



AGENDA
**MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT**

Thursday, January 23, 2020

Chaffey College Chino Community Center
5890 College Park Avenue, Chino, CA 91710

- 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. Career Technical Education Report
 2. Economic Development and Contract Education Report
- 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. 2019 Board of Governors Energy and Sustainability Award
 - b. JPMorgan Chase Check Presentation
 4. Foundation
 - D. REPORTS
 1. Closed Session Actions
 2. Monitoring
 - a. 2018-2019 Audit Report
 - b. Budget Monitoring Report
 - c. Career Technical Education Monitoring Report
 - d. Economic Development and Contract Education Monitoring Report
 3. Informational
 - a. 2020-2021 Budget Development Calendar
 - b. Board Policies for Information
 - E. CONSENT AGENDA
 1. Governance Process
 - a. Approval of Minutes, December 12, 2019
 - b. Resolution – Compensation for Trustee When Absent
 2. Academic Affairs
 - a. Curriculum

E. CONSENT AGENDA (CONTINUED)

3. Business/Fiscal Affairs
 - a. 2019-2021 Employment Training Panel (ETP) Agreement
 - b. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
 - c. Fee Schedule Update and Establishment of a Student Representation Fee Fund
 - d. Hunger Free Campus Donation
 - e. Notice of Completion: Contract No. 18PW40 Measure L Build Out Project
 - f. Quarterly Budget Transfer Report
 - g. Quarterly Financial Status Report for the Period Ending December 31, 2019
4. Human Resources
 - a. California School Employees Association, Chapter 431 Bargaining Topics
5. Student Services
 - a. Memorandum of Understanding – South Coast Community Services

F. ACTION AGENDA

1. Business/Fiscal Affairs
 - a. Approval to Contact by On-Call Professional Services Agreement for California Environmental Quality Act Consulting Services
 - b. Approval to Contract by On-Call Professional Services Agreement for Hazmat, Geotechnical, Special Testing and Inspection Services
 - c. Approve and Authorize Architectural Design Service Contract: Auto Technology Laboratory Building
 - d. Contract, Purchase Order, and Warrant Lists

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 27, 2020.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

January 23, 2020
Board Meeting Date

TOPIC **2018-2019 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 2018-2019 audit report as prepared by the accounting firm of Eide Bailly LLP.

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 2018-2019 fiscal year ending June 30, 2019, is presented to the Governing Board by the District's independent auditing firm Eide Bailly LLP.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

The 2018-2019 audit report prepared by Eide Bailly LLP 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 23, 2020
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

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

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, 2019. It also provides three years of historical information so historical trends can be used in the analysis of the current year 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, 2019

| | 2016-2017 | | | | 2017-2018 | | | | 2018-2019 | | | | 2019-2020 | | |
|---|--------------------|-------------------|--------------------|----------------------|--------------------|--------------------|--------------------|----------------------|--------------------|-------------------|--------------------|----------------------|--------------------|-------------------|----------------------|
| | Adopted Budget | 31-Dec | EOY Actual | December % 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 | 3,677,289 | | | | 3,928,578 | | | | 0 | | | | 5,399,749 | | |
| State General Apportionment | 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 | 84,452,984 | 60.17% | 88,764,527 | 50,992,973 | 57.45% |
| Education Protection Account (EPA) | 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 | 16,205,427 | 50.00% | 16,519,214 | 8,259,607 | 50.00% |
| Miscellaneous | 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 | 9,768,252 | 71.48% | 11,047,945 | 6,253,705 | 56.61% |
| Lottery | 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 | 2,208,651 | 1.94% | 2,588,148 | 1,318,649 | 50.95% |
| Total Income | 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 | 112,635,314 | 58.47% | 118,919,834 | 66,824,934 | 56.19% |
| EXPENDITURES | | | | | | | | | | | | | | | |
| Operational | 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 | 111,735,006 | 49.52% | 124,319,583 | 59,871,961 | 48.16% |
| Total Expenditures | 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 | 111,735,006 | 49.52% | 124,319,583 | 59,871,961 | 48.16% |
| Surplus or (Deficit) | - | 10,206,186 | 2,326,973 | - | - | (6,557,872) | 137,778 | - | 307,443 | 10,632,859 | 900,308 | - | - | 6,952,973 | - |
| Net Surplus or (Deficit) | - | 10,206,186 | 2,326,973 | - | - | (6,557,872) | 137,778 | - | 307,443 | 10,632,859 | 900,308 | - | - | 6,952,973 | - |
| SUMMARY, ENDING BAL/RESERVES* | | | | | | | | | | | | | | | |
| 7% Board Designated Reserves | 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 | 7,821,450 | 100.00% | 8,702,371 | 8,702,371 | 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 | 300,000 | - | 300,000 | 300,000 | 300,000 | - | 300,000 | 300,000 | - |
| Capital Outlay Replacement | 200,000 | 200,000 | 200,000 | - | 200,000 | 200,000 | 300,000 | - | 300,000 | 300,000 | 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 | 2,161,425 | - | 1,661,425 | 1,661,425 | 2,161,425 | - | 1,661,425 | 1,661,425 | - |
| Undistributed Reserve | 1,441,723 | 1,441,723 | 7,804,980 | - | 3,194,750 | 3,194,750 | 8,263,641 | - | 8,173,644 | 8,173,644 | 8,619,148 | - | 2,838,478 | 2,838,478 | - |
| Total Ending Balance/Reserves | 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 | 21,746,022 | 100.00% | 16,346,273 | 16,346,273 | 100.00% |
| Ending Balances % | 13.99% | | 20.72% | | 15.30% | | 20.05% | | 18.11% | | 19.46% | | 13.15% | | |

*Reserve balances remain unchanged until yearend.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

January 23, 2020

Board Meeting Date

TOPIC **CAREER TECHNICAL EDUCATION MONITORING REPORT**

Communication No. IV.D.2.c

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.

ACTIVITIES THAT ADDRESS THE BOARD POLICY

- Career Technical Education (CTE) programs maintain higher successful course completion and retention rates than non-CTE programs.
- CTE students earn degrees and certificates in reliable and timely sequences that enable future success.
- CTE programs lead to successful student workforce outcomes.
- Career Technical Education (CTE) curriculum is reviewed annually by the appropriate Program Advisory Committee, and revised as needed and approved by the Curriculum Committee. Input from program advisory committees and other sources ensures that curricula meets students' needs, is up to date, and reflects current technology in the workplace.
- CTE programs maintain collaborative partnerships with business, industry and public agencies. This work produces multiple benefits, including; advancing students' careers through internships and job placements, achieving greater economic development in the Inland Empire; and attracting program donations, human resources and other related benefits to the college.
- CTE programs generate articulation agreements and long-term partnerships with K-12 and Regional Occupational Programs (ROP) districts.
- CTE enrollments will increase in programs and pathways that will achieve successful workforce outcomes.
- CTE programs address both Carl D. Perkins (Perkins) and California State Strong Workforce Program (SWP) CTE success indicators and goals. Through focus on both national and state outcomes, Chaffey College assures "more and better career and technical education" for our students.
- CTE programs work to close labor-market gaps across industry sectors.

MEANS OF ASSESSMENT

- All disciplines receiving Perkins grant funding maintain Program Advisory Committees that include members from businesses and industry. Minutes from Program Advisory Committee meeting are kept

CAREER TECHNICAL EDUCATION MONITORING REPORT

January 23, 2020

Page 2

on file, as required by the Perkins grant. CTE disciplines maintain partnerships with specific businesses and industries. The School of Business and Applied Technology maintains the list of occupational partnerships. Partnerships historically have remained the same or show slight increases year-to-year.

- Reports from the Institutional Research Office will indicate that CTE courses have a higher successful completion and retention rate than the average for non-CTE courses.
- CTE process improvements will be shared both in administrative and annual monitoring reports as they occur.
- The articulation officer will submit a report of the number of articulation agreements in effect with high school and ROP CTE programs. Articulation agreements will be reviewed each year.

SUMMARY OF EVIDENCE

- The number of CTE partnerships has increased from 406 to 408.

The success and retention rates of CTE courses are higher than the average for non-CTE courses as illustrated below:

| 2018-19 | SUCCESS RATE (Difference from 2017-18) | RETENTION RATE (Difference from 2017-18) |
|-----------------|---|---|
| CTE Courses | 80.3% (+3.2) | 93.7% (+1.1) |
| Non-CTE Courses | 69.1% (+0.4) | 90.0% (- 0.1) |

The number of degrees awarded in CTE programs increased by 2.5% from 2017-18, and the number of certificates awarded in CTE programs decreased by 29.3%.

| | YEAR | AS/AA DEGREES | CERTIFICATES | TOTAL |
|-----------------------|-------------|----------------------|---------------------|--------------|
| 10 year period | 2018-19 | 1055 | 1006 | 2,061 |
| | 2017-18 | 1029 | 1423 | 2,452 |
| | 2016-17 | 872 | 972 | 1,805 |
| | 2015-16 | 657 | 1,029 | 1,686 |
| | 2014-15 | 562 | 963 | 1,525 |
| | 2013-14 | 527 | 944 | 1,471 |
| | 2012-13 | 419 | 1,076 | 1,495 |
| | 2011-12 | 310 | 1,130 | 1,440 |
| | 2010-11 | 312 | 865 | 1,177 |
| | 2009-10 | 347 | 823 | 1,170 |
| | 2008-09 | 335 | 790 | 1,125 |

CAREER TECHNICAL EDUCATION MONITORING REPORT

January 23, 2020

Page 3

Under the Carl D. Perkins Career and Technical Education Improvement Act of 2006, entities that provide postsecondary career technical education training are required by federal law to report on core indicators established by the California Community College Chancellor’s Office.

As the table below indicates, Chaffey College exceeded negotiated levels for the following core indicators (completions, persistence and transfer, non- traditional participation, and non-traditional completion).

| CORE INDICATOR | NEGOTIATED LEVEL | CHAFFEY COLLEGE PERFORMANCE |
|--------------------------------|------------------|-----------------------------|
| Skill Attainment | 89.92 | 90.18 |
| Completions | 85.09 | 87.40 |
| Persistence and Transfer | 89.17 | 91.36 |
| Employment | 72.00 | 83.72 |
| Non- Traditional Participation | 23.16 | 25.03 |
| Non-Traditional Completions | 25.82 | 30.06 |

High School and Regional Occupational Program (ROP): A growing Chaffey College team continues the work with high school, ROP, and CTE coordinators to update and streamline articulation agreements. The Chaffey team includes the applicable CTE school dean, program coordinator, the BAT Educational Program Assistant, along with the CTE Transitions Apprentice and support staff. After the local review/approval process is completed, the Dean of Business and Applied Technology office forwards articulation agreements with approval for inclusion in the statewide Career Pathways articulation webpage at <http://www.statewidepathways.org/index.html>.

Chaffey College continues to align Student Learning Outcomes and Chaffey College assessments with our high school/ROP partners. Since 2018, Chaffey College also has increased the number of Chaffey College courses offered directly in area high schools, resulting in new and expanded partnerships across articulated courses and college offerings in the schools.

Note articulation agreements declined last year due to staffing gaps and some consolidation as updates occurred. Even as Chaffey course offerings increase in the high schools, we anticipate some growth again of articulation agreements in 2019-20. Already in fall 2019, 52 agreements have been signed, more than all of the previous year.

Career Transitions Student Enrollment and Number of Articulation Agreements:

| YEAR | Enrollment | Articulation Agreements |
|---------|------------|-------------------------|
| 2018-19 | 779 | 161 |
| 2017-18 | 800 | 198 |
| 2016-17 | 908 | 175 |
| 2015-16 | 1,044 | 160 |
| 2014-15 | 2,030 | 178 |

| | | |
|---------|-------|-----|
| 2013-14 | 1,577 | 261 |
|---------|-------|-----|

| YEAR | Enrollment | Articulation Agreements |
|-------------|-------------------|--------------------------------|
| 2012-13 | 1,678 | 278 |
| 2010-11 | 1,669 | 280 |
| 2009-10 | 1,204 | 181 |
| 2008-09 | 1,044 | 144 |

USE OF RESULTS FOR PLANNING

Program Advisory Committee input is reviewed and applied directly to meet the needs of students and the community, especially as we apply most current technology applications.

Business and industry partnerships are forged and grow as local needs require. These include high school partners' inputs and regional consortium program development.

Attention is directed to activities and program improvement that will increase Chaffey's core indicator scores in skill attainment, overall completions, and participation and completion rates for nontraditional students.

Chaffey will continue to support existing articulation agreements with local high schools and ROPs and increased CTE college offerings in the high schools.

| | |
|-----------------|---|
| Prepared by: | Robert Frost, Interim Dean, Business and Applied Technology Jim Fillpot, Dean, Institutional Research, Policy and Grants |
| Submitted by: | Laura Hope, Associate Superintendent, Instruction and Institutional Effectiveness |
| Recommended by: | Henry D. Shannon, Superintendent/President |

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

January 23, 2020

Board Meeting Date

TOPIC **ECONOMIC DEVELOPMENT AND CONTRACT EDUCATION MONITORING REPORT**

Communication No. IV.D.2.d

SUPPORTS BOARD POLICY

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

Board Policy 4104 Contract Education - Contract education is defined as those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college. The District may provide education, training, and related services to public and private organizations or individuals by means of contract education in those circumstances where the District is prohibited from using public funds to provide the requested training or services, or where public funds are not available to provide the training or services. All contract education activities shall produce sufficient revenue to cover all costs associated with the training or services provided. All contract education activities provided by the District are within the definition and scope of contract education provided in Title 5, Section 55170 and Education Code Sections 78020-78023.

