congratulate him for being named the number one president in the country.

Gary Ovitt reported attending the following: Community College Annual Convention, Alta Loma CIF football game, Children's Fund "A" Club golf outing, Ontario Parks and Recreation Commission meeting, Children's Fund board meeting, Ontario Chaffey Community Show Band Board meeting, Ontario Christmas Tree Lighting, Christmas on Euclid, Trans Siberian Orchestra performance, retirement luncheon for Rancho Cucamonga Councilmember Diane Williams, Ontario Parks and Recreation Holiday Dinner, emceed the OREMOR 26th Annual Choral Competition, Children's Fund check presentation, Children's Fund Development meeting, Etiwanda High School performing arts play, Ontario Chaffey Community Show Band meeting with executive director, OMSD Promise Scholars Reindeer Run, Chaffey High School performing arts play, Montclair City Council swearing in, Ontario Chaffey Community Show Band Board meeting, and the Chaffey College Board Holiday Dinner. Trustee Ovitt mentioned that David Rentz, Chaffey's choral director, attended and judged the OREMOR choral competition. He praised Professor Rentz for his knowledge and work on the event.

Lee McDougal wished everyone happy holidays. In the interest of the holiday season, he would like to move for approval of the entire agenda, if there are no objections, to move the meeting along, since it seems to be a routine agenda. Clerk Ovitt seconded the motion.

Katie Roberts reported that she attended four Rotary events; a retirement party for Rancho Cucamonga councilmembers Bill Alexander and Diane Williams; a retirement party for Officer McDonald, a Pomona officer for 54 years; a Travelers Aid luncheon; West End Family Counseling yearly dinner; and the Chaffey College Board Holiday dinner. Trustee Roberts also attended the student Winter Celebration event on Tuesday night, and stated it was really well done.

Vice President Gloria Negrete McLeod announced that she attended Rancho Cucamonga city councilmembers retirement events for Bill Alexander and Diane Williams and the Chaffey College Board Holiday dinner.

Board President Kathy Brugger announced that she attended Bill Alexander's retirement celebration, with whom she attended high school. She praised Katie Roberts for the caricature drawing she made for Bill Alexander.

LEGISLATIVE UPDATE

Lorena Corona provided a written report (attachment).

FOUNDATION

No report.

REPORTS

CLOSED SESSION ACTIONS

Board Secretary Henry Shannon announced that the Board took action in closed personnel session this evening to approve the following by a unanimous (5:0) vote.

Employment or ratification of:

Melissa Murphy to the position of administrative assistant II, transfer center, 1.0 FTE, 12-months, range 18, step A of the CSEA salary schedule, effective January 2, 2019.
Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.

Utilization of volunteer services (This list has been made part of the minutes of this meeting.)

Appointment of:

Veronica Osifeso to the position of educational program assistant, Fontana campus, 1.0 FTE, 12-months, range 20, step H of the CSEA salary schedule, effective January 2, 2019.
Al Williams to the position of facility maintenance attendant, 1.0 FTE, 12-months, range 7, step C of the CSEA salary schedule, effective January 2, 2019.

MONITORING

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

Annual Measure L Performance Audit

Claims Monitoring Report

Recruitment Analysis Monitoring Report

Student Services Board Monitoring Report for 2017-18

CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, November 14, 2018 through Rental Agreement: Ontario High School).

GOVERNANCE PROCESS

The minutes of the November 14, 2018 regular board meeting were approved as presented.

ACADEMIC AFFAIRS

The Governing Board approved seven course modifications, three distance education courses, and one program of study modification for the *Chaffey College 2019-2020 Catalog*.

BUSINESS/FISCAL AFFAIRS

The Governing Board adopted Resolution 121318, a resolution of the Governing Board of the District designating proprietary Siemens products, brands and/or services for low voltage systems, as described herein and in the attached resolution, pursuant to California Public Contract Code Section 3400.

The Governing Board determined that it is in the District's best interest to make procurements by means of existing public agency contracts pursuant to California Public Contract Code Sections 20118 and 20652, and authorized the District to make such procurements under Sections 20118 and 20652 as needed in the District's best interest for the calendar year ending on December 31, 2019.

The Governing Board approved the award to the Center of Excellence (COE) for Labor Market Research Grant Agreement 18-305-006, between Rancho Santiago Community College District and Chaffey College, in the amount of \$100,000 for a six-month period. The performance period shall be January 1, 2019 through June 30, 2019.

The Governing Board approved acceptance of the Deputy Sector Navigator, Advanced Manufacturing 2018-2019 grant award in the amount of \$200,000.

The Governing Board adopted Resolution 121318A, 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 ratified the District's action for a second extension to the existing lease agreement with the City of Chino for the property located at 13106 Central Avenue, Chino, California, for an additional six-year term for the purpose of maintaining the Chaffey College Chino Center in the City of Chino.

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

The Governing Board approved and authorized the District to enter into a rental agreement with Chaffey Joint Union High School District ("CJUHSD"), for classroom space located at Ontario High School, 901 West Francis Street, Ontario, California, as a temporary facility for educational classes, for the periods of January 14, 2019, through May 22, 2019, and a total rental fee of \$15,398.70, in accordance with the CJUHSD application and permit for use of school premises terms and conditions.

ACTION AGENDA

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

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

BUSINESS/FISCAL AFFAIRS

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

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, provided a written report which included highlights of Measure P, Amazon Education Initiative, Measure L Citizens' Oversight and Chino Community Center Advisory Committees, Leadership Team Retreat, and updates from Instructional and Institutional Effectiveness and Student Services. Dr. Shannon thanked everyone for a great year.

Faculty Senate President Misty Burrueel provided a written report and acknowledged Professor Robin Ikeda, who was present at the Board meeting, for her work at the Chino campus with conservation and the burrowing owls. She

also acknowledged faculty working on Distance Ed, specifically Angela Cardinale and Johnathan Ausubel, who have provided training.

Ms. Burruel acknowledged Baron Brown who is working on a part-time faculty handbook. She also mentioned that CCFA is working on the 16-week calendar in which they held an open forum and integrated classified senate in the conversation. They plan to present to the District in the spring and would like to build in observation of Cesar Chavez day.

Trustee McLeod asked about the benefits of the 16-week calendar. Ms. Burruel responded that primarily the benefit is the opportunity of winter intersession and time to completion and that faculty are on board. She also asked about the downside, in which Ms. Burruel replied the negotiation process and how to change the operations at the college. Discussion would take place in Spring 2019 to be implemented in 2021. Trustee Ovitt mentioned that we are competing with other colleges who have already converted to a 16-week calendar and this would put us on a level playing field.

Dr. Shannon added that we can learn from other colleges' successes and failures. Trustee McLeod asked what other local colleges are doing this. Dr. Shannon responded that Mt. SAC, Citrus and Riverside Community College are already on a 16-week calendar. Dr. Shannon explained that this process is similar to going from a semester to a quarter system and all of the student service, IT, and other implications that go along with it.

Classified Senate President Trisha Albertsen reported that there are 200 participants signed up, of which 70 percent are classified, for the Classified Senate Holiday Luncheon. Ms. Albertsen mentioned that she attended the Board meeting at College of the Canyons and that it ran very long and she thanked the Board for running the meetings the way they do. She wished everyone a Merry Christmas.

CSEA President Monica Han discussed health benefits for classified employees and gave kudos to the HR department, especially Susan Hardie and Danni Gilley, for their collaboration on the bidding process. Ms. Han wished everyone happy holidays.

CCFA President Jonathan Ausubel reported that CCFA supports Cesar Chavez Day becoming a district holiday, and that until then that the district plan culturally sensitive and appropriate celebrations for the day. He also stated that CCFA looks forward to negotiating on and implementing a 16-week calendar. Mr. Ausubel wished everyone a happy holiday.

President Brugger thanked Mr. Ausubel for his work on the passage of Measure P.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Trustee McLeod mentioned that across from her home in Chino, where she has lived for over 43 years, there used to be burrowing owls, until all the development that has taken place. Faculty Senate President BurrueI mentioned that it is wonderful that students have the opportunity to learn about and have the resources available at the Chino Campus to see the owls.

ADJOURNMENT

The meeting was adjourned at 2:51 p.m.

The meeting was adjourned in the memory of former President George H. W. Bush. The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, January 24, 2019.

The March meeting will be moved to March 21 from March 28.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 24, 2019

Board Meeting Date

TOPIC BOARD MEETING DATE CHANGE

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

Board Policy 2310 Regular Meetings of the Governing Board – By governing board action taken at a prior meeting, any future meetings may be added, cancelled, or rescheduled.

PROPOSAL

To change the date of the March board meeting to Thursday, March 21, 2019.

BACKGROUND

Because of a scheduling conflict, it is proposed that the date of the March board meeting be changed to facilitate attendance by the board members.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board change the date of the March board meeting to Thursday, March 21, 2019.

Prepared by:	Henry D. Shannon, Superintendent/President
Recommended by:	Henry D. Shannon, Superintendent/President

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 24, 2019

Board Meeting Date

TOPIC 2019-2020 ACADEMIC CALENDAR

Communication No. IV.E.2.a

SUPPORTS BOARD POLICY

BP 4010 Academic Calendar – The Superintendent/President shall present annually for Governing Board approval an academic calendar that includes consultation with CCFA and CSEA.

PROPOSAL

To approve the 2019-20 academic calendar.

BACKGROUND

The proposed 2019-20 academic calendar was developed by the Calendar Committee, which includes representatives from Faculty Senate, Classified Senate, the faculty association, and management, and reflects the provisions of Article 17 (Academic Calendar) of the Chaffey Community College District/Chaffey College Faculty Association Agreement.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board approve the 2019-20 academic calendar.