EXECUTIVE SUMMARY

Economic Development (ED) and the Industrial Technical Learning Center (InTech) continue to be well-poised to offer accelerated, technical training for individuals seeking well paying, in-demand careers or to update their skill set and promote within their organization. In FY 2018-19, InTech offered or hosted 10+ training programs in credit, noncredit and not-for-credit: pre-apprenticeship, apprenticeships (2), welding, additive manufacturing, industrial maintenance mechanic, HVACR and plumbing, office occupations (welfare to work), computer skills, conventional machining and multiple customized contract training programs. Several programs are offered in a 32-40 hour per week format, average 425 hours in length, and include soft skills as well as resume writing, job search and interviewing skills. All programs provide national or industry-recognized certifications.

During FY 2018-19, ED managed 35 grants and contracts totaling just over \$23.5 million in funding, which is an increase of \$1.5 million from the previous fiscal year and is unprecedented in the history of Economic Development. Although this level of grant and contract funding is significant, it is not sensible to depend exclusively on grants and contracts to sustain ED and the Chaffey College InTech Center. Consequently, ED continues to implement a three-pronged approach to sustainability for InTech: develop sustainable noncredit programs to generate FTES; cultivate more private training contracts, partnerships and donations from employers; and, discriminately pursue grants and contracts that firmly align with the goals of ED and InTech.

OUTCOMES / RESULTS FOR FISCAL YEAR 2018-19

FY 2018-19 GRANT AND CONTRACT AWARDS

- \$30,000 Arconic Foundation Grant (8/2018-7/2019)
- \$700,000 California Apprenticeship Initiative Grant (7/2018-12/2021)
- \$949,954 ETP Contract (11/2018-10/2020)
- \$150,000 Goodwill Contract (8/2018-6/2019)
- \$64,000 ISPIC Grant (1/2019-6/2019)
- \$1,300,000 James Irvine Foundation Grant (3/2019-2/2021)

- \$100,000 JPMorgan Chase Foundation Grant (1/2019-12/2019)
- \$86,000 Strong Workforce BESP R3 Grant (7/2018-12/2020)
- \$55,000 Strong Workforce LAUNCH R3 Grant (7/2018/12/2020)
- \$249,999 Strong Workforce Mechatronics R3 (7/2018-12/2020)
- \$17,000 Strong Workforce Welding Local (3/2019-12/2020)
- \$3,701,953 TOTAL

NONCREDIT PROGRAMS

In an effort to generate FTES and sustain InTech, Economic Development successfully launched two NEW noncredit programs in FY 18-19: HVACR and Plumbing and Industrial Maintenance Mechanic (INDMM). Both of these programs were piloted in a not-for-credit format for two years, fine-tuned, formerly converted into noncredit and ultimately moved under the Business and Applied Technology division.

HVACR: In a noteworthy collaboration between Chaffey College Adult Education and Chino Valley Adult School, the noncredit HVACR and Plumbing program was launched at Chino Valley Adult School (CVAS). CVAS invested approximately \$300,000 to build a state-of-the art HVACR and plumbing lab. The HVACR program experienced unprecedented completion rates in its inaugural year. The 32 hour per week program sprinted straight through 12 courses (864 hours) in six months and had a 93% completion rate!

HVACR – HEATING VENTILATION AIR CONDITIONING REFRIGERATION AND PLUMBING (noncredit)

- 29 students enrolled, 27 completers – 93% completion rate!
- 24,215 contact hours
- 2 industry-recognized certifications (EPA Universal 608 and R410A)
- 2 Chaffey College Certificates (Level 1 and 2)
- \$18.07 average rate of hire

INDMM: In collaboration with industry, a need was identified to create a sustainable program to generate a pipeline of industrial maintenance workers to maintain and repair industrial equipment such as conveying systems, production machinery and packaging equipment. In four courses (214 hours) the INDMM program provides students a basic understanding of terminology, construction math, safety, tools, print reading, communication skills, industrial maintenance, electrical, and construction. Students develop fundamental skills required to gain employment in their designated skills.

INDMM – INDUSTRIAL MAINTENANCE MECHANIC (noncredit)

- 25 students enrolled, 18 completers – 72% complete rate!
- 4,708 contact hours
- Skill Builder I Certificate
- Most of these students work full-time and attend classes in the evenings
- IETELMT 430: After the completion of the INDMM Skill Builder 1, many students are confident they will be successful in achieving an A.S. Mechatronics degree.

PRE-APPRENTICESHIP - INDUSTRIAL ELECTRICAL AND MECHANICAL (not for credit)

- Made California history! – Registered first state approved registered pre-apprenticeship program in March 2019.
- 20 pre-apprentices registered by May 2019.
- 67 of 76 trainees completed the program for an 88% completion rate.
- \$17.73: average hourly starting wage (direct hire, internship and apprenticeship)

APPRENTICESHIP (not for credit)

In year two of delivering two state registered apprenticeship programs we experienced a swell of interest from employers and students. Additionally, our committee members and attendance continue to expand.

- Apprenticeship occupations: Industrial Maintenance Electrician and Industrial Mechanic.
- Four committee meetings in 2018/19 FY with an average of 20 people in attendance and 3-5 new employers each meeting; four employers represented on committee.
- 45 Registered Apprentices
- 15 Registered Employers
- \$22.16 average starting wage for apprentices

CONTRACT EDUCATION AND CUSTOMIZED TRAINING (not for credit)

InTech is critical to the economic and workforce vitality of the region in providing short-term intensive professional and technical training for employers seeking to upskill individuals in their current workforce. Moreover, as technology continues to rapidly evolve, employers need a swift and agile system to provide customized training. In FY 2018-19, an increase of 25% was experienced in contract training over the previous fiscal year. Additionally, negotiations are currently taking place with Amazon and BBraun Medical to deliver large-scale training projects and we anticipate tremendous growth the current fiscal year.

- Employment Training Panel Contract Award: \$950,000 in November 2018
- Unique Trainees: 1,056, 25% increase over last year
- Contact Hours: 30,018
- Employers Served: 45
- New Employers Served: 13

WELFARE TO WORK (not for credit)

For more than 20 years, SB County Health and Human Services has awarded ED numerous contracts to deliver welfare-to-work (WTW) programs. Economic Development delivers accelerated training in the areas of Office Occupations, Construction Laborer and Computer Skills. These programs are offered in an accelerated 32-40 hour per week format and include two days of on-the-job training with employer partners. In addition to technical skills, the College provides workplace essential skills such as customer service, communication, team building, emotional intelligence, problem solving, and conflict resolution.

During the last two years, WTW referrals have continued to decline for the first time in 20 years due to the record low unemployment rate and increased minimum wage. Last year, the College served 72 clients and in the current year, it declined to 35, generating \$109,359 in revenues. Despite the reduction, the program meets a critical community need and expenses will continue to be offset by funding through Health and Human Services.

EVENTS, SPECIAL RECOGNITION AND VICTOR VALLEY COLLEGE COLLABORATION

InTech continues to attract interest from all over the state, Washington, D.C. and China. In FY 18-19, InTech was featured in a *Los Angeles Times* article as well as other articles, and a *PBS NewsHour* segment. Requests for tours and information about how to replicate and sustain an InTech-like center continue to be received. For example, InTech has engaged with Victor Valley College in several meetings and tours, have shared some of our ETP funding, and they expect to open a regional training center in January 2020.

Additionally, in an effort to educate students about the in-demand technical career pathways in advanced manufacturing, InTech hosts and/or collaborates in multiple events each year. InTech appreciates the support of the Chaffey College Governing Board members and elected officials at these events.

- The InTech Center hosted National MFG Day in partnership with San Bernardino Superintendent of Schools and California Steel Industries. Over 970 junior high and high school students from 27 schools in

Los Angeles, Riverside and San Bernardino counties attended, where they received a tour of InTech and met with 30 vendors and manufacturers. Also, in attendance were Congresswoman Norma Torres, Assembly member Eloise Reyes, State Senator Connie Leyva, Fontana Mayor Acquanetta Warren and San Bernardino County EDA, Deputy Executive Officer Reg Javier who spoke to students about the job growth potential in the advanced manufacturing industry. - October 5

- Inland Empire Economic Partnership (IEEP) held an event at the InTech Center, where California Attorney General Xavier Becerra spoke to Inland Empire employers and residents about legislation impacting Southern California. - October 12
- The *Los Angeles Times* published an article about automation in which the InTech Center was featured prominently. - October 14
- *PBS NewsHour* visited InTech on October 25 and recorded a segment about automation and how InTech works with employers to upskill individuals in the Inland Empire. The segment aired in December 2018.
- The InTech Center partnered with the Girl Scouts of San Geronimo Council to host a *Women in Manufacturing* event for approximately 75 girls in grades 6-8. These Girl Scouts learned about different manufacturing pathways to explore career options. - November 2
- InTech hosted an event called *Manufacturing the Talent Pipeline: The Next Generation of Apprenticeship* where employers visited InTech to learn more about apprenticeship. Approximately 15 employers and 75 people were in attendance to discuss the importance of upskilling individuals in the Inland Empire to continue to grow economic prosperity in the region. – November 15
- Chinese delegates from Wuxie Province visited and toured the InTech Center. – January 7
- InTech partnered with the Manufacturers' Council of the Inland Empire (MCIE) to host the Manufacturers' Summit in Riverside. – February 14
- InTech held an Open House for community members to attend and learn more about the programs offered at the Center. Approximately 50 people attended. – April 30
- In partnership with the California Community Colleges, InTech hosted the Statewide Contract Education Summit, which is open to all community colleges in the state to share best practices, network, and meet vendors/organizations that may help them grow their programs. – May 16 and 17
- InTech worked with Chaffey College and Chino Valley Unified School District to pilot Chaffey's first HVACR non-credit program at Chino Valley Adult School. On June 14, InTech hosted a ribbon cutting ceremony at CVAS to display the new, state-of-the-art HVACR facility. – June 14

ADVANCED MANUFACTURING - Deputy Sector Navigator

During the 2018-19 fiscal year, the College hosted the Regional Advanced Manufacturing sector and administered \$200,000 in funding from the California Community Colleges Chancellor's Office "Doing What Matters for Jobs and the Economy" framework (SB-1402), serving the twelve colleges of the Inland Empire/Desert Region through the Regional Director, Employer Engagement - Advanced Manufacturing.

Grant funding supported the development of new and improved curriculum through various activities, support of outreach to students and parents to encourage careers in advanced manufacturing, and faculty professional development to foster the inclusion of new technologies and best practices in our classrooms and laboratories.

During this grant period, the regional director worked with representatives of business, professional trade associations, and colleges within the Inland Empire/Desert region to explore and develop new alternatives for assisting incumbent workers. Highlights of the Regional Director's efforts include:

- Assisted in the development of the Machining for the Manufacturing Empire round four Strong Workforce Program proposal, approved and funded through the Regional Consortia.
- Hosted Regional Advisory Community Skills Panels to help improve CTE programs
- Sponsored the Manufacturing Day activities at several regional locations
- Continued to support the Manufacturers Council of the Inland Empire (MCIE) and the High Desert Manufacturers Council to work with board members, WIOA leaders from San Bernardino and Riverside counties, and CTE deans and directors from the region, to identify, assess, and address skills gaps
- Met with local and state government legislators to promote shared goals
- Visited local industry locations to determine needs

- Sponsored and supported the *Regional Women in Manufacturing* event in San Bernardino, which offered inspirational presentations and career opportunities to youth in the region.
- Sponsored and supported the *Girl Scouts Career Exploration* in manufacturing event.

ENERGY, CONSTRUCTION AND UTILITIES

During the 2018-19 fiscal year, Chaffey College hosted the Statewide Energy, Construction and Utilities Sector and administered \$372,000 in funding from the California Community Colleges Chancellor's Office "Doing What Matters for Jobs and the Economy" framework (SB-1402), serving the state's 114 community colleges.

| | |
|-----------------|--|
| Prepared by: | <u>Sandra Sisco, Director, Economic Development</u> |
| Submitted by: | <u>Lisa Bailey, Associate Superintendent, Business Services and Economic Development</u> |
| Recommended by: | <u>Henry D. Shannon, Superintendent/President</u> |

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

January 23, 2020
Board Meeting Date

TOPIC **2020-2021 BUDGET DEVELOPMENT CALENDAR**

Communication No. IV.D.3.a

SUPPORTS BOARD ENDS STATEMENT/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 2020-2021 budget development calendar.

BACKGROUND

A budget calendar is prepared annually and is presented to the Governing 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 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
2020-2021 Budget Development Calendar*
DRAFT**

| | |
|--|---|
| Friday, November 8 | Budget calendar presented to College Planning Council |
| Tuesday, December 10 | Budget calendar presented to President’s Cabinet |
| Friday, January 10 | Governor releases the proposed 2020-2021 State budget |
| Wednesday, January 15 | ACCCA/ACBO Governor’s Proposed State Budget Workshop |
| Thursday, January 23 | Budget calendar presented to Governing Board |
| Wednesday, February 5 | District budget forum |
| Tuesday, March 3 & Wednesday, March 4 | Budget workshops for faculty, staff, and managers (Tuesday 9am – 10:30 pm & Wednesday 2pm – 3:30 pm) Senior budget managers receive budget work documents, including first run of budget |
| Friday, March 27 | Senior budget managers’ deadline to submit budget confirmations and/or changes to Budgeting & Fiscal Services |
| Friday, April 10 | Budgeting & Fiscal Services office returns second run of budget to senior budget managers for review |
| Friday, April 17 | 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 26 | Budgeting & Fiscal Services completes tentative budget draft |
| Thursday, June 25 | Governing Board reviews and approves tentative budget |
| Tuesday, June 30 | Tentative budget due to the County of San Bernardino |
| Thursday, August 27 | Proposed adopted budget presented to Governing Board for approval |
| Friday, October 9 | Adopted budget submitted to the California Community Colleges Chancellor’s Office |
| Monday, October 12 | Adopted budget submitted to the County of San Bernardino |

*Dates not mandated are subject to change.
Reviewed by College Planning Council 11/8/19
Reviewed by President’s Cabinet 12/10/19

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

January 23, 2020
Board Meeting Date

TOPIC **BOARD POLICIES FOR INFORMATION**

Communication No. IV.D.3.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To receive Board Policies for first reading and discussion.