Prepared by:	<u>Laura Hope, Acting Associate Superintendent, Instruction and Institutional Effectiveness</u>
Submitted by:	<u>Laura Hope, Acting Associate Superintendent, Instruction and Institutional Effectiveness</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

Chaffey College 2019–2020 Academic Calendar

Fall Semester 2019

August 19 – December 19

88 service days








- Convocation August 14
- Institutional Flex Days August 15-16
- INSTRUCTION BEGINS** **August 19**

- Labor Day Holiday September 2

- Veterans Day Holiday (observed) November 11
- Thanksgiving Holiday (college closed) November 28-December 1

- INSTRUCTION ENDS** **December 19**
- Winter Recess (college closed) December 24 – January 1

		2019							2020											
		M	T	W	T	F	S	S	M	T	W	T	F	S	S					
August					1	2	3	4					1	2	3	4	5	January		
		5	6	7	8	9	10	11	6	7	8	9	10	11	12					
		12	13	14	15	16	17	18	13	14	15	16	17	18	19	1				
	1	19	20	21	22	23	24	25	20	21	22	23	24	25	26	2				
	2	26	27	28	29	30	31	27	28	29	30	31			3					
September	3		2	3	4	5	6	7	8											
	4		9	10	11	12	13	14	15											
	5		16	17	18	19	20	21	22											
	6		23	24	25	26	27	28	29											
	7																			
	8		1	2	3	4	5	6	7	8										
	9		7	8	9	10	11	12	13											
October	10		14	15	16	17	18	19	20											
	11		21	22	23	24	25	26	27											
November	12																			
	13																			
	14																			
	15																			
December	16																			
	17																			
	18																			

LEGEND	
	= Instruction Begins
	= Holiday
	= Final Examinations
	= Convocation
	= Spring Break
	= Institutional/Flex Days. No classes held.
	= Commencement

NOTE: Weekend classes meet following Friday holidays and before Monday holidays unless specifically designated as a holiday on this calendar.

IMPORTANT SAFETY EVENTS

The Great California Shakeout Earthquake Drill . . .
 Emergency Drill

Chaffey College 2019–2020 Academic Calendar

88 service days

Spring Semester 2020

January 13 – May 20








Institutional Flex Days January 9-10
INSTRUCTION BEGINS **January 13**
 Martin Luther King, Jr. Holiday January 20

Lincoln Holiday February 14
 Washington Holiday February 17
 Spring Break March 16-22

Faculty Lecture (no classes held) April 21

INSTRUCTION ENDS **May 20**
 Commencement May 21
 Memorial Day Holiday May 25

		2019							2020										
		M	T	W	T	F	S	S	M	T	W	T	F	S	S				
August					1	2	3	4						1	2	3	4	5	January
		5	6	7	8	9	10	11	6	7	8	9	10	11	12				
	1	12	13	14	15	16	17	18	13	14	15	16	17	18	19	1			
	2	19	20	21	22	23	24	25	20	21	22	23	24	25	26	2			
	3	26	27	28	29	30	31	27	28	29	30	31				3			
September								1							1	2	February		
		2	3	4	5	6	7	8	3	4	5	6	7	8	9	4			
	4	9	10	11	12	13	14	15	10	11	12	13	14	15	16	5			
	5	16	17	18	19	20	21	22	17	18	19	20	21	22	23	6			
	6	23 ³⁰	24	25	26	27	28	29	24	25	26	27	28	29		7			
October			1	2	3	4	5	6							1	March			
		7	8	9	10	11	12	13	2	3	4	5	6	7	8		8		
	9	14	15	16	17	18	19	20	9	10	11	12	13	14	15		9		
	10	21	22	23	24	25	26	27	16	17	18	19	20	21	22				
	11	28	29	30	31				23 ³⁰	24 ³¹	25	26	27	28	29	10			
November						1	2	3			1	2	3	4	5	April			
		4	5	6	7	8	9	10	6	7	8	9	10	11	12		11		
	13	11	12	13	14	15	16	17	13	14	15	16	17	18	19		13		
	14	18	19	20	21	22	23	24	20	21	22	23	24	25	26	14			
	15	25	26	27	28	29	30	27	28	29	30								
December								1						1	2	3	May		
		2	3	4	5	6	7	8	4	5	6	7	8	9	10	15			
	16	9	10	11	12	13	14	15	11	12	13	14	15	16	17	16			
	17	16	17	18	19	20	21	22	18	19	20	21	22	23	24	17			
	18	23 ³⁰	24 ³¹	25	26	27	28	29	25	26	27	28	29	30	31	18			

LEGEND	
	= Instruction Begins
	= Holiday
	= Final Examinations
	= Convocation
	= Spring Break
	= Institutional/Flex Days. No classes held.
	= Commencement

NOTE: Weekend classes meet following Friday holidays and before Monday holidays unless specifically designated as a holiday on this calendar.

IMPORTANT SAFETY EVENTS
The Great California Shakeout Earthquake Drill...
Emergency Drill

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 24, 2019

Board Meeting Date

TOPIC **CURRICULUM**

Communication No. IV.E.2.b

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 the following changes to the *Chaffey College 2019-2020 Catalog*, as recommended by the Faculty Senate, the college Curriculum Committee, and the Interim Associate Superintendent of Instruction and Institutional Effectiveness:

- 15 new courses
- 75 course modifications
- 39 distance education courses
- 2 course deactivations
- 7 new programs of study
- 6 program of study modifications

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, distance education courses, course deactivations, new programs of study, and program of study modifications, which are not currently in the college curriculum. As a result of deliberations, the college Curriculum Committee, the Faculty Senate, and the Interim Associate Superintendent of Instruction and Institutional Effectiveness are recommending these curriculum changes.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board approve 15 new courses, 75 course modifications, 39 distance education courses, two course deactivations, seven new programs of study, and six program of study modifications for the *Chaffey College 2019-2020 Catalog*.

Prepared by:	<u>Marie Boyd, Curriculum Chairperson</u>
Submitted by:	<u>Laura Hope, Acting Associate Superintendent, Instruction and Institutional Effectiveness</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

Curriculum 2018-2019

NEW COURSES

	Discipline	Course ID	TOP Code	Title	Units
1.	Dental	DENTAL-415L	1240.10	Dental Chairside Skills I Lab	2
2.	Dental	DENTAL-425L	1240.10	Dental Materials Lab	1
3.	Dental	DENTAL-435L	1240.10	Infection Control in Dentistry Lab	0.5
4.	Dental	DENTAL-445L	1240.10	Oral Radiology Lab	2
5.	Dental	DENTAL-455L	1240.10	Dental Office Procedures Lab	0.5
6.	Dental	DENTAL-465L	1240.10	Clinical Experience II Lab	4
7.	Dental	DENTAL-475L	1240.10	Dental Specialty Skills Lab	0.5
8.	Dental	DENTAL-480L	1240.10	Dental Chairside Skills II Lab	1
9.	Dental	DENTAL-490L	1240.10	Advanced Clinical Procedures Lab	0.5
10.	Gerontology	GERO-497ABCD	1309.00	Gerontology Career Experience Internship	1-4
11.	Gerontology	GERO-98ABC	1309.00	Independent Study: Gerontology	1-3
12.	Public Health	PH-10	1201.00	Personal Health and Wellness	3
13.	Public Health	PH-20	1201.00	Introduction to Public Health	3
14.	Public Health	PH-30	1201.00	Health and Social Justice	3
15.	Public Health	PH-40	1201.00	Drugs, Health, and Society	3

COURSES - MODIFICATIONS

	Discipline	Course ID	TOP Code	Title	Units
1.	Arabic	ARABIC-2	1112.00	Elementary Modern Standard Arabic	4
2.	Arabic	ARABIC-3	1112.00	Intermediate Modern Standard Arabic	4
3.	Art	ART-482	0614.00	Editing Digital Media	4
4.	Business	BUS-10	0501.00	Introduction to Business	3
5.	Business	BUS-49	0501.00	Business Decisions Using Basic Quantitative Tools	3
6.	Business	BUS-49	0501.00	Business Decisions Using Basic Quantitative Tools	3
7.	Business Legal Studies	BUSL-28A	0505.00	Business Law I	3
8.	Business Legal Studies	BUSL-28B	0505.00	Business Law II	3
9.	Business: Legal Studies	BUSL-400	1402.00	Introduction to Paralegal Studies	3
10.	Business: Legal Studies	BUSL-401	1402.00	Legal Research and Writing	3
11.	Business: Legal Studies	BUSL-402	1402.00	Civil Litigation	3
12.	Business: Legal Studies	BUSL-403	1402.00	Evidence	3
13.	Business: Legal Studies	BUSL-404	1402.00	Law Office Operations	3
14.	Business: Legal Studies	BUSL-406	1402.00	Advanced Legal Research and Writing	3
15.	Business: Legal Studies	BUSL-408	1402.00	Bankruptcy and Debtor/Creditor Relations	3