BACKGROUND

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

The District is continuing its work to review and update policies during the 2019–2020 academic year. As part of this process, board policies were reviewed by Board Member Ovitt in his capacity as Governing Board Policy Liaison prior to their submission to the Governing Board for first reading. The Board Policies included for first reading are from Chapter 2 (Governing Board), Chapter 3 (General Institution), and Chapter 5 (Student Services).

RECOMMENDATION

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

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



BP 2010 Governing Board Membership

The Governing Board shall consist of five members elected ~~at large~~ by trustee area in biennial elections by the qualified voters of the respective trustee areas in the District, and a student member selected annually by a student election. (See BP 2015 titled Student Trustee, BP 2100 titled Governing Board Elections, and BP 2105 titled Election of Student Trustee.)

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Governing Board.

An employee of the District may not be sworn into office as an elected or appointed member of the Governing Board unless he/she resigns as an employee.

No member of the Governing Board shall, during the term for which he/she is elected, hold an incompatible office.

No member of the Governing Board shall, during the term for which he or she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

References: Education Code Sections 72023, 72103, and 72104;
ACCJC Accreditation Standard IV.C.6

Policy

Category: Governance Process

Adopted: 1/26/12
(Replaces former Board Policy 1.7.1)

Revised: 5/24/18, [date of Board meeting]



BP 2100 Governing Board Elections

Regular elections for the Governing Board shall be held biennially on the first Tuesday after the first Monday in March of each even-numbered year to fill the offices of those members whose terms expire on the first Friday in April following the election.

Each person elected at a regular biennial Governing Board member election shall hold office for a term of four years from ~~commencing on~~ the first Saturday after the first Friday in ~~July~~ April succeeding his/her election. Terms of Governing Board members are staggered so that, as nearly as practical, one-half of the Governing Board shall be elected at each Governing Board election.

Each person selected to complete the unfinished term of a Governing Board member shall serve until the new Governing Board is seated.

~~Except as otherwise provided, the regular elections for the Governing Board shall be held biennially on the first Tuesday after the first Monday in June of each even-numbered year to fill the offices of those members whose terms expire on the first Friday in July succeeding the election.~~

Elections shall be governed by the eElections eCode, except as otherwise provided in the California Education Code or in Chaffey Community College District policies.

In case of a tie vote among the candidates for Governing Board members, the Governing Board may either call a runoff election or determine the winner or winners by lot.

In accordance with provisions of the eElections eCode, the following policies shall apply regarding statements of qualifications for candidates who run for office or member of the Governing Board of the Chaffey Community College District:

- All candidates for an office on the Governing Board of the Chaffey Community College District who are desirous of filing a candidate's statement of qualifications shall pay in advance her/his estimated pro rata share as a condition for including her/his statement in the voter's pamphlet.
- The registrar of voters shall bill the candidate for additional charges, if any.
- This resolution shall remain in effect for each Governing Board election until revoked by the Chaffey Community College District.

The Governing Board has provided for the election of Board members by areas. Effective December 15, 2016, the Governing Board member areas are:



BP 2100 Governing Board Elections

Page 2 of 2

- **Area 1** – Most of Rancho Cucamonga, the northern portion of Fontana and the unincorporated county area surrounded by those two cities.
- **Area 2** – Montclair, Upland, a portion of Rancho Cucamonga and unincorporated county areas north of Upland and south of Montclair.
- **Area 3** – Most of Fontana, a portion of Rancho Cucamonga and that portion of Rialto covered by the District.
- **Area 4** – Most of Ontario and a portion of Rancho Cucamonga.
- **Area 5** – Chino, Chino Hills and unincorporated county areas surrounded by those two cities.

The election of a Governing Board member residing in and registered to vote in the area he or she seeks to represent shall be only by the registered voters of the same area.

The Superintendent/President shall submit recommendations to the Governing Board regarding adjustments to be made to the boundaries of each Governing Board member area, if any adjustment is necessary, after each decennial federal census. The Superintendent/ President shall submit the recommendation in time for the Governing Board to act as required by law.

Reference: Education Code Sections 5000 et seq., 72022 and 72036;
[Elections Code Section 1000](#);
California Voting Rights Act of 2001 (Elections Code Sections 14025 et seq.)

Policy
Category: Governance Process

Adopted: 1/26/12
(Replaces former Board Policies 1.7.2, 1.7.4, and 1.7.5)

Revised: 1/26/18, [date of Board meeting]



BP 3540 Sexual and Other Assaults on Campus

Any sexual assault or physical abuse, including, but not limited to, rape as defined by California law, whether committed by an employee, student, or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal prosecution and employee or student discipline procedures.

Students, faculty, and staff who may be victims of sexual and/or other assaults shall be treated with dignity and provided comprehensive assistance.

The Superintendent/President shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and/or other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in the state and federal statutes cited below.

References: Education Code Sections 67382, **and 67385, and 67386**;
20 U.S. Code Section 1092(f);
34 Code of Federal Regulations Section 668.46(b)(11)

Policy

Category: Executive Expectations

Adopted: 10/24/13
(Replaces former Board Policy 3.7.6)

Revised: [date of Board meeting]



BP 5010 Admissions and Concurrent Enrollment

The District shall admit students who meet one of the following requirements and who are capable of profiting from the instruction offered:

- Any California resident over the age of 18, and ~~may admit~~ any nonresident, possessing a high school diploma or the equivalent thereof.
- Other persons who are under the age of 18 years and who, in the judgment of the Superintendent/President or his/her designee are capable of profiting from the instruction offered. Such persons shall be admitted as provisional students, and thereafter shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being readmitted in any succeeding semester.
- Persons who are apprentices as defined in Labor Code Section 3077.

The District may deny or place conditions on a student's enrollment upon finding that the applicant has been expelled within the preceding five years or is undergoing expulsion procedures in another California community college district, and that the applicant continues to present a danger to the physical safety of the students and employees of the District.

*Note: The language in the following paragraph is **legally required**, per CCLC, in an effort to show good faith compliance with the applicable federal regulations (34 CFR 668.16(p)).*

The District shall in its discretion, or as otherwise federally mandated, evaluate the validity of a student's high school completion. The Superintendent/President shall establish procedures for evaluating the validity of a student's high school completion.

~~Admission of high school and younger students is not mandated by law~~ shall be admitted at the discretion of the Superintendent/President or designee. ~~If the District wishes to do so and there is agreement with the school district(s), students should be identified who may be admitted (generally by age or grade level) and the status (special part-time [Education Code 48800], special full-time [Education Code 48800.5]).~~ The admittance of special part-time or full-time students shall comply with the requirements of Education Code Section 76001(b) regarding findings and reasons for denying any such request by pupils who are identified as highly gifted.

- **Admission** – Any student ~~whose age or class level is equal to grades 11 and 12 as well as completion of the 10th grade~~ enrolled in high school and with a minimum GPA of ~~2.50~~ 2.00 is eligible to attend as a special part-time or full-time student for advanced scholastic or career/technical courses. Exceptions may be



BP 5010 Admissions and Concurrent Enrollment

Page 2 of 3

granted [by the Associate Superintendent of Student Services](#) on a case-by-case basis.

The Superintendent/President shall establish procedures regarding ability to benefit and admission of high school and younger students.

- **Denial of Requests for Admission** – If the Governing Board denies a request for special full time or part time enrollment by a pupil who is identified as highly gifted, the Governing Board will record its findings and the reason for denying the request in writing within 60 days.

The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the pupil submits the request to the District.

The Superintendent/President shall establish procedures regarding evaluation of requests for special full time or part time enrollment by a pupil who is identified as highly gifted.

- **Claims for State Apportionment for Concurrent Enrollment** – Claims for state apportionment submitted by the District based on enrollment of high school pupils shall satisfy the criteria established by statute and any applicable regulations of the Board of Governors.

The Superintendent/President shall establish procedures regarding compliance with statutory and regulatory criteria for concurrent enrollment.

The District shall develop an application for admission to the Chaffey Community College District. The District shall only allow an application for admission and residency determination forms or procedures that meet the law.

References: Education Code Sections 68040, 68041, 76000, 76001, 76002, and 76038;

Labor Code Section 3077;

[34 CFR Section 668.16\(p\)](#) (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

~~34 Code of Federal Regulations Section 668.16(p)~~

[ACCJC Accreditation Standard II.C.6](#)



BP 5010 Admissions and Concurrent Enrollment

Page 3 of 3

Policy

Category: Executive Expectations

Adopted: 07/24/14

(Replaces former Board Policies 5.1 and 5.1.1)

Revised: [date of Board meeting]

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23, 2020

Board Meeting Date

TOPIC **APPROVAL OF MINUTES, DECEMBER 12, 2019**

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 12, 2019, 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 12, 2019, regular board meeting.

| | |
|-----------------|--|
| Submitted by: | Henry D. Shannon, Superintendent/President |
| Recommended by: | Henry D. Shannon, Superintendent/President |

**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 12, 2019, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President McLeod called the meeting to order at 2:02 p.m.

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

Members absent: Ms. Roberts

CLOSED SESSION

The public was given an opportunity to address the Governing Board regarding the posted closed session agenda.

No comments were made.

The Board convened in closed session at 2:03 p.m. Closed session was adjourned at 2:35 p.m.

STUDY SESSION

Lisa Bailey, associate superintendent, business services and economic development, introduced Acting Chief of Police Darryl Seube who presented the Public Safety Report which included: police dispatch services, campus safety training, emergency notification systems, infrastructure preparedness, and a campus police update. Chief Seube thanked Mike Fink, Kaleo Kelikani, and Kenny Meas in the IT department for their work on the emergency notification system. He also thanked Troy Ament, executive director, facilities and construction, for his leadership with the emergency notification systems.

The Clery Report was provided to the Governing Board. Chief Seube explained that there was a significant decrease in crime. He further explained that crime trends are analyzed and that the goal is prevention. He stated that Chaffey College is safe because of the people, the positive attitudes, and because the leadership supports the police department.

Chief Seube introduced Officer Maria Rodriguez, Officer Jesse Larios, and Campus Police Captain Kelli Florman.

Dr. Shannon credited Lisa Bailey's leadership for the success of Chaffey College campus police.

Ted Younglove, dean of math and science, presented on the STEM 2019 Summer Research Symposium and introduced students Carolina Escobar Palacio, Adedamola Adeyemo, and Anaiz Ruiz. Professor Dowd introduced journalism students Ryan Gibson and Kiara Jerez.

Dean Younglove thanked Linda Lamp and Michelle Dowd for their hard work on this endeavor.

Associate Superintendent Eric Bishop presented the Student Services Report which included information about the student services management team, admissions and records/cashier's, athletics, CALWORKs, Career Center, commencement, counseling, GPS Centers, Puente Project, Umoja, Disability Programs and Services, Extended Opportunity Programs and Services, financial aid, Independent Scholars, Opening Doors to Excellence Program, international students, student life, student discipline, student health services, and transfer center. He explained that this report reflects last year, but he is looking forward to transforming student services to better serve students and to incorporate initiatives such as Guided Pathways.

REGULAR SESSION

The regular session reconvened at 3:31 p.m., and Associate Superintendent Laura Hope led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

There were no public comments.

COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Nikeenia Williams provided a written report which included: Unity Meal which provided meals to over 400 students, Week of Joy, Second Annual Winter Celebration which provided hot meals and gifts to over 100 participants, and a collaboration with Dr. Rentz of the music department for a beverage station.

Trustee Ovitt reported that he attended the following events: San Bernardino County Adoption Finalization, Ontario Chaffey Community Show Band meeting, Ontario sites visit, Renaissance Scholars Dinner, Parks and Recreation Commission meeting, Ontario Chaffey Community Show Band Board meeting, Children's Fund meeting with West End Auxiliary, filed for candidacy with Registrar of Voters, Parks and Recreation Commission holiday dinner,

Chaffey College Foundation Giving Tuesday, West End YMCA Board meeting, 27th Annual Oremor Choral Competition, Chaffey College Business Connection with Chamber of Commerce, Chaffey College Foundation holiday event, Chaffey College Classified Senate holiday luncheon, Chaffey College Governing Board holiday event, California Capital Holiday Open House, Chaffey High School performance of The Little Mermaid, Children's Fund pinning ceremony, Children's Fund Bonnes Meres holiday brunch, The Leaven Advisory Board meeting, and an Ontario Chaffey Community Show Band meeting.

Trustee McDougal reported that he has been under the weather since he received a flu shot and was not able to attend scheduled events.

Trustee Brugger reported that she attended the Classified Senate holiday luncheon where she provided candy to all of the participants; she also signed up to make monthly donations to Panther Care and the Wignall Museum.

Board President McLeod reported that she attended the Chino Campus Bistro, Community College League of California conference discussing food scarcity and homelessness, and the Classified Senate holiday luncheon.

LEGISLATIVE UPDATE

Dr. Eric Bishop, associate superintendent of student services and legislative engagement, discussed the reauthorization of the higher education act, and passage of the FUTURE act, HR 5363, which simplified the financial aid process and increased the Pell grant. In addition, he discussed the census and partnering with the Census Bureau and local representatives to be actively engaged in the process and to provide employment opportunities for Chaffey College students.

PRESENTATIONS

There were no presentations at the December meeting.

FOUNDATION

Lisa Nashua, executive director of the Foundation, provided a written report which included: fall scholarship donor stewardship, special fall second cycle, JPMorgan Chase philanthropy, San Manuel Band of Mission Indians emergency housing fund, Chaffey College Foundation 30th Annual Golf Tournament save the date, Foundation annual holiday card, Foundation mini grants, Rome study abroad program, and Foundation audit. Ms. Nashua introduced Foundation Board members Kyle Schulty and Liliana Andriani who were present.

REPORTS

CLOSED SESSION ACTIONS

Board Secretary Henry Shannon announced that the Board took action in closed personnel session this evening to approve the following by a unanimous (4:0) vote.