16.	Business	BUSL-409	1402.00	Family Law	3
17.	Business: Legal Studies	BUSL-409	1402.00	Family Law	3
18.	Business: Legal Studies	BUSL-411	1402.00	Estate Planning and Probate Law	3
19.	Business: Legal Studies	BUSL-412	1402.00	Immigration Law	3
20.	Business: Legal Studies	BUSL-413	1402.00	Workers' Compensation Law	3
21.	Business: Legal Studies	BUSL-435	0509.00	The Law of Marketing and Business Competition	3
22.	Business Management	BUSMGT-430	0510.00	Warehouse Management and Material Handling	3
23.	Business Management	BUSMGT-440	0506.30	Principles of Leadership	2
24.	Business Management	BUSMGT-45	0506.40	Small Business Ownership and Management	3
25.	Business Management	BUSMGT-466	0506.30	Introduction to Project Management	3
26.	Business Management	BUSMGT-48	0506.00	Quality Management Principles	3
27.	Business Management	BUSMGT-480	0506.30	Principles of Supervision	3
28.	Business Marketing	BUSMKT-405	0508.00	International Marketing	3
29.	Business Technology	BUSTEC-400	0514.00	Job Search and Interviewing Techniques	1.5
30.	Business Technology	BUSTEC-40A	0514.00	Beginning Computer Keyboarding	3
31.	Business Technology	BUSTEC-40B	0514.00	Computer Keyboarding: Speed and Accuracy Development	3
32.	Business Technology	BUSTEC-471	0514.40	Administrative Office Management	3
33.	Business Technology	BUSTEC-50	0514.40	Filing and Records Management	3
34.	Business Technology	BUSTEC-61	0514.00	Microsoft Office PowerPoint	1.5
35.	Business Technology	BUSTEC-63	0514.00	Microsoft Office Excel - Comprehensive	3
36.	Business Technology	BUSTEC-64	0514.00	Microsoft Office Access- Comprehensive	3
37.	Chinese	CHIN-3	1107.00	Intermediate Mandarin Chinese I	4
38.	Chinese	CHIN-4	1107.00	Intermediate Mandarin Chinese II	4
39.	Communication Studies	COMSTD-12	0610.00	Mass Communication and Society	3
40.	Culinary	CUL-15	1307.10	Sanitation, Safety, and Equipment Management	3
41.	Culinary	CUL-17	1306.30	Principles of Food Preparation	3
42.	Dental	DENTAL-405	1240.10	Basic Dental Sciences	3
43.	Dental	DENTAL-415	1240.10	Dental Chairside Skills I	2.5
44.	Dental	DENTAL-425	1240.10	Dental Materials	2
45.	Dental	DENTAL-435	1240.10	Infection Control in Dentistry	2
46.	Dental	DENTAL-445	1240.10	Oral Radiology	2
47.	Dental	DENTAL-455	1240.10	Dental Office Procedures	2
48.	Dental	DENTAL-465	1240.10	Clinical Experience II	1
49.	Dental	DENTAL-475	1240.10	Dental Specialty Skills	2
50.	Dental	DENTAL-480	1240.10	Dental Chairside Skills II	2

51.	Dental	DENTAL-490	1240.10	Advanced Clinical Procedures	1
52.	Education	ED-10	0802.10	Elementary Classroom Fieldwork	3
53.	Emergency Medical Technician	EMT-11	1250.00	Emergency Medical Technician	7
54.	French	FR-1	1102.00	Elementary French I	4
55.	French	FR-2	1102.00	Elementary French II	4
56.	Hospitality Management: Food Service	HOTFS-10	1307.00	Introduction to Hospitality Management	3
57.	Hospitality Management: Food Service	HOTFS-14	1307.10	Food and Beverage Management	3
58.	Hospitality Management: Food Service	HOTFS-21	1307.10	Purchasing, Cost Controls, and Menu Planning	3
59.	Hospitality Management: Food Service	HOTFS-32	1307.00	Hospitality Law	3
60.	Hospitality Management: Food Service	HOTFS-422	1307.20	Hotel Operations	3
61.	Hospitality Management: Food Service	HOTFS-428	1307.00	Human Resources Management in Hospitality	3
62.	Hospitality Management: Food Service	HOTFS-431	1307.00	Hospitality Marketing Management	3
63.	Hospitality Management: Food Service	HOTFS-482	1307.00	Industry Internship: Hospitality Management	1-1
64.	Kinesiology: Team	KINTM-16	0835.10	Beginning Dance/Spirit Team	1
65.	Mathematics	MATH-31	1701.00	Plane Trigonometry	4
66.	Music	MUSIC-15	1005.00	Introduction to Music Business	3
67.	Music	MUSIC-16	1005.00	Introduction to Recording Arts	3
68.	Music	MUSIC-18	1005.00	Computer Assisted Recording and Editing	3
69.	Nutrition and Food	NF-11	1307.10	Food Service Management Supervision	3
70.	Photography	PHOTO-1	1012.00	History of Photography	3
71.	Real Estate	RE-60	0511.00	Real Estate Finance	3
72.	Spanish	SPAN-1	1105.00	Elementary Spanish I	4
73.	Spanish	SPAN-2	1105.00	Elementary Spanish II	4
74.	Spanish	SPAN-4	1105.00	Intermediate Spanish II	4
75.	Spanish	SPAN-4SS	1105.00	Spanish for Heritage Speakers II	4
COURSES – DISTANCE EDUCATION					
	Discipline	Course ID	TOP Code	Title	Units
1.	Business	BUS-49	0501.00	Business Decisions Using Basic Quantitative Tools	3
2.	Business	BUS-49	0501.00	Business Decisions Using Basic Quantitative Tools	3
3.	Business: Legal Studies	BUSL-400	1402.00	Introduction to Paralegal Studies	3
4.	Business: Legal Studies	BUSL-401	1402.00	Legal Research and Writing	3

5.	Business: Legal Studies	BUSL-402	1402.00	Civil Litigation	3
6.	Business: Legal Studies	BUSL-403	1402.00	Evidence	3
7.	Business: Legal Studies	BUSL-404	1402.00	Law Office Operations	3
8.	Business: Legal Studies	BUSL-406	1402.00	Advanced Legal Research and Writing	3
9.	Business: Legal Studies	BUSL-408	1402.00	Bankruptcy and Debtor/Creditor Relations	3
10.	Business	BUSL-409	1402.00	Family Law	3
11.	Business: Legal Studies	BUSL-411	1402.00	Estate Planning and Probate Law	3
12.	Business: Legal Studies	BUSL-412	1402.00	Immigration Law	3
13.	Business: Legal Studies	BUSL-413	1402.00	Workers' Compensation Law	3
14.	Business: Legal Studies	BUSL-435	0509.00	The Law of Marketing and Business Competition	3
15.	Business Management	BUSMGT-430	0510.00	Warehouse Management and Material Handling	3
16.	Business Management	BUSMGT-440	0506.30	Principles of Leadership	2
17.	Business Management	BUSMGT-45	0506.40	Small Business Ownership and Management	3
18.	Business Management	BUSMGT-466	0506.30	Introduction to Project Management	3
19.	Business Management	BUSMGT-48	0506.00	Quality Management Principles	3
20.	Business Management	BUSMGT-480	0506.30	Principles of Supervision	3
21.	Business Marketing	BUSMKT-405	0508.00	International Marketing	3
22.	Business Technology	BUSTEC-400	0514.00	Job Search and Interviewing Techniques	1.5
23.	Business Technology	BUSTEC-40A	0514.00	Beginning Computer Keyboarding	3
24.	Business Technology	BUSTEC-40B	0514.00	Computer Keyboarding: Speed and Accuracy Development	3
25.	Business Technology	BUSTEC-471	0514.40	Administrative Office Management	3
26.	Business Technology	BUSTEC-50	0514.40	Filing and Records Management	3
27.	Business Technology	BUSTEC-61	0514.00	Microsoft Office PowerPoint	1.5
28.	Business Technology	BUSTEC-63	0514.00	Microsoft Office Excel - Comprehensive	3
29.	Business Technology	BUSTEC-64	0514.00	Microsoft Office Access- Comprehensive	3
30.	Communication Studies	COMSTD-12	0610.00	Mass Communication and Society	3
31.	Nutrition and Food	NF-11	1307.10	Food Service Management Supervision	3
32.	Public Health	PH-10	1201.00	Personal Health and Wellness	3
33.	Public Health	PH-20	1201.00	Introduction to Public Health	3
34.	Public Health	PH-30	1201.00	Health and Social Justice	3
35.	Public Health	PH-40	1201.00	Drugs, Health, and Society	3
36.	Real Estate	RE-60	0511.00	Real Estate Finance	3
37.	Spanish	SPAN-1	1105.00	Elementary Spanish I	4

38.	Spanish	SPAN-2	1105.00	Elementary Spanish II	4
39.	Spanish	SPAN-4SS	1105.00	Spanish for Heritage Speakers II	4
COURSES - DEACTIVATIONS					
	Discipline	Course ID	TOP Code	Title	Units
1.	Business and Office Technologies	BUSOT-462	0514.00	Digital Transcription and Voice Recognition Software	3
2.	English	ENGL-675	1501.00	Preparation for College Reading	0
PROGRAMS OF STUDY – NEW PROGRAMS					
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Computer Information Systems	Certificate of Career Preparation	0708.00	Cyber Security Analyst	13.5-14.5
2.	Computer Information Systems	Certificate of Achievement	0708.00	Cyber Security Defender	19.5-20.5
3.	Computer Information Systems	A.S.	0708.00	Cyber Security Professional	27.5-28.5
4.	Dental	Certificate of Competency	1240.10	Dental Assisting Skills	0
5.	Public Health	AS-T	1201.00	Public Health	32-33
6.	Public Health	Certificate of Achievement	1201.00	Public Health	32-33
7.	Music	Certificate of Achievement	1005.00	Recording Arts Technician	16
PROGRAMS OF STUDY - MODIFICATIONS					
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Kinesiology: Lecture	Certificate of Career Preparation	1228.00	Athletic Trainer Aide	17.5
2.	Music	A.S.	1005.00	Commercial Music	27
3.	Gerontology	Certificate of Achievement	1309.00	Community Caregiver	15
4.	Gerontology	A.S.	1309.00	Gerontology	24-25
5.	Gerontology	Certificate of Achievement	1309.00	Gerontology	24-25
6.	Industrial Electrical Technology	Certificate of Achievement	0934.40	Industrial Electrical Technology Level II	33-36

January 24, 2019 Curriculum Board Report

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 24, 2019
Board Meeting Date

TOPIC **APPROVAL TO DESIGNATE ELLUCIAN COMPANY L.P. AS A SINGLE SOURCE VENDOR FOR A
SOLE SOURCE PROCUREMENT**

Communication No. IV.E.3.a

SUPPORTS BOARD POLICIES

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

PROPOSAL

It is recommended that the Governing Board of the District ratify a five-year contract with Ellucian Company L.P. for the District's Enterprise Resource Planning (ERP) system, on a single source basis for the sole source services it exclusively provides as described herein, pursuant to California Public Contract Code, Section 3400, in the amount of \$4,300,003. Following the initial five-year term, the contract will automatically renew on a year-to-year basis, unless either party properly notifies the other of its intent to not renew.

BACKGROUND

California Public Contract Code Section 20651 requires a competitive bidding process before the governing board of a community college district lets a contract of more than the bid limit (currently ninety thousand two hundred dollars, \$90,200) for (1) the purchase of equipment, materials, or supplies to be furnished, sold, or leased to the district (2) services, except construction services (3) repairs, including maintenance as defined in Section 20656, that are not a public project as defined in subdivision (c) of Section 22002.

However, California Public Contract Code Section 3400 provides relief from competitive bidding in subdivision (c)(2) "in order to match other products in use on a particular public improvement either completed or in the course of completion" and in (c)(3) "in order to obtain a necessary item that is only available from one source."

Section 3400 codifies court rulings holding that where going out to bid will yield no benefit or advantage, a public entity may declare a "sole source" and make a contract without the need for formal bidding.

Therefore, District staff believe that it is in the best interest of the District for the Board to, in this case, waive California Public Contract Code section 20651 and ratify a five-year contract with Ellucian for the District's ERP system, on a single source basis for the sole source services it exclusively provides, without going through a competitive bidding process.

Sole Source Product Justification: Since 1996, the District has used Ellucian Colleague ERP System and various other integrated Ellucian product solutions to provide critical services related to payroll, budgeting, accounting, student services, and more. The District seeks to now move to a cloud-based solution in order to modernize its existing infrastructure, as well as optimize its current Ellucian Colleague business workflows and modules usage. It would not benefit the District to undertake an investigation of other products for these services due to the time and investment that the District has already committed to Ellucian product solution(s) and the fact that various critical college services have been built on the Ellucian platform since 1996.

Single Source Vendor Justification: Ellucian is the exclusive licensor of its proprietary products. Therefore, this Agenda Item is requesting Governing Board ratification for approval of Ellucian as the single source vendor for its respective sole source services required to be purchased for modernization of the District's ERP system.

APPROVAL TO DESIGNATE ELLUCIAN COMPANY L.P. AS A SINGLE SOURCE VENDOR FOR A SOLE SOURCE PROCUREMENT

January 24, 2019

Page 2

BUDGET IMPLICATIONS

Funding Source – Unrestricted General Fund.

Status of Funds – Funds of \$304,523 for this contract are included in the 2018-2019 unrestricted general fund budget.

Future Implications – Funds of \$3,995,477 for years 2-5 will be included in future year budgets.

RECOMMENDATION

District staff recommends the Governing Board ratify a five-year contract with Ellucian Company L.P. for the District's Enterprise Resource Planning (ERP) system, on a single source basis for the sole source services it exclusively provides, in the amount of \$4,300,003.

Prepared by:	Eva Ramirez, Interim Director of Purchasing Services
Reviewed by:	Kim Erickson, Executive Director, Business 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

January 24, 2019

Board Meeting Date

TOPIC **BID NO. 2019CS379, OUTDOOR FURNITURE FOR SEATING BENEATH SHADE STRUCTURE**

Communication No. IV.E.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. 2019CS379 and issuance of a purchase order to Pivot Interiors of Santa Clara, CA for Outdoor Furniture for Seating Beneath Shade Structure in the amount of \$167,368, which equals the total bid price as noted in the bid opening results.

BACKGROUND

On December 5, 2018, the District advertised and released Bid No.2019CS379 for Outdoor Furniture for Seating Beneath Shade Structure. The bid consists of purchasing qty. 17 of APEX Table Ensembles, including delivery and installation, to provide durable seating and gathering spaces for students and complement the District’s newly-constructed large shade structure on the Rancho Cucamonga Campus.

The bid opening deadline was 2:00 p.m., January 7, 2019. Pivot Interiors of Santa Clara, CA submitted a bid by the bid opening deadline as required by the Bid Documents.

Upon completion of the District’s due diligence review, Pivot Interiors of Santa Clara, CA is the lowest responsive and responsible bidder, and acceptance of the bid is in the best interests of the District.

BUDGET IMPLICATIONS

Funding Source – Measure L bond fund, project 8.9.5 Campus Center Shade Structure

Status of Funds – Funds of \$167,368 for this purchase are included in the 2018-2019 Measure L bond fund budget

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the District to award Bid No. 2019CS379 and to issue a purchase order in accordance with the terms and specifications of the Bid Documents, to Pivot Interiors of Santa Clara, CA in the amount of \$167,368, which equals the total bid price on the attached bid opening results.

Attachment: Bid No.2019CS379, Outdoor Furniture for Seating Beneath Shade Structure – 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. 2019CS379, Outdoor Furniture for Seating Beneath Shade Structure
BID OPENING
January 7, 2019 on or before 2:00PM
Chaffey Community College District
Bernard's Conference Room, 5885 Haven Avenue
Rancho Cucamonga, CA 91737

BIDDER:	Base Bid
Pivot Interiors Inc. Santa Clara, CA	\$167,368.00
G/M Business Interiors Riverside, CA	\$171,019.69
Corporate Spaces Inc. DBA CSI Fulmer Pasadena, CA	\$177,375.33
The Sheridan Group Los Angeles, CA	\$177,440.61

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 24, 2019
Board Meeting Date

TOPIC **BID NO. 2019PW299, TRANSFORMER REPLACEMENT PROJECT**

Communication No. IV.E.3.c

SUPPORTS BOARD ENDS STATEMENT/POLICY

Supports and complies with policies: 2710 Conflict of Interest, 6100 Delegation of Authority, 6330 Purchasing, 6340 Contracts, and 6600 Capital Construction.

PROPOSAL

To authorize the District to reject all bids for Bid No. 2019PW299, Transformer Replacement Project and to re-bid the project.

BACKGROUND

On October 29, 2018, the District advertised and released Bid No. 2019PW299 for the Transformer Replacement Project. The project involves removal and replacement of transformers at the Maintenance and Operations and Wargin Hall buildings on the Rancho Cucamonga Campus.

Six contractors attended the mandatory pre-bid conference and job walk on November 8, 2018. Five contractors submitted bids by the Bid Opening deadline on December 6, 2018.

Upon completion of the District's due diligence review, it became apparent rejection of all bids is in the best interest of the District due to various discrepancies in the bids received.

BUDGET IMPLICATIONS

Funding Source – N/A

Status of Funds – N/A

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the District to reject all bids for Bid No. 2019PW299, Transformer Replacement Project and to re-bid the project.

Attachment: Bid No. 2019PW299, Transformer Replacement Project 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 D. Shannon, Superintendent/President



BID NAME: TRANSFORMER REPLACEMENT PROJECT

Bid No: 2019PW299

Bid Opening Location: Bernards Conference Room

Bid Due Date / Time : December 6, 2018 @ 2:00 PM

PRIME CONTRACTOR	BASE BID PRICE
Baker Electric Escondido, CA	\$288,250.00
Eco Energy Solutions, Inc. dba High Volt Electric Chatsworth, CA	Non-responsive
R.I.C. Construction Co., Inc. Hesperia, CA	Non-responsive
First Electric Systems, Inc. Brea, CA	Non-responsive
Minako America Corp. dba Minco Construction Gardena, CA	Non-responsive

This information represents the bids as read aloud 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

January 24, 2019
 Board Meeting Date

TOPIC **BUDGET CHANGES – RESTRICTED GENERAL FUND**

Communication No. IV.E.3.d

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 \$217,083 to the 2018-2019 restricted general fund budget for the district's Certified Nursing Assistant Expansion (CNA) and Hunger Free Campus Support one-time allocations.

BACKGROUND

Per notification from the Chancellor's Office, the district is receiving one-time Certified Nursing Assistant Expansion and Hunger Free Campus Support allocations.

<u>Program</u>	<u>Current Budgeted</u> <u>Allocation</u>	<u>Adjustments</u>	<u>Revised</u> <u>Allocation</u>
CNA Expansion	\$ 0	\$ 75,000	\$ 75,000
Hunger Free Campus Support	0	142,083	142,083
Total	<u>\$ 0</u>	<u>\$ 217,083</u>	<u>\$ 217,083</u>

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor's Office.