Employment or Ratification of:

Ingrid Solorzano to the temporary, one-year position of child development center teacher, 1.0 FTE, effective January 2, 2020, through May 21, 2020.

Mario Castillo to the position of general maintenance mechanic, 1.0 FTE, 12 months, range 15, step A of the CSEA salary schedule, effective January 2, 2020.

Christina Estrella to the position of instructional assistant II, Chino success center, .475 FTE, 10 months, range 9, step A of the CSEA salary schedule, effective January 2, 2020.

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

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

Kayle Morris to the temporary, unclassified, professional expert position of head coach, women's swimming, effective January 2, 2020, through May 31, 2020, under the terms and conditions of the employment agreement.

Sydney Rasmussen to the temporary, unclassified, professional expert position of second assistant coach, softball, effective January 2, 2020, through June 30, 2020, under the terms and conditions of the employment agreement.

Appointment of:

Rodolfo Vega to the position of financial aid specialist, 1.0 FTE, 12-months, range 17, step H of the CSEA salary schedule, effective January 2, 2020.

The Governing Board ratified the temporary increase in assignment of .475 contract employee, Stephanie Smith, administrative assistant I, to work a maximum of eight hours per day for no more than twenty consecutive days, effective January 1, 2020, through June 30, 2020.

MONITORING

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

Annual Measure L Performance Audit

Claims Monitoring Report

Student Services Board Monitoring Report – 2018/19

CONSENT AGENDA

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

Yeas: Ms. Brugger, Mr. McDougal, Ms. McLeod, Mr. Ovitt,
Ms. Williams (advisory)

Nays: None

Absent: Ms. Roberts

Through this action, the following were approved (Approval of Minutes, November 20, 2019, through Rental Agreement: Ontario High School).

GOVERNANCE PROCESS

The minutes of the November 20, 2019, regular board meeting were approved as presented.

The Governing Board adopted the attached resolution to compensate Katherine Roberts, Governing Board member, for the November 20, 2019, meeting from which she was absent.

ACADEMIC AFFAIRS

The Governing Board approved ten new courses, 104 course modifications, 44 distance education courses, 18 course deactivations, two new programs of study, four program of study deactivations, and ten program of study modifications for the *Chaffey College 2020-2021 Catalog*.

BUSINESS/FISCAL AFFAIRS

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 to authorize the District to make such procurements under Sections 20118 and 20652 as needed in the District's best interests for the calendar year ending on December 31, 2020.

The Governing Board approved the budget increase of \$201,184 to the 2019-2020 restricted general fund budget for the increase to the California Work Opportunity & Responsibility to Kids (CalWORKS), Extended Opportunity Programs & Services (EOPS) and Temporary Assistance for Needy Families (TANF) allocations.

The Governing Board adopted Resolution No. 121219, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution. (This resolution has been made part of the minutes of this meeting.)

The Governing Board adopted Resolution 121219A, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the machine shop equipment listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms

and conditions of the resolution. (This resolution has been made part of the minutes of this meeting.)

The Governing Board accepted as complete, per Contract Number 18PW40, the work of, and authorized the District to file a notice of completion with the county recorder for the Wignall Museum, Planetarium, Campus Center Shade Structure and Campus Center East Plaza projects, which were part of the Measure L Build-Out Project.

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 13, 2020, through May 21, 2020, and a total rental fee of \$15,578.70, in accordance with the CJUHSD application and permit for use of school premises terms and conditions.

ACTION AGENDA
BUSINESS/FISCAL AFFAIRS

The contract, purchase order, and warrant lists were ratified on the motion of Ms. Brugger, second of Mr. McDougal. (These lists have been made part of the minutes of this meeting.)

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

The Governing Board authorized the District to enter into Contract No. 2020PW277 with the lowest responsive and responsible bidder, Pave West, Inc. of Artesia, California, for the College Drive East Repair Project, in the amount of \$191,263, which equals the base bid, as described on the Bid Opening Results, on the motion of Ms. Brugger, second of Mr. McDougal.

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

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, presented the Board with copies of his monthly report. The report highlighted Sparkling Spirit Night in

support of the Panther Care Program, Rancho Cucamonga Chamber at Chaffey event, 2021 Aspen Prize application, Executive Team retreat, Measure P Community Forum, Compressed Calendar Forum, and student services highlights.

Nicole DeRose, acting Faculty Senate president, provided Board Members with the Faculty Senate's monthly report, in which she highlighted faculty members Michelle Dowd, journalism and language arts; Brandon Daily, language arts; Sandra Collins, mathematics and science; and Jackie Boboye, counseling.

Trisha Albertsen, Classified Senate president, provided a monthly report and highlighted Sheryl Herchenroeder, public information specialist; annual holiday luncheon and fundraiser; and the Caring Campus Initiative.

CSEA had no report.

CCFA President Jonathan Ausubel wished the Board happy holidays, and gave kudos to Laura Hope for working to revise the faculty prioritization process.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Dr. Shannon mentioned that the President's Office would work with Dean Robert Rundquist to provide a Caring Campus Initiative presentation at a future Board study session.

ADJOURNMENT

The meeting was adjourned at 4:00 p.m.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, January 23, 2019 at the Chaffey College Chino Community Center.

President

Clerk

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

January 23, 2020

Board Meeting Date

TOPIC RESOLUTION – COMPENSATION FOR TRUSTEE WHEN ABSENT

Communication No. IV.E.1.b

SUPPORTS BOARD ENDS STATEMENT/POLICY

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

PROPOSAL

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

BACKGROUND

Ms. Roberts was absent on December 12, 2019, due to illness.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund

Status of Funds – Funding for board member compensation is in the appropriate fund and is included in the 2019–2020 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board adopt the attached resolution to compensate Katherine Roberts, Governing Board member, for the December 12, 2019, meeting from which she was absent.

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

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

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

WHEREAS, on December 12, 2019, Katherine Roberts, Governing Board member, was absent due to illness; and

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

WHEREAS there was one meeting in the month of December;

NOW THEREFORE BE IT RESOLVED THAT the Governing Board of the Chaffey Community College District does hereby find that at the time of the scheduled meeting of the Governing Board December 12, 2019, Katherine Roberts, Governing Board member, was absent due to illness, and, as such, is entitled to receive compensation of \$400.00 for that meeting.

Ayes:
Nays:
Abstain:
Absent:

As secretary of the Governing Board of the Chaffey Community College District of San Bernardino County, California, I hereby certify that the above and foregoing resolution was duly adopted by the Board at a regular meeting thereof on the 23rd day of January, 2020, and passed by a majority of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 23rd day of January, 2020.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23, 2020

Board Meeting Date

TOPIC **CURRICULUM**

Communication No. IV.E.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the following changes to the *Chaffey College 2020-2021 Catalog*, as recommended by the Faculty Senate, the college Curriculum Committee, and the Associate Superintendent of Instruction and Institutional Effectiveness:

- 7 new courses
- 113 course modifications
- 15 distance education courses
- 1 course reactivation
- 5 course deactivations
- 1 new program of study
- 5 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 new courses, course modifications, distance education courses, 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 Associate Superintendent of Instruction and Institutional Effectiveness are recommending these curriculum changes.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve 7 new courses, 113 course modifications, 15 distance education courses, 1 course reactivation, 5 course deactivations, 1 new program of study, and 5 program of study modifications for the *Chaffey College 2020-2021 Catalog*.

| | |
|-----------------|---|
| Prepared by: | Angela Burk-Herrick, Curriculum Chairperson |
| Submitted by: | Laura Hope, Associate Superintendent, Instruction and Institutional Effectiveness |
| Recommended by: | Henry D. Shannon, Superintendent/President |

Curriculum 2019-2020

| COURSES – NEW COURSES | | | | | |
|-------------------------|--|-------------|----------|---|-------|
| | Discipline | Course ID | TOP Code | Title | Units |
| 1. | Computer Information Systems: Programming | CISPROG-6 | 0707.10 | Python Data Analytics | 3 |
| 2. | Engineering Technology | EGTECH-30 | 0924.00 | Introduction To Additive Manufacturing-3d Printing | 4 |
| 3. | Guidance | GUID-1A | 4930.10 | Principles and Practices of Student Leadership | 3 |
| 4. | Radiologic Technology | RADTEC-472 | 1225.00 | Pharmacology and Venipuncture for Imaging Professionals | 1.5 |
| 5. | Radiologic Technology | RADTEC-472L | 1225.00 | Lab for Pharmacology and Venipuncture for Imaging Professionals | 0.5 |
| 6. | Radiologic Technology | RADTEC-67 | 1225.00 | Anatomy and Radiographic Positioning III | 2.5 |
| 7. | Radiologic Technology | RADTEC-67L | 1225.00 | Laboratory for Anatomy and Radiographic Positioning III | 0.75 |
| COURSES – MODIFICATIONS | | | | | |
| | Discipline | Course ID | TOP Code | Title | Units |
| 1. | Biology | BIOL-2 | 0301.00 | Environmental Science | 4 |
| 2. | Biology | BIOL-424 | 0410.00 | Anatomy and Physiology | 3 |
| 3. | Biology | BIOL-424L | 0410.00 | Anatomy and Physiology Laboratory | 1 |
| 4. | Computer Information Systems | CIS-435 | 0702.10 | Fundamentals of Microsoft Visio | |
| 5. | Computer Information Systems | CIS-50 | 0708.10 | Introduction to Computer Networks | 3 |
| 6. | Computer Information Systems: Game Development | CISGAME-2 | 0614.20 | Fundamentals of Game Development II | 3 |
| 7. | Criminal Justice | CJ-52 | 2105.10 | Control and Supervision of Inmates | 3 |
| 8. | Dance | DANCE-8A | 1008.00 | Ballet IIA | 1 |
| 9. | Drafting | DRAFT-20 | 0953.00 | Computer-Aided Drafting and Design | 4 |
| 10. | Drafting | DRAFT-21 | 0953.40 | Mechanical Design I | 3 |
| 11. | Drafting | DRAFT-41 | 0953.40 | Mechanical Design and Drafting II | 4 |
| 12. | Drafting | DRAFT-43 | 0953.00 | Advanced CAD Modeling and Applications | 3 |
| 13. | Drafting | DRAFT-50 | 0953.10 | Architectural Design I | 3 |
| 14. | Drafting | DRAFT-51 | 0953.10 | Architectural Design II | 3 |
| 15. | Drafting | DRAFT-53 | 0953.10 | Architectural Applications of CAD | 4 |
| 16. | Drafting | DRAFT-78 | 0953.00 | Advanced Mechanical Design Applications | 4 |
| 17. | Engineering Technology | EGTECH-14 | 0924.00 | Electronics for Engineering Technologists I | 3 |
| 18. | Fashion Design | FASHD-20 | 1303.00 | History of Fashion | 3 |
| 19. | Fashion Design | FASHD-40 | 1303.10 | Beginning Clothing Construction | 2 |
| 20. | Fashion Design | FASHD-42 | 1303.10 | Advanced Clothing Construction | 2 |

| | | | | | |
|-----|-----------------------|------------|---------|---|---|
| 21. | Fashion Design | FASHD-428 | 1303.10 | Computer-Aided Design | 2 |
| 22. | Fashion Design | FASHD-442 | 1303.30 | Industrial Sewing | 2 |
| 23. | Fashion Design | FASHD-445 | 1303.30 | Fitting and Alterations of Patterns and Apparel | 2 |
| 24. | Fashion Design | FASHD-45 | 1303.10 | Design Fundamentals for Fashion and Interiors | 3 |
| 25. | Fashion Design | FASHD-470 | 1303.30 | Apparel Production | 3 |
| 26. | Fashion Design | FASHD-471 | 1303.30 | Advanced Patternmaking | 3 |
| 27. | Fashion Design | FASHD-472 | 1303.30 | Computer-Aided Patternmaking | 2 |
| 28. | Fashion Design | FASHD-480 | 1303.10 | Design Collection | 2 |
| 29. | Fashion Design | FASHD-61 | 1303.10 | Pattern Drafting I | 3 |
| 30. | Fashion Design | FASHD-65 | 1303.00 | Fashion Illustration | 2 |
| 31. | Fashion Design | FASHD-72 | 1303.10 | Fashion Draping | 2 |
| 32. | Fashion Merchandising | FASHM-10 | 1303.20 | Introduction to the Fashion Industry | 3 |
| 33. | Fashion Merchandising | FASHM-11 | 1303.20 | Fashion Retail Merchandising and Management | 3 |
| 34. | Fashion Merchandising | FASHM-12 | 1303.20 | Visual Merchandising | 3 |
| 35. | Fashion Merchandising | FASHM-15 | 1303.20 | Image and Fashion Selection | 3 |
| 36. | Fashion Merchandising | FASHM-60 | 1303.20 | Textiles | 3 |
| 37. | Fire Technology | FIRETEC-3 | 2133.00 | Fire Protection Systems | 3 |
| 38. | Fire Technology | FIRETEC-4 | 2133.00 | Building Construction for Fire Protection | 3 |
| 39. | Fire Technology | FIRETEC-5 | 2133.00 | Fire Prevention | 3 |
| 40. | Fire Technology | FIRETEC-6 | 2133.00 | Fire Apparatus and Equipment | 3 |
| 41. | Fire Technology | FIRETEC-7 | 2133.00 | Strategies and Tactics | 3 |
| 42. | Fire Technology | FIRETEC-9 | 2133.00 | Principles of Fire and Emergency Services Safety & Survival | 3 |
| 43. | History | HIST-16 | 2205.00 | Westward Movement and the Indian Wars 1840-90 | 3 |
| 44. | Kinesiology: Activity | KINACT-1 | 0835.10 | Beginning Tennis | 1 |
| 45. | Kinesiology: Activity | KINACT-16 | 0835.10 | Volleyball | 1 |
| 46. | Kinesiology: Activity | KINACT-17 | 0835.10 | Advanced Volleyball | 1 |
| 47. | Kinesiology: Activity | KINACT-2 | 0835.10 | Advanced Tennis | 1 |
| 48. | Kinesiology: Activity | KINACT-20 | 0835.10 | Basketball | 1 |
| 49. | Kinesiology: Activity | KINACT-22 | 0835.10 | Soccer | 1 |
| 50. | Kinesiology: Activity | KINACT-23 | 0835.10 | Intermediate Soccer | 1 |
| 51. | Kinesiology: Activity | KINACT-25 | 0835.10 | Spinning for Fitness | 1 |
| 52. | Kinesiology: Activity | KINACT-29A | 0835.10 | Beginning Body Conditioning | 1 |
| 53. | Kinesiology: Activity | KINACT-29B | 0835.10 | Intermediate Body Conditioning | 1 |
| 54. | Kinesiology: Activity | KINACT-29C | 0835.10 | Advanced Body Conditioning | 1 |
| 55. | Kinesiology: Activity | KINACT-35 | 0835.10 | Cardio Fitness For Life | 1 |
| 56. | Kinesiology: Activity | KINACT-9 | 0835.10 | Swimming | 1 |
| 57. | Kinesiology: Lecture | KINLEC-15 | 0835.00 | Diet and Fitness | 3 |
| 58. | Kinesiology: Lecture | KINLEC-16 | 0835.00 | First Aid | 3 |
| 59. | Kinesiology: Lecture | KINLEC-2 | 0835.00 | Introduction to Athletic Training | 3 |
| 60. | Kinesiology: Team | KINTM-1 | 0835.50 | Football Team Activity | 1 |