Status of Funds – The 2018-2019 restricted general fund budget will be increased as indicated below for these programs:

48xxx	Income	\$217,083
51xxx	Academic Salaries	\$ 5,000
52xxx	Classified Salaries	56,600
53xxx	Benefits	6,053
54xxx	Supplies	23,546
55xxx	Other Services	124,384
56xxx	Capital Outlay	<u>1,500</u>
	Total	<u>\$217,083</u>

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$217,083 to the 2018-2019 restricted general fund budget for the district's Certified Nursing Assistant Expansion (CNA) and Hunger Free Campus Support one-time 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

January 24, 2019

Board Meeting Date

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

Communication No. IV.E.3.e

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 12419, 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 12419 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 12419, 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 12419

Prepared by:	Kim Erickson, Executive Director, Business Services
Submitted by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

RESOLUTION NO. 12419

**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 24th day of January 2019, 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: JANUARY 24, 2019

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
1	APC Smart-UPS 1000XL	NA (129638)
1	Dell C F6YZ	395SRM1 (126801)
1	Dell DB14C	JY9FZK1 (131902)
1	Dell Precision M6400	CGKN4K1 (131350)
1	Epson Home Cinema 2030	TY5F3X0702 (135954)
1	Epson Perfection 490 Pro	6EAW002527 (124325)
1	Epson Stylus Color 3000	AEY0087786 (122301)
11	Extron MPS Series	A0AFKB0 (133232), A0ASVGK (132857), A0405R8 (NA), A04ALFV (NA), A0BQ031 (NA), A0AFKA9 (133236), A0AZFZU (133234), A0ALEFK (133237), A0AFKAN (133233), A0AZFZL (133235), A040SQY (NA)
1	Fujitsu fi-5530C2	010639 (133256)
1	Hitachi CP-A100	68C003632 (124161)
1	Laserjet 2100 TN	USCB028255 (113239)
1	Laserjet 4050 N	USQX035625 (114075)
3	Latitude D820	5V6Q1C1 (125881), 81N0BC1 (126047), 9JTSXC1 (127779)
2	Latitude D830	CJ46HF1 (128628), HPVLXC1 (127763)
23	Latitude E6500	7Z9FZ5A (131905), 1NXCZK1 (131912) 7MXCZK1 (131911), 6MXCZK1 (131919), JS9FZK1 (131909), 4WH5FN1 (132677), 6Z9FZK1 (131908), 60BFZK1 (131907), 8MXCZK1 (131920), 91BFZK1 (131900), 9MXCZK1 (131916), 7X9FZK1 (131913), BZBFZK1 (131901), BMXCZK1 (131918), FMXCZK1 (131917), 3NXCZK1 (1311924), HMXCZK1 (131926), JMXCZK1 (131923), DTHWLJ1 (130934) FSHWLJ1 (130928), ZNXCZK1 (131915), 83BFZKA (131910), CMXCZK1 (131906)
2	Latitude E6510	CDX5SRM1 (126798), 6X5BRM1 (126803)
11	Latitude E6520	D45Z5Q1 (133715), 2LX3CS1 (134418), H85Z5Q1 (133717), BP4Z5Q1 (NA), 80WW6V1 (134829), BB9Z5Q1 (NA), 40P2CS1 (134416), DTQ97R1 (134366), JTJZ5Q1 (133712), 6FSJCS1 (134493), 3T38KV1 (134844)
5	Latitude E6530	NA (135010), JKT64X1 (135009), BZS64X1 (135025), 81W64X1 (135003), D6V64X1 (135012)
1	Lumens Model: DC265	D13C05213 (132265)
1	Mac PowerBook G3	QT90442RE6A (112721)
6	Mac PowerBook G4	NA (122360), NA (122361), NA (122354), NA (122353); NA (122358), NA (122356)

6	Optiplex 7010	9QZZL02 (136352), FSGKFX1 (135346), FTDLFX1 (135248), FQ6LFX1 (135545), FX3MFX1 (135123), B5FLPS1 (134781)
10	Optiplex 745	HB2L1C1 (125988), GW96DD1 (128065), 3FYP5F1 (128418), F62L1C1 (125366), 4RQ61C1 (125449), 328L1C1 (125991), BDZSWC1 (127830), BKX1FN1 (132566), 5S16DD1 (128079), J57K1C1 (125821)
3	Optiplex 755	5HW9KH1 (126640), JPNFCF1 (128591), 5ZTWSF1 (128855)
4	Optiplex 760	6TCZW1 (130949), J5HC6J1 (130782), 75W7MJ1 (131096), 6MM7MJ1 (131074)
2	Optiplex 780	JW3ZQN1 (132783), FLX1FN1 (132528)
6	Optiplex 790	DTCXWR1 (134308), DTCYWR1 (134307), 66VWGQ1 (133880), 6TFCZQ1 (134025), 6tOC2Q1 (134026), 66NJGQ1 (133336)
1	Optiplex GX260	848Q11 (NA)
4	Panasonic PT-FW300	SCE246035 (133270), SCI236131 (133273), SCI236074 (133272), SCI246002 (133278)
1	Precision 380	8VKDX81 (NA)
1	Xerox Docuprint N2125	NA (115884)
1	Zee Emergency Eyewash Station (located at FNAC-213)	NA (134007)
1	Batting Cage (includes Platform and L-Screen	NA (132831)
1	L-Shape Professional Screen 8'H x 8'W	NA (124091)
1	L-Shape, Metal Screen 8'H x 8'W	NA (126274)
2	Aluma, 4" Round Classic Alumagoal	NA (NA)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 24, 2019
Board Meeting Date

TOPIC QUARTERLY BUDGET TRANSFER REPORT

Communication No. IV.E.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 October 1, 2018 through December 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 October 1, 2018 through December 31, 2018.

Prepared by:	Anita D. Undercoffer, Executive Director, Budgeting & 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 10/01/2018 To 12/31/2018
January 24, 2019 Board Meeting

BUDGET TRANSFERS	FROM	TO
<u>Fund 10: General Fund Unrestricted</u>		
1000 Academic Salaries	25,166	
2000 Classified Salaries	107,400	
3000 Benefits		945
4000 Supplies & Materials	1,046	
5000 Other Operating Expenses & Services		731,826
6000 Capital Outlay		118,780
7000 Other Outgo	717,939	
Total Transfer Fund 10 Unrestricted	851,551	851,551
<u>Fund 10: General Fund Restricted</u>		
1000 Academic Salaries	238,058	
2000 Classified Salaries	78,765	
3000 Benefits		43,159
4000 Supplies & Materials		149,139
5000 Other Operating Expenses & Services	618	
6000 Capital Outlay		627,717
7000 Other Outgo	502,574	
Total Transfer Fund 10 Restricted	820,015	820,015
<u>Fund 40: Bond Fund</u>		
4000 Supplies & Materials		136
5000 Other Operating Expenses & Services		26,115
6000 Capital Outlay		227,060
7000 Other Outgo	253,311	
Total Transfer Fund 40	253,311	253,311
<u>Fund 41: Capital Projects Fund</u>		
5000 Other Operating Expenses & Services		175,202
6000 Capital Outlay	150,138	
7000 Other Outgo	25,064	
Total Transfer Fund 41	175,202	175,202
<u>Fund 42: Scheduled Maintenance Fund</u>		
4000 Supplies & Materials		1,581
5000 Other Operating Expenses & Services		4,022
6000 Capital Outlay	5,603	
Total Transfer Fund 42	5,603	5,603
<u>Fund 71: Associated Students Fund</u>		
4000 Supplies & Materials	1,000	
5000 Other Operating Expenses & Services		6,500
6000 Capital Outlay	5,500	
Total Transfer Fund 71	6,500	6,500
Total Transfers All Funds	2,112,182	2,112,182

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 24 2019

Board Meeting Date

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

Communication No. IV.E.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 promotes 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 December 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 reports are consistent with the 2018-2019 adopted budget.

BUDGET IMPLICATIONS

Funding Source – The unrestricted general fund budget.

Status of Funds – The reports are within appropriations indicated in the 2018-2019 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended the Governing Board approve the Quarterly Financial Status Report for the period ending December 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 2018-2019

District: (920) Chaffey Community College

Quarter Ended: December 31, 2018

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

As of June 30 for fiscal year specified.

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual	FY 2018-19 Projected
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	102,955,523	102,248,246	104,076,905	117,205,124
Other Financing Sources (Objects 8900)	2,267	43,467	12,995	25,000
Total Unrestricted Revenues	102,957,790	102,291,713	104,089,900	117,230,124
Expenditures:				
(Objects 1000-6000)	94,310,332	98,620,033	102,597,274	113,979,253
Other Outgo (Objects 7100,7200,7300,7400,7500, & 7600)	1,292,875	1,344,707	1,354,847	2,943,428
Total Unrestricted Expenditures	95,603,207	99,964,740	103,952,121	116,922,681
Revenues Over(Under)Expenditures	7,354,583	2,326,973	137,779	307,443
Fund Balance, Beginning	11,026,370	18,380,963	20,707,936	20,845,715
Prior Year Adjustments + (-)	10	0	0	(1)
Adjusted Fund Balance, Beginning	11,026,380	18,380,963	20,707,936	20,845,714
Fund Balance, Ending	18,380,963	20,707,936	20,845,715	21,153,157
% of GF Balance to GF Expenditures	19.2%	20.7%	20.1%	18.1%

II. Annualized Attendance FTES:

Annualized FTES				
(Excluding apprentices and non-residents)	15,849	16,385	16,385	16,712

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

	As of the specified quarter ended for each fiscal year presented			
	2015-16	2016-17	2017-18	2018-19
Cash, excluding borrowed funds	35,414,120	49,957,184	32,750,558	58,954,665
Cash, borrowed funds only	0	0	0	0
Total Cash	35,414,120	49,957,184	32,750,558	58,954,665

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)	117,055,124	117,205,124	68,455,195	58.4%
Other Financing Sources (Objects 8900)	25,000	25,000	3,228	12.9%
Total Unrestricted Revenues	117,080,124	117,230,124	68,458,423	58.4%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	113,440,967	113,979,253	51,696,088	45.4%
Other Outgo (Objects 7100,7200,7300,7400,7500, & 7600)	3,331,714	2,943,428	1,773,995	60.3%
Total Unrestricted Expenditures	116,772,681	116,922,681	53,470,083	45.7%
Revenues Over(Under) Expenditures	307,443	307,443	14,988,340	
Adjusted Fund Balance, Beginning	20,845,714	20,845,714	20,845,714	
Fund Balance, Ending	21,153,157	21,153,157	35,834,054	
% of UGF Fund Balance to UGF Expenditures	18.1%	18.1%		

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	-		-		-		-	
Year 2	-		-		-		-	
Year 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	-							
Year 2	-							
Year 3	-							

c. Include a statement regarding the source of revenues to pay salary and benefit increases, Anticipated expenditure reductions and/or reserves will cover increases.

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: December 31, 2018

Governing Board Meeting Date: January 24, 2019

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 24, 2019
Board Meeting Date

TOPIC MANAGEMENT PERSONNEL PLAN/EMPLOYMENT CONTRACTS

Communication No. IV.E.4.a

SUPPORTS BOARD POLICY

Board Policy 7250, Educational Administrators - Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment.

PROPOSAL

To approve the employment contracts between the Governing Board of the Chaffey Community College District and the management employees in positions listed below:

	<u>Proposed Contract Expiration Date</u>
<u>Level I</u> Acting Associate Superintendent, Instruction and Institutional Effectiveness	December 31, 2019
<u>Level III</u> Acting Director, Disability Programs and Services	June 30, 2019

BACKGROUND

The Chaffey Community College District Management Professional Development/Evaluation Personnel Plan approved by the Governing Board on May 24, 2018, consistent with the provisions of California Education Code, Section 72411, a provision enacted under AB1725, requires all instructional and student services administrators to be employed, and all other administrators may be employed, by the Governing Board of the district by an appointment or contract not to exceed four years. The applicable provisions of the Management Professional Development/Evaluation Personnel Plan approved by the Governing Board provides that managers appointed to Level I positions may be employed by the Governing Board under contract for a period not greater than four (4) years. Managers appointed to Level II, Level III, and Level IV positions may be employed by the Governing Board under contract for a period not greater than three (3) years.

BUDGET IMPLICATIONS

Funding Source – Restricted and unrestricted general fund

Status of Funds – The personnel costs associated with these positions are included in the 2018–19 budget and will be included in the 2019–20 tentative budget.

Future Implications – These temporary assignments will end.

RECOMMENDATION

It is recommended the Governing Board approve the employment contracts between the Governing Board of the Chaffey Community College District and management employees in positions listed above.

Prepared by:	Susan Hardie, Director, Human Resources
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

January 24, 2019
Board Meeting Date

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

Communication No. IV.F.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 December 2018.

BUDGET IMPLICATIONS

Funding Source – All Funds

Status of Funds – Funding for these contracts, purchase orders, and warrants are included in the 2018-2019 adopted district budgets.

Future Implications – None

RECOMMENDATION

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

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

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS371	Alejandro Escoto	Reseda, CA	For a not-to-exceed amount, host a workshop during the <i>Fall 2018 Flex and Convocation Program</i> titled "Informed, Allied, and Unafraid: Supporting LGBTQIA+ Identities" on August 17, 2018, as approved by Special Populations and Equity. ²	\$500.00	Restricted General Fund
2019CS268	All County Environmental & Restoration, Inc.	Anaheim, CA	For a not-to-exceed amount, to repair and restore a classroom in the Child Development Center, building D, located at the Rancho Cucamonga Campus, for the period of September 5, 2018 through October 15, 2018, as approved by Human Resources.	31,292.34	Unrestricted General Fund
2019CS380	All County Environmental & Restoration, Inc.	Anaheim, CA	For a not-to-exceed amount, to perform moisture remediation services at the Chino Bank building, for the period of October 11, 2018 through December 21, 2018, as approved by Human Resources.	4,395.00	Unrestricted General Fund
2019CS423	Allison Mechanical, Inc.	Redlands, CA	For a not-to-exceed amount, to remove and replace one (1) air handling unit in the Theatre Arts building, located at the Rancho Cucamonga Campus, for the period of November 30, 2018 through April 30, 2019, as approved by Facilities/Physical Plant. ³	20,620.00	Restricted General Fund
2019CS421	American Red Cross	Chicago, IL	For a not-to-exceed amount, to provide instruction of Red Cross training courses and course material for certification of Chaffey College instructors, for the period of July 1, 2018 through June 30, 2021, as approved by Instructional Support, Guided Pathways, Kinesiology, and Nutrition.	7,500.00	Unrestricted General Fund
2019CS369	Angelica Balderas	Highland, CA	For a not-to-exceed amount, facilitate a workshop during the <i>Fall 2018 Flex and Convocation Program</i> titled, "Informed, Allied, and Unafraid: Supporting LGBTQIA+ Identities" on August 17, 2018, as approved by Special Populations and Equity. ⁴	150.00	Restricted General Fund
2019CS260	Aqua Backflow and Chlorination, Inc.	Riverside, CA	For a not-to-exceed amount, to provide as-needed state mandated testing of water backflow devices at the Rancho Cucamonga, Chino, and Fontana Campuses, for the period of July 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	5,000.00	Unrestricted General Fund
2019CS410	Arly Productions	Riverside, CA	For a not-to-exceed amount, to provide sound system and technician services for home football games during the fall 2018 football season at the Rancho Cucamonga Campus, for the period of September 1, 2018 through December 31, 2018, as approved by Athletics.	7,200.00	Unrestricted General Fund

¹ Funding for all contracts and change orders on this list are included in the 2018-2019 adopted district budgets.

² Funded by Student Equity budget.

³ Funded by Physical Plant & Instructional Support Block grant budget.

⁴ Funded by Student Equity budget.

2019CS372	Ashley Spencer	Upland, CA	For a not-to-exceed amount, participate in a panel discussion titled "The Signs and Effects of Domestic Violence" as part of October's <i>Domestic Violence Awareness Month</i> campaign, on October 10, 2018, as approved by Student Services. ⁵	\$200.00	Restricted General Fund
2018PW193	B2 Environmental, Inc.	Glendora, CA	Amendment 1 extend the term completion date to February 28, 2019 and to increase the not-to-exceed amount, for additional hazardous materials abatement services, as approved by Administrative Affairs.	14,625.00	Measure L Fund
2019CS328	Bennett Chavez	Fontana, CA	For a not-to-exceed amount, serve as guest speaker for the Summer Readiness Program event on July 24, 2018, as approved by Extended Opportunity Programs and Services. ⁶	100.00	Restricted General Fund
2019CS401	Brian Boudreaux	Upland, CA	For a not-to-exceed amount, provide photography services for an instrumental concert event titled <i>Winter Celebration</i> , on December 7, 2018, as approved by Theatre Arts.	50.00	Unrestricted General Fund
2019CS402	Brian Boudreaux	Upland, CA	For a not-to-exceed amount, provide photography services for production titled, "Circus Olympus" on November 18, 2018, approved by Theatre Arts.	50.00	Unrestricted General Fund
16C60	California State University, San Bernardino	San Bernardino, CA	Amendment 1 to Memorandum of Understanding for police dispatch services, to increase the monthly service fee for FY 2018-2019 from \$6,492 to \$18,511/month, effective January 1, 2019. Additionally, the required termination notification was decreased from 90 days to 30 days, as approved by Business Services and Economic Development. ⁷	72,114.00	Restricted General Fund
2019CS294	Chem Pro Laboratory, Inc.	Gardena, CA	For a not-to-exceed amount, to provide a monthly service to furnish and apply water treatment chemicals to the boilers and chillers at the Central Plant, located at the Rancho Cucamonga Campus, for the period of July 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	13,368.00	Scheduled Maintenance Fund
2019CS331	Chem Pro Laboratory, Inc.	Gardena, CA	For a not-to-exceed amount, to provide monthly service inspection for the cooling tower at the Administration Building (AD), for the period of July 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	1,920.00	Unrestricted General Fund
2019CS213	Cheyne Burris Inc.	Huntington Beach, CA	For a not-to-exceed amount, purchase four (4) vehicle lifts in the Automotive Technology building, for the period of September 11, 2018 through December 21, 2018, as approved by Facilities Development. ⁸	34,895.69	Restricted General Fund
2019CS326	Christopher Huerta	Santa Fe Springs, CA	For a not-to-exceed amount, serve as official statistician for 2018 basketball sport events, as required by the California Community College Athletic Association (CCCCAA), for the period of November 29, 2018 through December 21, 2018, as approved by Athletics.	1,200.00	Auxiliary Services Fund

⁵ Funded by Campus Safety & Sexual Assault one-time allocation.

⁶ Funded by restricted Extended Opportunities Programs and Services funds.

⁷ Funded by restricted Parking budget.

⁸ Funded by Economic Development grant funds.

2019CS51	Cindy Dillingham	Rancho Cucamonga, CA	Amendment 1 to increase the not-to-exceed amount, for additional photography services, as approved by Wignall Museum.	\$600.00	Unrestricted General Fund
2019CS246	Claudia Gray Pohl	Rancho Cucamonga, CA	Amendment 1 to increase the not-to-exceed amount, for additional services to support the dental department in programmatic reviews, and ensuring compliance with California Dental Board and CODA requirements, as approved by Health Sciences. ⁹	17,730.00	Restricted General Fund
2019CS347	Crystal Nasio Curriculum Consulting	Menifee, CA	For a not-to-exceed amount, execute a comprehensive curriculum map of the LVN curriculum, for the period of September 18, 2018 through December 31, 2018, as approved by Health Sciences. ¹⁰	10,000.00	Restricted General Fund
2019CS411	Deborah Aschheim	Pasadena, CA	For a not-to-exceed amount, to participate in a visiting artist discussion for the "Faster, Faster! The Art of Motorcycle Culture" exhibition on February 28, 2019, at the Fontana Campus, as approved by Wignall Museum.	250.00	Unrestricted General Fund
2019CS327	Deborah Vinall	Upland, CA	For a not-to-exceed amount, participate in a panel discussion titled "The Signs and Effects of Domestic Violence" as part of October's <i>Domestic Violence Awareness Month</i> campaign, on October 10, 2018, as approved by Student Services. ¹¹	200.00	Restricted General Fund
2019CS366	Dr. Maulana Karenga	Los Angeles, CA	For a not-to-exceed amount, present at a Kwanzaa celebration and discussion titled "First Fruits of the Harvest" on December 3, 2018, as approved by Special Populations and Equity. ¹²	3,000.00	Restricted General Fund
2019CS357	Dylan Digrazia	Claremont, CA	For a not-to-exceed amount, operate volleyball table scoreboard and maintain scorebook for home contests, for the period of August 29, 2018 through November 13, 2018, as approved by Athletics.	50.00	Auxiliary Services Fund
2019CS375	Edgar Pazmino	Ontario, CA	For a not-to-exceed amount, provide DJ services for DPS Awareness Fair, for the period of October 1, 2018 through October 30, 2018, as approved by Disability Programs and Services.	450.00	Unrestricted General Land
2019CS39	Evolutionary Measures, Inc.	Santa Clarita, CA	Amendment 1 to increase the not-to-exceed amount, for additional training and associated client consultation to District's clients and community partners to train full-time workers in the following areas, but not limited to: business skills, commercial skills, computer skills, management skills, and safety skills, as approved by Economic Development. ¹³	5,600.00	Restricted General Land
2018CS635	Fallen Leaf Films	Sacramento, CA	Amendment 1 to increase the not-to-exceed amount, to provide digital editing services to existing Industry Sector Projects in Common (ISPIC) video project scope, as approved by Economic Development. ¹⁴	9,200.00	Restricted General Fund

⁹ Funded by Economic Development grant funds.