| | | | | | |
|-----|-------------------|-----------|---------|---|-----|
| 61. | Kinesiology: Team | KINTM-11 | 0835.50 | Swimming Team Activity, Men and Women | 1 |
| 62. | Kinesiology: Team | KINTM-14 | 0835.50 | Soccer Team Activity, Men | 1 |
| 63. | Kinesiology: Team | KINTM-15 | 0835.50 | Soccer Team Activity, Women | 1 |
| 64. | Kinesiology: Team | KINTM-18 | 0835.10 | Beginning Dance/Cheer Team | 1 |
| 65. | Kinesiology: Team | KINTM-19 | 0835.10 | Intermediate Dance/Cheer Team | 1 |
| 66. | Kinesiology: Team | KINTM-1A | 0835.50 | Football Team Activity | 0.5 |
| 67. | Kinesiology: Team | KINTM-2 | 0835.50 | Volleyball Team Activity, Women | 1 |
| 68. | Kinesiology: Team | KINTM-27 | 0835.50 | Baseball Team Class, Men | 2 |
| 69. | Kinesiology: Team | KINTM-3 | 0835.50 | Basketball Team Activity, Women | 1 |
| 70. | Kinesiology: Team | KINTM-3A | 0835.50 | Basketball Team Activity, Women | 0.5 |
| 71. | Kinesiology: Team | KINTM-4 | 0835.50 | Softball Team Activity, Women | 1 |
| 72. | Kinesiology: Team | KINTM-41 | 0835.50 | Intercollegiate Football | 3 |
| 73. | Kinesiology: Team | KINTM-42 | 0835.50 | Intercollegiate Volleyball Team, Women | 3 |
| 74. | Kinesiology: Team | KINTM-44 | 0835.50 | Intercollegiate Softball Team, Women | 3 |
| 75. | Kinesiology: Team | KINTM-45 | 0835.50 | Intercollegiate Water Polo Team, Men | 3 |
| 76. | Kinesiology: Team | KINTM-47 | 0835.50 | Intercollegiate Baseball Team, Men | 3 |
| 77. | Kinesiology: Team | KINTM-5 | 0835.50 | Water Polo Team Activity, Men | 1 |
| 78. | Kinesiology: Team | KINTM-51 | 0835.50 | Intercollegiate Swimming Team, Men and Women | 3 |
| 79. | Kinesiology: Team | KINTM-54 | 0835.50 | Intercollegiate Soccer Team, Men | 3 |
| 80. | Kinesiology: Team | KINTM-55 | 0835.50 | Intercollegiate Soccer Team, Women | 3 |
| 81. | Kinesiology: Team | KINTM-56A | 0835.50 | Intercollegiate Basketball Team, Women Fall | 1.5 |
| 82. | Kinesiology: Team | KINTM-56B | 0835.50 | Intercollegiate Basketball Team, Women Spring | 1.5 |
| 83. | Kinesiology: Team | KINTM-57A | 0835.50 | Intercollegiate Basketball Team, Men Fall | 1.5 |
| 84. | Kinesiology: Team | KINTM-57B | 0835.50 | Intercollegiate Basketball Team, Men Spring | 1.5 |
| 85. | Kinesiology: Team | KINTM-59 | 0835.50 | Intercollegiate Water Polo Team, Women | 3 |
| 86. | Kinesiology: Team | KINTM-6 | 0835.50 | Basketball Team Activity, Men | 1 |
| 87. | Kinesiology: Team | KINTM-61A | 0835.50 | Basketball Strength and Conditioning for Athletes | 0.5 |
| 88. | Kinesiology: Team | KINTM-62 | 0835.50 | Football Strength and Conditioning for Athletes | 1 |
| 89. | Kinesiology: Team | KINTM-62A | 0835.50 | Football Strength and Conditioning for Athletes | 0.5 |
| 90. | Kinesiology: Team | KINTM-64 | 0835.50 | Softball Strength and Conditioning for Athletes | 1 |
| 91. | Kinesiology: Team | KINTM-64A | 0835.00 | Softball Strength and Conditioning for Athletes | 0.5 |
| 92. | Kinesiology: Team | KINTM-65 | 0835.50 | Water Polo Strength and Conditioning for Athletes | 1 |
| 93. | Kinesiology: Team | KINTM-65A | 0835.50 | Water Polo Strength and Conditioning for Athletes | 0.5 |
| 94. | Kinesiology: Team | KINTM-66A | 0835.50 | Baseball Strength and Conditioning for Athletes | 0.5 |
| 95. | Kinesiology: Team | KINTM-67A | 0835.50 | Swimming Strength and Conditioning for Athletes | 0.5 |
| 96. | Kinesiology: Team | KINTM-6A | 0835.50 | Basketball Team Activity, Men | 0.5 |
| 97. | Kinesiology: Team | KINTM-9 | 0835.50 | Water Polo Team Activity, Women | 1 |

| | | | | | |
|------|-----------------------|------------|---------|---|---|
| 98. | Mathematics | MATH-81 | 1701.00 | Linear Algebra | 4 |
| 99. | Nutrition and Food | NF-15 | 1306.00 | Nutrition I: Introduction to Nutrition Science | 3 |
| 100. | Nutrition and Food | NF-22 | 1301.00 | Nutrition and the Active Person | 3 |
| 101. | Nutrition and Food | NF-27 | 1301.00 | Healthy Cooking | 2 |
| 102. | Nutrition and Food | NF-5 | 1301.00 | Nutrition for Life | 3 |
| 103. | Radiologic Technology | RADTEC-10L | 1225.00 | Laboratory for Anatomy and Radiographic Positioning I | 1 |
| 104. | Radiologic Technology | RADTEC-20 | 1225.00 | Radiologic Science and Protection | 3 |
| 105. | Radiologic Technology | RADTEC-25 | 1225.00 | Anatomy and Radiographic Positioning II | 3 |
| 106. | Radiologic Technology | RADTEC-25L | 1225.00 | Laboratory for Anatomy and Radiographic Positioning II | 1 |
| 107. | Radiologic Technology | RADTEC-55 | 1225.00 | Fluoroscopy and Clinical Application | 2 |
| 108. | Radiologic Technology | RADTEC-610 | 1225.00 | Radiologic Technology Skills Development II | 0 |
| 109. | Radiologic Technology | RADTEC-85 | 1225.00 | Radiographic Review and ARRT Preparation | 2 |
| 110. | Sociology | SOC-18 | 2208.00 | Sociology of Aging | 3 |
| 111. | Sociology | SOC-25 | 2203.00 | Introduction to Chicano/Latino Studies in the United States | 3 |
| 112. | Theatre | THEATRE-10 | 1007.00 | Beginning Acting | 3 |
| 113. | Theatre | THEATRE-12 | 1007.00 | Intermediate Acting | 3 |

COURSES – DISTANCE EDUCATION

| | Discipline | Course ID | TOP Code | Title | Units |
|-----|---|------------------|-----------------|---|--------------|
| 1. | Computer Information Systems: Programming | CISPROG-6 | 0707.10 | Python Data Analytics | 3 |
| 2. | Criminal Justice | CJ-52 | 2105.10 | Control and Supervision of Inmates | 3 |
| 3. | Fire Technology | FIRETEC-3 | 2133.00 | Fire Protection Systems | 3 |
| 4. | Fire Technology | FIRETEC-4 | 2133.00 | Building Construction for Fire Protection | 3 |
| 5. | Fire Technology | FIRETEC-5 | 2133.00 | Fire Prevention | 3 |
| 6. | Fire Technology | FIRETEC-6 | 2133.00 | Fire Apparatus and Equipment | 3 |
| 7. | Fire Technology | FIRETEC-7 | 2133.00 | Strategies and Tactics | 3 |
| 8. | Fire Technology | FIRETEC-9 | 2133.00 | Principles of Fire and Emergency Services Safety & Survival | 3 |
| 9. | History | HIST-16 | | Westward Movement and the Indian Wars 1840-90 | |
| 10. | Nutrition and Food | NF-15 | 1306.00 | Nutrition I: Introduction to Nutrition Science | 3 |
| 11. | Nutrition and Food | NF-22 | 1301.00 | Nutrition and the Active Person | 3 |
| 12. | Nutrition and Food | NF-5 | 1301.00 | Nutrition for Life | 3 |
| 13. | Social Science | SCSCI-13 | 2104.00 | Introduction to Social Work | 3 |
| 14. | Sociology | SOC-18 | 2208.00 | Sociology of Aging | 3 |
| 15. | Sociology | SOC-25 | 2203.00 | Introduction to Chicano/Latino Studies in the United States | 3 |

| COURSES – REACTIVATIONS | | | | | |
|--|------------------------------|------------------|-----------------|---|--------------|
| | Discipline | Course ID | TOP Code | Title | Units |
| 1. | Social Science | SCSCI-13 | 2104.00 | Introduction to Social Work | 3 |
| COURSES – DEACTIVATIONS | | | | | |
| | Discipline | Course ID | TOP Code | Title | Units |
| 1. | Music | MUSIC-10 | 1004.00 | Songwriting and Commercial Harmony | 3 |
| 2. | Radiologic Technology | RADTEC-470 | 1225.00 | Venipuncture for Imaging Professionals | 1 |
| 3. | Radiologic Technology | RADTEC-470L | 1225.00 | Venipuncture Laboratory for Imaging Professionals | 0.5 |
| 4. | Radiologic Technology | RADTEC-66 | 1225.00 | Anatomy and Radiographic Positioning III | 3 |
| 5. | Radiologic Technology | RADTEC-66L | 1225.00 | Laboratory for Anatomy and Radiographic Positioning III | 1 |
| PROGRAMS OF STUDY – NEW PROGRAMS | | | | | |
| | Program of Study | AA/AS/C | TOP Code | Title | Units |
| 1. | Biology | AS-T | 0301.00 | Environmental Science | 41 |
| PROGRAMS OF STUDY – PROGRAM MODIFICATIONS | | | | | |
| | Program of Study | AA/AS/C | TOP Code | Title | Units |
| 1. | Computer Information Systems | A.S. | 0702.00 | Computer Information Systems | 36 |
| 2. | Drafting | A.S. | 0953.10 | Drafting Technician: Architectural | 29 |
| 3. | Engineering Technology | A.S. | 0924.00 | Engineering Technology | 29-32 |
| 4. | Radiologic Technology | A.S. | 1225.00 | Radiologic Technology | 68 |
| 5. | Theatre | AA-T | 1007.00 | Theatre Arts | 18-19 |

January 23, 2019 Curriculum Board Report

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23, 2020
 Board Meeting Date

TOPIC 2019-2021 EMPLOYMENT TRAINING PANEL (ETP) AGREEMENT

Communication No. IV.E.3.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

The Employment Training Panel provides financial assistance to California businesses to support customized worker training to: attract and retain businesses that contribute to a healthy California economy, provide workers with secure jobs that pay good wages and have opportunities for advancement, assist employers to successfully compete in the global economy, and promote the benefits and ongoing investments of training among employers.

BUDGET IMPLICATIONS

Funding Source – State of California Employment Training Panel

Status of Funds – The 2019-2020 restricted budget will be increased as indicated below:

| | | |
|-------|----------------|------------------|
| 48xxx | Income | <u>\$749,994</u> |
| 52xxx | Salaries | \$223,550 |
| 53xxx | Benefits | 40,428 |
| 54xxx | Supplies | 41,000 |
| 55xxx | Other Services | <u>445,016</u> |
| | Total | <u>\$749,994</u> |

Future Implications – This agreement provides two years of funding effective December 23, 2019 through December 22, 2021.

RECOMMENDATION

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

| | |
|-----------------|---|
| Prepared by: | Sandra Sisco, Director, Economic Development |
| Submitted by: | Jim Fillpot, Dean, Institutional Research, Policy and Grants |
| Reviewed by: | Lisa Bailey, Associate Superintendent, Business Services/Economic Development |
| Recommended by: | Henry D. Shannon, Superintendent/President |

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23, 2020

Board Meeting Date

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

Communication No. IV.E.3.b

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 12320, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

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 12320 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 12320, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

Attachment: Resolution 12320

| | |
|-----------------|---|
| 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. 12320

**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 23rd day of January 2020, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

I, Lee McDougal, 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.

Lee McDougal
Clerk, Governing Board

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23, 2020
Board Meeting Date

TOPIC **FEE SCHEDULE UPDATE AND ESTABLISHMENT OF A STUDENT REPRESENTATION FEE FUND**

Communication No. IV.E.3.c

SUPPORTS BOARD ENDS STATEMENT/POLICY

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

PROPOSAL

To approve the collection of a student representation fee of \$2 per student per semester and the establishment of a Student Representation Fee Fund budget.

BACKGROUND

Per Assembly Bill No. 1504, beginning January 1, 2020, California Community Colleges are required to collect a student representation fee of \$2 before or at the time of registration. These funds shall be deposited in a separate fiduciary fund established in the California Community Colleges Budget and Accounting Manual for student representation fees. The money collected shall be expended to provide support for governmental affairs representatives of local or statewide student body organizations who may be stating their positions and viewpoints before city, county, and district governments, and before offices and agencies of state government.

The bill requires that \$1 of the \$2 fee be expended to support the operation of a statewide community college student organization, recognized by the Board of Governors of the California Community Colleges, with effective student representation and participation in state-level community college shared governance and with governmental affairs representatives to advocate before the Legislature and other state and local government entities.

BUDGET IMPLICATIONS

Funding Source – Student Representation Fee Trust Fund

Status of Funds – Funds will be collected from students and deposited in a Student Representation Fee Trust Fund as budgeted below:

| | | |
|-------|----------------|----------|
| 48xxx | Income | \$40,000 |
| 55xxx | Other Services | \$40,000 |

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board approve the collection of a student representation fee of \$2 per student per semester and the establishment of a Student Representation Fee Fund budget.

| | |
|-----------------|---|
| 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 23, 2020

Board Meeting Date

TOPIC **HUNGER FREE CAMPUS INITIATIVE**

Communication No. IV.E.3.d

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

This partnership is between The Foundation for California Community Colleges and Chaffey Community College District to receive funds in the amount of \$29,929 for the Hunger Free Campus Initiative. The agreement shall remain in effect until all of the funds have been properly expended, as outlined in the partnership agreement. Funds will be used for activities which may include: food pantry operation and/or food distribution, and/or CalFresh Outreach activities (e.g., supporting students receiving CalFresh benefits, and/or other new food security services or activities).

BUDGET IMPLICATIONS

Funding Source – The Foundation for California Community Colleges.

Status of Funds – The 2019-2020 restricted general fund budget will be increased by \$29,929 as indicated below:

| | | |
|-------|----------------|-----------------|
| 48xxx | Income | <u>\$29,929</u> |
| 55xxx | Other Services | <u>\$29,929</u> |

Future Implications – None

RECOMMENDATION

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

| | |
|-----------------|---|
| Prepared by: | Alisha Rosas, Executive Director, Equity, Outreach and Communications |
| Submitted by: | Jim Fillpot, Dean, Institutional Research, Policy and Grants |
| 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 23, 2020

Board Meeting Date

TOPIC **NOTICE OF COMPLETION: CONTRACT NO. 18PW40 MEASURE L BUILD OUT PROJECT**

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 6600 Capital Construction.

PROPOSAL

To accept as complete per contract number 18PW40, the work of, and authorize the district to file a notice of completion with the county recorder for the Measure L Build Out Project, Theatre Renovation.

BACKGROUND

On September 21, 2017, the Governing Board authorized the letting of Contract Number 18PW40 to Robert Clapper Construction Services, Inc. of Rialto, California, for the Measure L Build Out Project which included the Theatre Renovation, per the terms and conditions of the district's bid and contract documents. The project work is now fully complete per the contract.

California Public Contract Code Section 7107 and Civil Code Section 3093 require public entities to file a notice of completion with the county recorder after acceptance of the work as complete.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board accept as complete, per contract number 18PW40, the work of, and authorize the district to file a notice of completion with the county recorder for the Measure L Build Out Project, Theatre Renovation.

| | |
|-----------------|---|
| Prepared by: | Kim Erickson, Executive Director, Business Services |
| 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 23, 2020
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, 2019 through December 31, 2019.

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, 2019 through December 31, 2019.

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

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

From 10/01/2019 To 12/31/2019
January 23, 2020 Board Meeting

| BUDGET TRANSFERS | FROM | TO |
|--|----------------|----------------|
| <u>Fund 10: General Fund Unrestricted</u> | | |
| 1000 Academic Salaries | 135,359 | |
| 2000 Classified Salaries | | 110,075 |
| 4000 Supplies & Materials | 13,576 | |
| 5000 Other Operating Expenses & Services | | 179,818 |
| 6000 Capital Outlay | 1,517 | |
| 7000 Other Outgo | 139,441 | |
| | <hr/> | |
| Total Transfer Fund 10 Unrestricted | 289,893 | 289,893 |
| <u>Fund 10: General Fund Restricted</u> | | |
| 1000 Academic Salaries | | 161,801 |
| 2000 Classified Salaries | 229,998 | |
| 3000 Benefits | 3,001 | |
| 4000 Supplies & Materials | | 83,110 |
| 5000 Other Operating Expenses & Services | 718,266 | |
| 6000 Capital Outlay | | 739,548 |
| 7000 Other Outgo | 33,194 | |
| | <hr/> | |
| Total Transfer Fund 10 Restricted | 984,459 | 984,459 |
| <u>Fund 33: Children's Center</u> | | |
| 1000 Academic Salaries | 12,000 | |
| 4000 Supplies & Materials | | 1,000 |
| 5000 Other Operating Expenses & Services | 1,300 | |
| 6000 Capital Outlay | | 12,300 |
| | <hr/> | |
| Total Transfer Fund 33 | 13,300 | 13,300 |
| <u>Fund 40: Measure L Bond Fund</u> | | |
| 4000 Supplies & Materials | 642 | |
| 5000 Other Operating Expenses & Services | 2,911 | |
| 6000 Capital Outlay | | 3,553 |
| | <hr/> | |
| Total Transfer Fund 40 | 3,553 | 3,553 |

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

From 10/01/2019 To 12/31/2019
 January 23, 2020 Board Meeting

| BUDGET TRANSFERS | FROM | TO |
|---|------------------|------------------|
| <u>Fund 42: Scheduled Maintenance Fund</u> | | |
| 4000 Supplies & Materials | 3,678 | |
| 5000 Other Operating Expenses & Services | | 3,678 |
| Total Transfer Fund 42 | 3,678 | 3,678 |
| <u>Fund 43: Measure P Bond Fund</u> | | |
| 4000 Supplies & Materials | | 233 |
| 5000 Other Operating Expenses & Services | 302 | |
| 6000 Capital Outlay | | 69 |
| Total Transfer Fund 43 | 302 | 302 |
| <u>Fund 71: Associated Students Fund</u> | | |
| 4000 Supplies & Materials | | 1,554 |
| 7000 Other Outgo | 1,554 | |
| Total Transfer Fund 71 | 1,554 | 1,554 |
| Total Transfers All Funds | 1,296,739 | 1,296,739 |

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23 2020

Board Meeting Date

TOPIC QUARTERLY FINANCIAL STATUS REPORT FOR THE PERIOD ENDING DECEMBER 31, 2019

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, 2019.

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 2019-2020 adopted budget.

BUDGET IMPLICATIONS

Funding Source – The unrestricted general fund budget.

Status of Funds – The reports are within appropriations indicated in the 2019-2020 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended the Governing Board approve the Quarterly Financial Status Report for the period ending December 31, 2019.

| | |
|-----------------|---|
| 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 2019-2020

District: (920) Chaffey Community College

Quarter Ended: December 31, 2019

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

As of June 30 for fiscal year specified.

| | FY 2016-17 Actual | FY 2017-18 Actual | FY 2018-19 Actual | FY 2019-20 Projected |
|--|----------------------|----------------------|----------------------|-------------------------|
| Revenues: | | | | |
| Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800) | 102,248,246 | 104,076,905 | 112,620,680 | 118,894,834 |
| Other Financing Sources (Objects 8900) | 43,467 | 12,995 | 14,634 | 25,000 |
| Total Unrestricted Revenues | 102,291,713 | 104,089,900 | 112,635,314 | 118,919,834 |
| Expenditures: | | | | |
| (Objects 1000-6000) | 98,620,033 | 102,597,274 | 109,452,792 | 121,126,616 |
| Other Outgo (Objects 7100,7200,7300,7400,7500, & 7600) | 1,344,707 | 1,354,847 | 2,282,214 | 3,192,967 |
| Total Unrestricted Expenditures | 99,964,740 | 103,952,121 | 111,735,006 | 124,319,583 |
| Revenues Over(Under)Expenditures | 2,326,973 | 137,779 | 900,308 | (5,399,749) |
| Fund Balance, Beginning | 18,380,963 | 20,707,936 | 20,845,714 | 21,746,022 |
| Prior Year Adjustments + (-) | 0 | 0 | 0 | 0 |
| Adjusted Fund Balance, Beginning | 18,380,963 | 20,707,936 | 20,845,714 | 21,746,022 |
| Fund Balance, Ending | 20,707,936 | 20,845,715 | 21,746,022 | 16,346,273 |
| % of GF Balance to GF Expenditures | 20.7% | 20.1% | 19.5% | 13.1% |

II. Annualized Attendance FTES:

| Annualized FTES | | | | |
|---|--------|--------|--------|--------|
| (Excluding apprentices and non-residents) | 16,385 | 16,385 | 16,916 | 17,085 |

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

| | As of the specified quarter ended for each fiscal year presented | | | |
|--------------------------------|--|------------|------------|------------|
| | 2016-17 | 2017-18 | 2018-19 | 2019-20 |
| Cash, excluding borrowed funds | 49,957,184 | 32,750,558 | 58,954,665 | 60,377,168 |
| Cash, borrowed funds only | 0 | 0 | 0 | 0 |
| Total Cash | 49,957,184 | 32,750,558 | 58,954,665 | 60,377,168 |

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) | 118,894,834 | 118,894,834 | 66,786,432 | 56.2% |
| Other Financing Sources (Objects 8900) | 25,000 | 25,000 | 38,465 | 153.9% |
| Total Unrestricted Revenues | 118,919,834 | 118,919,834 | 66,824,897 | 56.2% |
| Expenditures: | | | | |
| Unrestricted General Fund Expenditures (Objects 1000-6000) | 120,962,406 | 121,126,616 | 53,814,972 | 44.4% |
| Other Outgo (Objects 7100,7200,7300,7400,7500, & 7600) | 3,357,177 | 3,192,967 | 1,762,714 | 55.2% |
| Total Unrestricted Expenditures | 124,319,583 | 124,319,583 | 55,577,686 | 44.7% |
| Revenues Over(Under) Expenditures | (5,399,749) | (5,399,749) | 11,247,211 | |
| Adjusted Fund Balance, Beginning | 21,746,022 | 21,746,022 | 21,746,022 | |
| Fund Balance, Ending | 16,346,273 | 16,346,273 | 32,993,233 | |
| % of UGF Fund Balance to UGF Expenditures | 13.1% | 13.1% | | |

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

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

 1/9/2020
 District Chief Business Officer Date

Quarter Ended: December 31, 2019

Chaffey Community College District

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.

 1/9/2020
 District Superintendent Date

Governing Board Meeting Date: January 23, 2020

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23, 2020
Board Meeting Date

TOPIC CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 431 BARGAINING TOPICS

Communication No. IV.E.4.a

SUPPORTS BOARD POLICY

BP 7140 Collective Bargaining – If eligible employees of the District select an employee organization as their exclusive representative, and if after recognition by the District or after a properly conducted election, an exclusive representative is certified as the representative of an appropriate unit of employees under the provisions of the Educational Employment Relations Act, Government Code Sections 3540 et seq., the District will meet and negotiate in good faith on matters within the scope of bargaining as defined by law. The District will assure that employees are treated equitably and evaluated regularly and systematically. Negotiated agreements with employee groups shall be fair, equitable, and affordable.

PROPOSAL

To accept the bargaining topics in preparation to open negotiations with the California School Employees Association, Chapter 431 during the spring 2020 semester.

BACKGROUND

The California School Employees Association, Chapter 431, and representatives of the District have exchanged bargaining topics in preparation to open negotiations on the next California School Employees Association, Chapter 431 agreement.

Article 8, Section 3547 of the Government Code requires that the public be given an opportunity to express itself regarding the initial proposals of the representatives at a public meeting of the public-sector employer. This opportunity will be agendaized for the February 2020 Governing Board meeting.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board accept the bargaining topics in preparation to open negotiations with the California School Employees Association, Chapter 431 during the spring 2020 semester.

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

The following are the interests that the Chaffey Community College District will present to the California School Employees Association during negotiations for the 2020 – 2023 Collective Bargaining Agreement:

ARTICLE 3.3 CURRENT LIST OF BARGAINING UNIT POSITIONS

Update list of positions.

ARTICLE 5.1 ORGANIZATION FEES, 5.2 PAYROLL DEDUCTIONS, 5.4 RELIGIOUS OBJECTION, and 5.6 NOTIFICATION

Update language to be consistent with Janus.

ARTICLE 7.6.1 SELF-EVALUATION, AND 7.7 EVALUATION PROCEDURE REVIEW

Include a required self-evaluation form and remove outdated language from evaluation section.

ARTICLE 9.13 RELEASE TIME FOR CHAPTER FUNCTIONS

Review appropriate use, amount and recording process of release time.

ARTICLE 10 PAY AND ALLOWANCES

Evaluate total compensation to ensure it is fair, equitable and affordable.

ARTICLE 11.4 PARKING

Evaluate and address shared parking costs.

ARTICLE 12 HEALTH AND WELFARE BENEFITS

Evaluate total compensation, including health and welfare benefits, to ensure it is fair, equitable, and affordable.

ARTICLE 13.1 SCHEDULED HOLIDAYS AND 13.4 HOLIDAY CREDIT

Fix floating holiday to a specific date and clarify and correct holiday credit for part-time assignments.