¹⁰ Funded by Economic Development grant funds.

¹¹ Funded by Campus Safety & Sexual Assault one-time allocation.

¹² Funded by Student Equity budget.

¹³ Funded by Economic Development grant funds.

¹⁴ Funded by Economic Development grant funds.

2019PW345	Floor Technology Group	Orange, CA	For a not-to-exceed amount, to remove and dispose of existing glued down carpet and replace with new carpet tiles at VSS building, Room 100, located at the Rancho Cucamonga Campus, for the period of January 3, 2019 through February 28, 2019, as approved by Facilities Development.	\$22,917.00	Unrestricted General Fund
2019CS142	GMS Elevator Services, Inc.	San Dimas, CA	For a not-to-exceed amount, to provide monthly maintenance services to eight elevators, two wheelchair lifts, and one dumbwaiter unit, located at the Rancho Cucamonga and Chino Campuses, for the period of July 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	21,000.00	Unrestricted General Fund
2019CS329	Gabriela Castillo	Fontana, CA	For a not-to-exceed amount, serve as guest speaker for Summer Readiness Program event on July 24, 2018, as approved by Extended Opportunity Programs and Services. ¹⁵	100.00	Restricted General Fund
2019PW348	Geocon West Inc.	Redlands, CA	For a not-to-exceed amount, to provide geotechnical observation and testing during parking lot rehabilitation at the Rancho Cucamonga Campus, for the period of November 16, 2018 through February 1, 2019, as approved by Facilities Development.	21,627.00	Capital Projects Fund
2018PW200	Golden Eagle Moving Services, Inc.	Upland, CA	Amendment 2 to increase the not-to-exceed amount for additional moving services associated with the Wignall Museum renovation, as approved by Administrative Affairs.	350.00	Measure L Fund
2018PW352	Golden Eagle Moving Services, Inc.	Upland, CA	Amendment 2 to increase the not-to-exceed amount, for additional moving services associated with the Theatre Wings renovation, as approved by Administrative Affairs.	1,200.00	Measure L Fund
2019CS376	Guiselle M. Carreon	San Diego, CA	For a not-to-exceed amount, to provide professional expertise to support the District's Purchasing Services department, for the period of December 17, 2018 through June 30, 2019, as approved by Purchasing Services.	10,000.00	Unrestricted General Fund
2019CS34	Immaculata Studios, LLC	Columbia Falls, MT	Amendment 2 to increase the not-to-exceed amount, for additional video services, as approved by Marketing and Public Relations.	10,000.00	Unrestricted General Fund
2019CS413	Javier Galvez	Upland, CA	For a not-to-exceed amount, provide an Aztec dance presentation for <i>Día de los Muertos</i> event on October 30, 2018, as approved by Special Populations and Equity. ¹⁶	850.00	Restricted General Fund
2018PW107	JB Bostick	Anaheim, CA	Parking Lot Rehabilitation (CO#1) 1) removal and replacement of 150 square feet sidewalk at Library due to water damage 2) addition of asphalt to lots #2, 9, 10, 11, per Geotechnical recommendation 3) removal of 4" subgrade and install 4" of rock base.	56,212.00	Capital Projects Fund

¹⁵ Funded by restricted Extended Opportunities Programs and Services funds.

¹⁶ Funded by Student Equity budget.

2019CS406	Jennifer Cardenas	Fontana, CA	For a not-to-exceed amount, host a workshop during the <i>Fall 2018 Flex and Convocation Program</i> titled, "Informed, Allied, and Unafraid: Supporting LGBTQIA+ Identities" on August 17, 2018, as approved by Special Populations and Equity. ¹⁷	\$150.00	Restricted General Fund
2019CS397	Jiangning Che	Diamond Bar, CA	For a not-to-exceed amount, provide services as a subject area specialist for the evaluation of a full-time faculty member, for the period of October 16, 2018 through December 20, 2018, as approved by Instruction and Institutional Effectiveness.	500.00	Unrestricted General Fund
2019CS342	Jose A. Martinez	Fontana, CA	For a not-to-exceed amount, to provide advisory services, conventional machining instruction and performance-based testing at the InTech Center, for the period of October 31, 2018 through June 30, 2019, as approved by Economic Development. ¹⁸	22,500.00	Restricted General Fund
2019CS22	Kathy M. Gandara	Highland, CA	Amendment 1 to increase the not-to-exceed amount, for additional investigation services, as approved by Human Resources. ¹⁹	10,000.00	Restricted General Land
2019CS312	Klein Educational Systems, Inc.	Davis, CA	For a not-to-exceed amount, provide onsite instructor training for Amatrol Table Top Mechatronics Learning Systems, for the period of October 26, 2018 through October 27, 2018, as approved by Economic Development. ²⁰	2,000.00	Restricted General Fund
2019CS356	Kolawele Oyinola	Rancho Cucamonga, CA	For a not-to-exceed amount, provide a drum performance for the 15 th annual <i>International Education Week</i> event, on November 14, 2018, as approved by Special Populations and Equity. ²¹	200.00	Restricted General Fund
2019CS330	Lillian Cardenas	Rancho Cucamonga, CA	For a not-to-exceed amount, operate volleyball table scoreboard and maintain scorebook for home contests, for the period of August 29, 2018 through November 13, 2018, as approved by Athletics.	100.00	Auxiliary Services Fund
2019PW284	Little Diversified Architectural Services	Newport Beach, CA	Amendment 1 to increase the not-to-exceed amount, to upgrade two (2) restrooms in the ATL building to accessible code compliance standards, located at the Rancho Cucamonga Campus, as approved by Administrative Affairs. ²²	23,000.00	Restricted General Fund
2019CS365	LV Integrators	Los Angeles, CA	For a not-to-exceed amount, install new fiber optic cable to support higher bandwidth speeds in the ATL, Aeronautics, and Skills Lab buildings, located at the Rancho Cucamonga Campus, for the period of November 21, 2018 through December 21, 2018, as approved by Technical Services. ²³	42,640.00	Restricted General Land

¹⁷ Funded by Student Equity budget.

¹⁸ Funded by Economic Development grant funds.

¹⁹ Funded by Economic Development grant funds.

²⁰ Funded by Economic Development grant funds.

²¹ Funded by Student Equity budget.

²² Funded by Economic Development grant funds.

²³ Funded by Economic Development grant funds.

2019CS382	LV Integrators	Los Angeles, CA	For a not-to-exceed amount, install, terminate, and test plenum cable in the Aeronautics building, located at the Rancho Cucamonga Campus, for the period of December 4, 2018 through December 21, 2018, as approved by Aeronautics. ²⁴	\$1,925.00	Restricted General Fund
2019CS418	LV Integrators	Los Angeles, CA	For a not-to-exceed amount, to install, terminate, and test Ethernet cable in the Theatre Arts building, located at the Rancho Cucamonga Campus, for the period of December 15, 2018 through January 19, 2019, as approved by Technical Services.	3,948.00	Unrestricted General Fund
2019CS373	Manley's Boiler LLC	Buena Park, CA	For a not-to-exceed amount, to remove and replace existing boiler at the Health Science building, located at the Chino Campus, for the period of November 27, 2018 through March 30, 2019, as approved by Facilities/Physical Plant.	21,022.46	Unrestricted General Fund
2019PW408	Mijac Alarm Systems	Rancho Cucamonga, CA	For a not-to-exceed amount, replace existing alarm system with new alarm system at the Wignall Museum, located at the Rancho Cucamonga Campus, for the period of November 8, 2018 through December 31, 2018, as approved by Administrative Affairs.	1,935.00	Measure L Fund
2019CS424	Montgomery Hardware Co.	Rancho Cucamonga, CA	For a not-to-exceed amount, to replace and install door hardware for rooms located in the VSS building, at the Rancho Cucamonga Campus, for the period of December 1, 2018 through February 28, 2019, as approved by Facilities/Physical Plant.	2,238.56	Unrestricted General Fund
2019CS398	Niki Tran	West Covina, CA	For a not-to-exceed amount, as a subject area specialist, to provide an evaluation of a full-time faculty member, for the period of October 16, 2018 through December 20, 2018, as approved by Instruction and Institutional Effectiveness.	500.00	Unrestricted General Fund
2019CS233	Otis Elevator Co	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide elevator maintenance service for three elevators located at the Rancho Cucamonga and Fontana Campuses, for the period of July 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	10,080.00	Unrestricted General Fund
2019PW409	Painting and Décor Inc.	Orange, CA	For a not-to-exceed amount, to provide painting services for the Wignall Musuem, located at the Rancho Cucamonga Campus, for the period of December 11, 2018 through February 28, 2019, as approved by Facilities/Physical Plant. ²⁵	14,890.00	Restricted General Fund
2019CS368	Patrick Keller	Norco, CA	For a not-to-exceed amount, to operate scoreboard for men's and women's basketball and maintain score table for basketball season for the period of November 21, 2018 through March 9, 2019, as approved by Athletics.	850.00	Auxiliary Services Fund
2019CS395	PrintB3	Rancho Cucamonga, CA	For a not-to-exceed amount, to fabricate and install laminated grand format wall graphics at the Health Sciences department on the Rancho Cucamonga Campus, for the period of December 5, 2018 through January 31, 2019, as approved by Health Sciences.	1,701.57	Unrestricted General Fund

²⁴ Funded by Economic Development grant funds.