ARTICLE 15 LEAVES, 15.7.2 PERSONAL NECESSITY LEAVE AND 15.10 FAMILY-SCHOOL PARTNERSHIP LEAVE

Update leave language in accordance with law. Clarify appropriate uses of Personal Necessity and clarify bereavement notification and process to align with other leaves.

ARTICLE 20 DISCIPLINARY ACTION

Clarify disciplinary process.

ARTICLE 24 NEGOTIATIONS

Align CSEA negotiators on release time with District negotiators at table. Improve notification and recording process.



Chaffey College

**Office of Business Services and
Economic Development**

ARTICLE 26.3 REVIEW PROCESS

Add timelines for completion of all processes.

APPENDIX A, B, C

Updates appendices with current dates and language.

Respectfully submitted,

Lisa Bailey

Associate Superintendent, Business Services
and Economic Development

Initial Proposal for 2020 Successor Agreement California School Employees Association Chaffey College #431

The California School Employees Association and its Chaffey College Chapter 431 does hereby request, per Article 24 of the collective bargaining agreement, to negotiate a successor agreement for the entire contract and in specific the following contract articles:

Article 1

- Update definitions to clarify contract language.

Article 2 – Non-Discrimination

- Update language so that protected status is consistent with current law.
- Update language to include protected concerted activities as defined by applicable laws.

Article 3 – Recognition

- Amend language to the scope of representation to include professional development, shared governance policies, the use of short-term workers, organizational realignments.
- Update current list of bargaining unit positions.
- Update language to recognize employees with excessive workload issues.
- Add language so that CSEA has direct access to all job descriptions

Article 4 – Management Rights

- Add language to ensure CSEA bargaining unit work is not contracted out

Article 8 – Organizational Rights

- Add language contractually codifying CSEA's shared governance rights per Education Code 70901.2
- Increase release time for chapter functions.
- Add release time for union stewards, site representatives, governing board meetings, CSEA statewide appointments, elected office, professional organizations, and campus committees.
- Enable Chino and Fontana members to attend chapter meetings.

Article 9 – Hours and Overtime

- Clarify intent and usage for the Work Change Notification form.

- Update language to reflect a remote work policy.
- Move Article 9.13 to Organizational Rights.
- Update language defining a full-time work week.
- Update compensatory time off procedures.
- Update shift differential compensation and criteria.
- Add language for Contact during Work Hours so that manager's must contact employees via official district equipment. Prohibit managers from contacting employees on their personal mobile phones.

Article 10 – Pay and Allowances

- Align the salary schedule to attract and retain quality employees. Add additional steps to the salary schedule. Language shall include a clause for parity between CSEA and other bargaining units, but shall not be limited to said clause.
- Adjust classification placement of bargaining unit positions on the salary schedule.
- Improve longevity allowance.
- Improve the salary schedule each fiscal year that occurs during the course of this agreement.
- Convert 10-month employees to 12-month employees.
- Compensate employees for excessive workload issues.

Article 11 – Employee Expenses and Materials

- Add language to the safety shoe allowance to include police officers and classifications that work in labs
- Improve safety shoe allowance.
- Add language to police officer vests to ensure type worn meets the highest safety standards.

Article 13 – Holidays

- Add Caesar Chavez Holiday.
- Clarify holiday credit for part-time employees and employees that do not work a 5/8 schedule.

Article 14 – Vacation Plan

- Eliminate vacation cap in accordance to law.

Article 15 – Leaves

- Add language to bereavement to include miscarriages.

- Improve maternity leave.
- Add language specific to paternity leave.
- Improve bonding leave.
- Improve catastrophic leave donation program so that unused leave goes into a bank instead of expiring.
- Improve options for personal necessity leave.
- Increase amount of personal business.
- Permit e-mail notification for sick leave.

Article 16 – Professional Development

- Add language for parity in funding between CSEA and CCFA. Include language promoting professional development so that managers must give cause for denying professional development requests. Limited staffing levels shall not be a reason for denial.

Article 17 – Transfers

- Improve language so that transfers are open to all classified bargaining unit employees. Add language to ensure bargaining unit members are provided the first opportunity for promotional vacancies.
- Strike 17.4.

Article 18 – Temporary Reassignments

- Rename Article to “Work Outside of Classification” and improve language to reflect this change.
- Eliminate temporary reassignments.
- Move inconsistent duty pay to Article 10 – Pay and Allowances. Improve language.
- Move temporary work above classification to Article 10 – Pay and Allowances. Improve language.
- Improve compensation process so that in the event the district and CSEA cannot agree on compensation a mutually selected independent arbitrator shall determine compensation. The decision shall be binding.

Article 20 – Disciplinary Action

- Add binding arbitration.
- Eliminate requirement that CSEA pay half for disciplinary hearings.

Article 21 – Grievance Procedure

- Add binding arbitration.
- Add explicit language that supports resolving issues at the lowest level, including but not limited to, meetings between CSEA and the first level manager, without the necessity of having HR present.

Article 22 – Health and Safety

- Add language requiring the district to notify CSEA of unhealthful or unsafe working conditions the same day the district becomes aware of the condition.
- Add language to ensure staff have safe and clean staff lounges. Add more staff lounges.

Article 24 – Negotiations

- Clarify language to commence successor negotiations.
- Improve release time for negotiations.

Article 26 – Reclassification

- Improve review process and determination.


Article 28 – New Employee Orientation

- Improve language so that employees attend orientation within 30 days of initial employment. (SEE ALSO ARTICLE 8)

Article 29 – Duration

- Update dates and ensure a three year contract from July 1, 2020 through June 30, 2023

Please place this Initial Proposal on the December 2019 Governing Board agenda in compliance with the Education Employment Relations Act (EERA). In addition, please contact Noah Snyder, Labor Relations Representative, to coordinate dates with both negotiation teams.

Submitted by:  _____
Monica Han, Chapter President
CSEA, Chapter 431

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23, 2020
Board Meeting Date

TOPIC MEMORANDUM OF UNDERSTANDING – SOUTH COAST COMMUNITY SERVICES

Communication No. IV.E.5.a

SUPPORTS BOARD POLICY

BP 5200 – Student Health Services

Student health services shall be provided in order to contribute to the education aims of students by promoting physical and emotional well-being through health-oriented programs and services.

PROPOSAL

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

BACKGROUND

In a pilot with the County of San Bernardino Department of Behavioral Health, South Coast Community Services will provide mental health treatments/therapeutic services, screening, assessments, linkages, referrals, case management, psychoeducation, support groups, and education/life skills training to students providing written release to the District for matters of health, wellness, and safety.

Chaffey College shall be responsible for providing confidential space for conducting groups, classes and therapeutic sessions, identifying prospective students, participating in Start Up meetings, facilitating ongoing student participation, and providing access to the College's Wi-Fi in order to complete necessary documents.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

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

| | |
|-----------------|--|
| Prepared by: | Eric Bishop, Associate Superintendent, Student Services and Legislative Engagement |
| Submitted by: | Eric Bishop, Associate Superintendent, Student Services and Legislative Engagement |
| Reviewed by: | Lisa Bailey, Associate Superintendent, Business Services and Economic Development |
| Recommended by: | Henry D. Shannon, Superintendent/President |

MEMORANDUM OF UNDERSTANDING
Provision of Mental Health Services

This Memorandum of Understanding (MOU) is made and entered into between the **Chaffey College**, hereinafter referred to as "District" and South Coast Community Services, whose address is: 27261 Las Ramblas, Suite 220, Mission Viejo, CA 92691, hereinafter referred to as "Provider" in consideration of their mutual covenants, the parties hereto agree as follows:

A. DUTIES OF PROVIDER:

The Provider agrees to provide the following services, materials, and products ("Programs") to District. South Coast Community Services has received various funding from the County of San Bernardino to provide mental health services. These programs are:

- Community Wholeness & Enrichment (CWE)
 - Services include mental health treatments/therapeutic services, screening, assessment, linkage, referral, case management, psychoeducation, support groups, education/life skills training.

The Provider agrees to obtain written release of information from the student/client to refer back to the District for matters of health, wellness and safety.

B. TERM OF MOU:

The Provider's work, as specified in the MOU, shall commence on **January 1, 2020**, and shall be completed on or before **June 30, 2020**. This MOU may be extended, upon mutual written consent.

C. DISTRICT OBLIGATIONS:

1. For SAP, under contract with San Bernardino Department of Behavioral Health and San Bernardino County Superintendent of School, Provider provides SAP services to four (4) other school districts within the county. In order to serve each of these school districts with all elements of SAP services, Provider has allocated staff and resources to serve up to 5 days per week at Chaffey College campuses in Chino, Fontana and Rancho Cucamonga.

2. For the period of this agreement the District shall:

- a. Provide confidential space for conducting groups, classes and therapeutic sessions. This space will also have a phone line in case of crises or emergency.
- b. Identify prospective student participants.
- c. Follow Provider's referral process utilizing the Initial Referral Form for Individual Therapy and the Group Referral Form for Education-Based and/or Supportive Groups.
- d. The District and/or each school site will participate in Start Up meetings in order to identify the services needed. The District will have all necessary documents completed and ready before the start of group sessions, i.e. the Group Referral form, a Group Consent form including the PEI Demographic form, and outcome measure.
- e. Facilitate ongoing student participation by supporting facilitator/clinician access to students.
- f. Provide Provider's staff whom are onsite with access to the school site's Wi-Fi in order to complete necessary documents for therapy and group sessions.

3. The District shall recognize Provider as a covered entity under the Health Insurance Portability and Accountability Act (HIPAA) or the Privacy Act Code of Federal Regulations (CFR 42, Part 2) and all communications concerning clients will require a signed authorization prior to disclosure.

D. INSURANCE:

MEMORANDUM OF UNDERSTANDING
Provision of Mental Health Services

Throughout the duration of this MOU, Provider shall, at its sole cost and expense, keep in force for the mutual benefit of Provider and District, comprehensive broad general liability insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Provider, his agents representatives, or employees. Such insurance shall provide coverage as follows:

1. General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage.
2. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
3. Worker's Compensation Insurance: As required by the State of California and Employer's Liability Insurance.

It should be expressly understood however that the coverage's required herein shall not in any way limit the liability of Provider, its officers, agents, or employees.

A Certificate of Insurance and an Additional Insured Endorsement naming the District as an Additional Insured shall be delivered to the District prior to the commencement of services, and thereafter immediately upon each policy renewal during the term of the MOU. The commercial general liability and automobile liability policies are the endorsed to contain the following provisions:

1. The District, its officers, officials, employees and volunteers are to be covered as insured as respects liability arising out of the work or operations performed by or on behalf of Provider, or automobiles owned, leased, hired or borrowed by the Provider.
2. For any claims related to this MOU, the Provider's insurance coverage shall be primary as respects the District, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Provider, its officers, officials, employees or volunteers shall be excess of the Provider's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that the coverage shall not be canceled by Provider, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.
4. Coverage shall not extend to any indemnity coverage for the active negligence of the Additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

E. INDEMNIFICATION:

The Provider agrees to indemnify, defend, and save harmless the District, its officers, agents, employees, and volunteers from any and all claims and losses accruing or resulting to any and all persons, firms, or corporations furnishing or supplying work, services, materials, or supplies in connection with the performance of this MOU and from any and all claims and losses resulting to any person, firm, or corporation who may be injured or damaged by the Provider in the performance of this MOU.

F. GENERAL TERMS and CONDITIONS:

1. **1. NON-DISCRIMINATION:** No discrimination shall be made in the employment of persons under this agreement because of race, religion, sex, age, national origin, ancestry, political affiliations, disability, medical condition, marital status, or sexual orientation.
2. **CONFLICT OF INTEREST:** Before executing this agreement, the Provider shall disclose to the District the identities of any board member, officer, or employee of the District or relatives thereof, who the Provider knows or should know will have any financial interest resulting from this agreement.
3. **LICENSE AND AUTHORITY:** The Provider will maintain all necessary licenses during the term of this agreement. If other than a natural person, Provider is duly authorized to enter into

MEMORANDUM OF UNDERSTANDING
Provision of Mental Health Services

- this agreement by its governing or controlling body. Evidence or copies of all necessary licenses shall accompany this MOU.
4. **EQUIPMENT AND FACILITIES:** The Provider will furnish all necessary equipment and facilities to render his/her services pursuant to this MOU, unless otherwise agreed to by the parties.
 5. **USE OF ADDITIONAL WORKERS BY PROVIDER:** The Provider may, at the Provider's own expense, employ additional workers or other Providers as necessary for the completion of this MOU and shall maintain worker's compensation Insurance as required by state law. The District shall not control, direct, or supervise the Provider's additional workers or Providers in the performance of those services. The Provider assumes full and sole responsibility for the payment of all compensation and expenses of these additional workers or Providers and for all State and Federal income tax, unemployment insurance, social security, disability insurance, and worker's compensation and other applicable withholdings. The Provider shall not hire employees of the District for performance of this MOU.
 6. **ASSIGNMENT:** Without the written consent of the District. This MOU is not assignable by the Provider.
 7. **SUCCESSORS AND ASSIGNS:** That's MOU shall be binding on the heirs, executors, administrators, successors and assigns of the respective parties.
 8. **FINGERPRINTING AND Criminal RECORDS CHECK:** All Provider employees, agents, or contractors providing services to District students or entering any District campus or property shall be subject to the prohibitions set forth in California Education Code sections 87405 and 88022 and submit to a fingerprint and background check. No Provider employee, agent, or contractor shall have any contact with District pupils until it is been determined through the fingerprint and background check that the employee, agent, or contractor has not been convicted of any crimes identified in California Education Code Sections -87010 and 87011. Those convicted of any California Education Code Sections -87010 and 87011 crimes are ineligible to participate in any of the Programs associated with this MOU. Provider shall present verification of compliance with this section in writing to the District prior to any Provider employee, agent, or contractor participating in Programs associated with this MOU.
 9. **HEALTH EXAMINATION:** No person shall be allowed interact with Students unless he/she has placed on file with the Provider or District a certificate from a physician licensed under the Business and Professions Code indicating that a tuberculosis; examination taken within the past sixty (60) days shows that he/she is free from active tuberculosis. The tuberculosis examination shall consist of an approved intradermal tuberculin test. An X-ray of the lungs shall be required only if the intradermal test is positive. (Cal. Education Code 87408.6)
 10. **GOVERNING LAW:** the laws of the State of California hereunder shall govern the validity of this MOU and all of its terms or provisions as well as the rights and duties of the parties.
 11. **CHANGES OR ALTERATIONS:** No changes, alterations, or variations of any kind to this MOU are authorized without the mutual written consent of both parties.
 12. **HEADINGS:** All section headings contained herein are for clarification and convenience of reference only and are not intended to limit the scope of any provision of the MOU.
 13. **TERMINATION:** The District may terminate this MOU for any reason upon written notice to Provider. The District shall be relieved of any obligations owed to the Provider pursuant to this MOU should the Provider fail to perform under this MOU. In the event of such termination, the District may proceed with the work in any manner deemed proper by the District. The cost to the District shall be deducted from any sum due the Provider in this MOU.
 14. **SEVERABILITY:** In the event any portion of this MOU shall be held by a Court to be invalid, such holding shall not invalidate the remainder of the MOU.