²⁵ Funded by Physical Plant & Instructional Support Block grant budget.

2019CS305	Pro-Craft Construction	Redlands, CA	For a not-to-exceed amount, locate and repair gas main leak at the Child Development Center, located at the Rancho Cucamonga Campus, for the period of October 25, 2018 through December 31, 2018, as approved by Facilities/Physical Plant.	\$24,500.00	Unrestricted General Fund
2019CS383	Pro-Craft Construction	Redlands, CA	For a not-to-exceed amount, to locate and repair main water leak near the Chino Main Instructional Building, for the period of November 1, 2018 through April 30, 2019, as approved by Facilities/Physical Plant.	22,000.00	Unrestricted General Fund
2019CS349	Protech Pest Elimination	Victorville, CA	For a not-to-exceed amount, to provide monthly pest control and related services at the Chino Campus, for the period of November 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	3,500.00	Unrestricted General Land
2018PW40	R.C. Construction Services, Inc.	Rialto, CA	<p>Change Request 6 to decrease the not-to-exceed amount for the Measure L Build-Out Projects. The Change Orders (CO) include:</p> <p>Campus Center East Plaza (CO#3) –1) deletion of trash enclosure and the addition of asphalt and concrete work near the Bookstore loading dock for better longer term use of loading dock area, resulting in a deduction 2) revision of site elevations and import of soil to the site to minimize construction impact to the trees 3) for curb line revisions and relocation of storm drain line 4) contract allowance for unforeseen field conditions, resulting in a deduction per contract terms.</p> <p>Theatre Wings Renovation (CO#6) – 1) provision of electrical power to BAS control panels 2) installation of projector mounts in the ceiling of six (6) classrooms 3) contract allowance for unforeseen field conditions, resulting in a deduction per contract terms.</p> <p>Campus Center Shade Structure (CO#4) – 1) addition of foam insulation material into the flute openings on metal deck system 2) application of black paint to blend void area on the underside of the main canopy 3) contract allowance for unforeseen field conditions, resulting in a deduction per contract terms.</p> <p>Museum Renovation (CO#6) – 1) roof drain tie ins to adjacent catch basin for rain runoff 2) incremental difference of time and half charge to regular hourly charge to keep project on schedule 3) placement of 2 inches of mulch in and around letters and the mow curb of Cucamonga sign.</p> <p>This Change Request was approved by Administrative Affairs.</p>	(80,235.00)	Measure L Fund

2019CS419	Rachel Wolfson Smith	Austin, TX	For a not-to-exceed amount, to participate in a visiting artist discussion for the <i>Faster, Faster! The Art of Motorcycle Culture</i> exhibition on February 5, 2019, at the Wignall Museum, located at the Rancho Cucamonga Campus, as approved by Wignall Museum.	\$150.00	Unrestricted General Fund
2018PW233	Smith-Emery Laboratories	Los Angeles, CA	Amendment 3 to extend the term end date to March 31, 2019 and to increase the not-to-exceed amount, for additional special inspection services for the Measure L Project, as approved by Administrative Affairs.	57,000.00	Measure L Fund
2019CS370	South Coast Air Quality Management District	Diamond Bar, CA	For penalties related to operating a gasoline dispensing facility, as approved by Administrative Services.	19,750.00	Unrestricted General Fund
2019CS353	Southland Industries	Garden Grove, CA	For a not-to-exceed amount, to excavate and expose hot water underground site piping to determine source of leak, at the Rancho Cucamonga Campus, for the period of November 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	15,500.00	Capital Projects Fund
2019CS420	Stacie London	Los Angeles, CA	For a not-to-exceed amount, to participate in a visiting artist discussion for the <i>Faster, Faster! The Art of Motorcycle Culture</i> exhibition on February 5, 2019, at the Wignall Museum, located at the Rancho Cucamonga Campus, as approved by Wignall Museum.	150.00	Unrestricted General Fund
2019CS414	Susan M. Woolley	Pasadena, CA	For a not-to-exceed amount, to provide independent workplace investigations, for the period of October 24, 2018 through June 30, 2019, as approved by Human Resources.	10,000.00	Unrestricted General Fund
2019CS377	Tiffany Smith	Rancho Cucamonga, CA	For a not-to-exceed amount, submit a series of illustrations for a cultural art collection project, for the period of October 30, 2018 through December 1, 2018, as approved by Special Populations and Equity. ²⁶	100.00	Restricted General Fund
2019CS325	Tried and True Tutoring, LLC.	Woodland Hills, CA	For a not-to-exceed amount, to provide SAT preparation classes for Upward Bound program students, for the period of October 1, 2018 through June 30, 2019, as approved by Fontana Campus. ²⁷	3,625.00	Restricted General Fund
2019CS384	West Coast Arborists	Anaheim, CA	For a not-to-exceed amount, to remove District-specified trees and stumps at the Rancho Cucamonga Campus, for the period of October 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	10,000.00	Unrestricted General Fund

List reflects contracts entered into and change orders to existing contracts through December 2018.²⁸

²⁶ Funded by Student Equity budget.

²⁷ Funded by Upward Bound grant funds.

²⁸ Funding for all contracts and change orders on this list are included in the 2018-2019 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE

WARRANT REGISTER REPORT

FOR THE MONTH OF DECEMBER 2018

GENERAL FUNDS (10)

PAYROLL	7,318,413.18	
COMMERCIAL	<u>4,681,140.99</u>	
TOTAL FUND (10)		11,999,554.17

SCHEDULED MAINTENANCE FUND (42) 53,468.05

BUILDING FUND (40) 1,058,249.96

EARLY RETIREMENT FUND (61) 77,195.30

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 1,526,254.54

CHILD DEVELOPMENT FUND (33)

PAYROLL	86,221.88	
COMMERCIAL	<u>258,129.46</u>	
TOTAL FUND (33)		344,351.34

TOTAL ALL FUNDS **\$ 15,059,073.36**

PAYROLL WARRANT/ADVICE NUMBERS

124958-125085 396708-398747

COMMERCIAL WARRANT NUMBERS

1013023-1013214 1710688-1711653

PURCHASE ORDER NUMBERS

BPO's	13832-13850	\$ 22,451.00	(13830 and 13831 voided)
PO's	51260-51502	\$ 1,159,658.75	

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 24, 2019
Board Meeting Date

TOPIC EMERGENCY REPAIR OF CENTRAL PLANT CLOSED WATER LOOP

Communication No. IV.F.1.b

SUPPORTS BOARD POLICIES

Supports and Complies with Policies: 2710 Conflict of Interest, 6100 Delegation of Authority, 6330 Purchasing, 6340 Contracts, and 6600 Capital Construction.

PROPOSAL

It is recommended that the Governing Board of the District ratify the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from three Central Plant closed water loop leaks, one at a location along Myrtle Drive and two along College Drive, on the Rancho Cucamonga Campus, and the award of a contract to Southland Industries of Garden Grove, CA (Southland) for repairs necessary to remediate the same. The total cost for repair of the leak along Myrtle Drive is \$165,693, and the total cost for repair of the two leaks along College Drive is currently estimated at \$121,000, for a grand total of \$286,693.

BACKGROUND

On January 26, 2012, the Chaffey College Governing Board adopted Resolution 12612, delegating the authority to enter into emergency contracts to the superintendent/president, or his or her designee, according to Public Contract Code section 22050, which sets forth the emergency contracting procedures that the District must comply with. Pursuant to Public Contract Code sections 20654 and 22050, the District may waive statutory competitive bidding requirements in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of the college, or to permit the continuance of existing college classes, or to avoid danger to life or property. When the superintendent/president chooses to take action in the event of an emergency, he must report why the emergency did not permit the delay caused by a bidding process and seek ratification of the decision by the Governing Board by four-fifths vote.

Over the course of the past few years, the Governing Board has been provided updates related to current pipe conditions and failures of what appears to be a poorly installed and compromised underground closed loop water system, which is connected to the Central Plant located at the Rancho Cucamonga Campus. Piping contractors hired to make recent repairs to the underground pipe have reported that the initial pipe installations were not performed to industry standards (in their professional opinion), and pipe and valve failures are the unfortunate result. Piping contractors have expressed concern that the entire underground loop system is compromised and future and ongoing leaks are inevitable. Underground pipe leaks are only discovered once they have surfaced and become visible. Most recently, the Board authorized an emergency contract for repairs of such failures in the closed loop water system on August 28, 2018.

In the past month, three new leaks have been confirmed on the Rancho Cucamonga Campus. The first at a location along Myrtle Drive next to the Chemistry building, the second and third along College Drive just west of the Sports Center. The leaks have been treated as emergency repairs (health and safety) to ensure adequate heating and cooling is provided to office and classroom spaces, and also out of concern for the large amounts of water loss and potential for sink holes. Southland has been contacted to commence the emergency repair work.

EMERGENCY REPAIR OF CENTRAL PLANT CLOSED WATER LOOP

January 24, 2019

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BUDGET IMPLICATIONS

Funding Source – Capital Projects fund.

Current Status of Funds – Funds of \$286,693 for the Myrtle Drive and College Drive repairs are included in the 2018-2019 Capital Projects fund budget.

Future Implications – N/A.

RECOMMENDATION

It is recommended the Governing Board, by a four-fifths vote, ratify the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from three Central Plant closed water loop leaks, one at a location along Myrtle Drive and two along College Drive, 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 \$286,693.

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 D. Shannon, Superintendent/President