MEMORANDUM OF UNDERSTANDING

Provision of Mental Health Services

- 15. **AMBIGUITY:** The language herein shall be constituted as jointly proposed and jointly accepted, and in the event of any subsequent determination of ambiguity, all parties shall be treated as equally responsible for such ambiguity.
- 16. **COPYRIGHT:** Any written or electronic media product produced as a result of this MOU shall be a work for hire and shall be the property of the District.
- 17. **EXPENSES:** The Provider shall be responsible for all cost and expenses incidental to the performance of services for the District, except as provided by this MOU, including but not limited to: all costs of equipment provided by the Provider, all fees, fines, licenses, bond or taxes required of or imposed against the Provider and all other of the Provider's costs of doing business.

G. UNDERSTANDING AND ACCEPTANCE OF THE PARTIES:

This MOU constitutes the entire understanding of the parties. The parties' signatures below signify both an understanding and acceptance of the contract provisions.

H. APPROVALS:

This MOU shall become effective upon its approval by the undersigned persons:

DISTRICT:

PROVIDER:

SOUTH COAST COMMUNITY SERVICES

BY:

BY:



 Name:
 Title:
 Date: _____

 Name: Scott McGuirk
 Title: CEO
 Date: 10/28/2019

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23, 2020

Board Meeting Date

TOPIC **APPROVAL TO CONTRACT BY ON-CALL PROFESSIONAL SERVICES AGREEMENT FOR CALIFORNIA ENVIRONMENTAL QUALITY ACT CONSULTING SERVICES**

Communication No. IV.F.1.a

SUPPORTS BOARD 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 enter into two on-call professional services agreements with Placeworks of Santa Ana, California and ECORP Consulting of Redlands, California, for Request for Qualifications (RFQ) No. 2020PW274 California Environmental Quality Act (CEQA) Consulting Services. The District is hiring two contractors to perform CEQA services for the Measure P program for all District locations.

BACKGROUND

In November 2018, voters in the District approved Measure P, a \$700 million general obligation bond. In order to implement the Measure P bond program, the District will require CEQA consulting services for all locations. On October 28, 2019, the District released RFQ 2020PW274: California Environmental Quality Act (CEQA) Consulting Services. The RFQ specified that the District intended to hire one or more firms and will award task order agreements for a specific project assignment on an as needed basis. The project assignment will include: scope of work, cost estimates, and conditions specific to the project. As the need for services on a project arises, a task order agreement will be brought to the Board for approval or ratification. Eleven firms submitted proposals by the RFQ deadline on November 21, 2019. District staff evaluated each proposal based on the evaluation criteria as identified in the RFQ. Five firms were selected for an interview. Upon completion of the interview process and due diligence review, Placeworks of Santa Ana, California and ECORP Consulting of Redlands, California were determined by staff to be the best qualified to perform CEQA consulting services and recommends that the District enter into on-call professional services agreements with both firms.

BUDGET IMPLICATIONS

Funding Source – Measure P bond fund: Appropriate project funding source to be determined when task order agreements are assigned to projects.

Status of Funds – Funds are available in the appropriate bond project budget.

Future Implications – N/A

RECOMMENDATION

To authorize the District to enter into two on-call professional services agreements with Placeworks of Santa Ana, California and ECORP Consulting of Redlands, California, for Request for Qualifications (RFQ) No. 2020PW274 California Environmental Quality Act (CEQA) Consulting Services.

Attachment: RFQ 2020PW274: California Environmental Quality Act (CEQA) Consulting Services Firm Proposals

| | |
|-----------------|---|
| 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 |

RFQ/P 2020PW274 California Environmental Quality Act (CEQA) Consulting

| Architectural Firm Name | City | State |
|----------------------------------|----------------|--------------|
| CASC Engineering and Consulting* | Colton | CA |
| Chambers Group* | Glendale | CA |
| Dudek | Riverside | CA |
| ECO Terra Consulting | Los Angeles | CA |
| ECORP* | Redlands | CA |
| First Carbon Solutions* | San Bernardino | CA |
| Impact Sciences* | Los Angeles | CA |
| Michael Baker International | Ontario | CA |
| Placeworks* | Santa Ana | CA |
| The Altum Group | Palm Desert | CA |
| Ultra-Systems | Irvine | CA |

*Firms invited for an interview with RFQ selection committee

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23, 2020

Board Meeting Date

TOPIC **APPROVAL TO CONTRACT BY ON-CALL PROFESSIONAL SERVICES AGREEMENT FOR HAZMAT, GEOTECHNICAL, SPECIAL TESTING AND INSPECTION SERVICES**

Communication No. IV.F.1.b

SUPPORTS BOARD 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 enter into two on-call professional services agreements with Leighton Consulting, Inc. of Rancho Cucamonga, California and Geocon West, Inc. of Redlands, California, for Request for Qualifications (RFQ) No. 2020PW273 Hazmat, Geotechnical, Special Testing and Inspection Services. The District is hiring two contractors to perform hazmat, geotechnical, special testing and inspection services for the Measure P program for all District locations.

BACKGROUND

In November 2018, voters in the District approved Measure P a \$700 million general obligation bond. In order to implement the Measure P bond program, the District will require hazmat, geotechnical, special testing and inspection services for all locations. On October 28, 2019, the District released RFQ 2020PW273 Hazmat, Geotechnical, Special Testing and Inspection Services. The RFQ specified that the District intended to hire one or more firms and will award task order agreements for a specific project assignment on an as needed basis. The project assignment will include: scope of work, cost estimates, and conditions specific to the project. As the need for services on a project arises, a task order agreement will be brought to the Board for approval or ratification. Thirteen firms submitted proposals by the RFQ deadline on November 21, 2019. District staff evaluated each proposal based on the evaluation criteria as identified in the RFQ. Upon completion of the proposal and due diligence review, Leighton Consulting, Inc. of Rancho Cucamonga, California and Geocon West, Inc. of Redlands, California were determined by staff to be the best qualified to perform hazmat, geotechnical, special testing and inspection services and recommends that the District enter into on-call professional services agreements with both firms.

BUDGET IMPLICATIONS

Funding Source – Measure P Bond Fund: Appropriate project funding source to be determined when task order agreements are assigned to projects.

Status of Funds – Funds are available in the appropriate bond project budget(s).

Future Implications – N/A

RECOMMENDATION

To authorize the District to enter into two on-call professional services agreements with Leighton Consulting Services, Inc. of Rancho Cucamonga, California and Geocon West, Inc. of Redlands, California, for Request for Qualifications (RFQ) No. 2020PW273 Hazmat, Geotechnical, Special Testing and Inspection Services.

Attachment: RFQ 2020PW273: Hazmat, Geotechnical, Special Testing and Inspection Services Firm Proposals

| | |
|-----------------|---|
| 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 |

RFQ/P 2020PW273 Hazmat, Geotechnical, Special Testing & Inspection Services

| Architectural Firm Name | City | State |
|-------------------------------------|------------------|-------|
| Atlas United-Heider Inspections | Riverside | CA |
| Citadel EHS | Glendale | CA |
| Converse Consultants | Redlands | CA |
| Geocon West* | Redlands | CA |
| Geotek | Corona | CA |
| Group Delta Consultants | Ontario | CA |
| Koury | Chino | CA |
| Leighton Consulting* | Rancho Cucamonga | CA |
| MTGL Inspections | Anaheim | CA |
| Ninyo & Moore | Irvine | CA |
| River City Testing (Non-Responsive) | Riverside | CA |
| RMA Group | Rancho Cucamonga | CA |
| Terracon | Colton | CA |

*Note: Committee opted to not hold interviews and selected Leighton Consulting and Geocon West.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23, 2020

Board Meeting Date

TOPIC **APPROVE AND AUTHORIZE ARCHITECTURAL DESIGN SERVICES CONTRACT:
AUTO TECHNOLOGY LABORATORY BUILDING**

Communication No. IV.F.1.c

SUPPORTS BOARD 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 enter into Contract 2020PW322 with SGH Architects, of Redlands, California, for Request for Qualifications (RFQ) No. 2020PW322 Architectural Design Services Contract – Automotive Technology Laboratory Building which includes the renovation of the Auto Tech Lab Welding classroom space and restroom and existing one story, 21,028 assignable square foot building in the amount not to exceed \$440,000.

BACKGROUND

On November 6, 2019, the District released RFQ No. 2020PW322 for Architectural Design Services – Automotive Technology Laboratory Building. This project includes the design and construction administration of the Automotive Technology Laboratory building renovation on the Rancho Cucamonga campus. The renovations will meet sustainability targets for energy and water efficiency, comply with current safety and accessibility regulations, as well as update ceiling, wall and floor finishes and furniture systems to be more welcoming to today’s students. Fourteen architectural firms submitted proposals by the RFQ deadline on November 27, 2019. District staff evaluated each proposal based on the evaluation criteria as identified in the RFQ. Five firms were selected for an interview. Upon completion of the interview process and due diligence review, SGH Architects of Redlands, California was determined by staff to provide the best overall value and it is recommended that the District accept SGH Architect’s proposal in the amount not to exceed \$440,000.

BUDGET IMPLICATIONS

Funding Source –Strong Workforce restricted funds and Measure P bond funds; Project 3.1 ATL Renovation.

Status of Funds – Funds of \$440,000 for this contract are included in the 2019-2020 restricted general fund budget and the bond fund budget.

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the District to enter into Contract No. 2020PW322 with SGH Architects of Redlands, California, for Architectural Design Services – Automotive Technology Laboratory Building in the amount not to exceed \$440,000 for all architectural and engineering services including reimbursable expenses.

Attachment: RFQ 2020PW322: Architectural Design Services – Automotive Technology Laboratory Building, Architectural Firm Proposals

| | |
|-----------------|---|
| 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 |

RFQ 2020PW322 Architectural Design Services Auto Technology Laboratory Building

| Architectural Firm Name | City | State |
|-------------------------------|------------------|-------|
| 19 Six Architects* | Corona | CA |
| Corgan | Culver City | CA |
| DLR Group | Riverside | CA |
| Go Architects | Upland | CA |
| Huitt-Zollars | Los Angeles | CA |
| La Canada Design Group (LCDG) | Pasadena | CA |
| Lewis Schoeplein Architects | Los Angeles | CA |
| Lionakis* | Newport Beach | CA |
| PBK* | Ontario | CA |
| PBWS Architects | Pasadena | CA |
| QDG Architecture | Los Angeles | CA |
| SGH Architects* | Redlands | CA |
| Westberg White Architecture* | Riverside | CA |
| WLC Architects | Rancho Cucamonga | CA |

*Firms invited for an interview with RFQ selection committee

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

January 23, 2020
Board Meeting Date

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

Communication No. IV.F.1.d

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 2019.

BUDGET IMPLICATIONS

Funding Source – All Funds

Status of Funds – Funding for these contracts, purchase orders, and warrants are included in the 2019-2020 adopted district budgets.

Future Implications – None

RECOMMENDATION

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

| | |
|-----------------|---|
| Prepared 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 |
|-----------------|--------------------------------------|---------------|--|-------------|---------------------------|
| 2020CS360 | 1099 Pro, Inc. | Calabasas, CA | Annual software agreement for the of 1099 Pro 2019 software, to generate 1098-T and student copy B forms, for the 2019-2020 fiscal year, as approved by Budgeting and Fiscal Services. | \$28,448.00 | Unrestricted General Fund |
| 2020CS377 | A&L Tree Care, Inc. | Pomona, CA | For a not-to-exceed amount, to clear out lot by removing all stumps, weeds, and trash, located at the Fontana Campus, for the period of November 1, 2019 through June 30, 2020, as approved by Facilities and Construction. | 4,400.00 | Capital Projects Fund |
| 2020CS315 | ACTenviro | Sunnyvale, CA | For a not-to-exceed amount, to provide campus-wide environmental services, including transporting and disposing of hazardous waste, for the period of October 1, 2019 through June 30, 2020, as approved by Facilities and Construction. | 24,000.00 | Unrestricted General Fund |
| 2020CS329 | Adelita Productions | Claremont, CA | For a not-to-exceed amount, to provide scoreboard video production services for District home football games, located at the Rancho Cucamonga Campus, for the period of August 28, 2019 through December 15, 2019, as approved by Student Services and Legislative Engagement. | 4,000.00 | Unrestricted General Fund |
| 2020CS329 | Adelita Productions | Claremont, CA | Amendment 1 to increase the not-to-exceed amount and to extend the term end date to June 30, 2020, for additional services related to scoreboard production services, as approved by Student Services and Legislative Engagement. | 2,000.00 | Unrestricted General Fund |
| 2020PW424 | Albert A. Webb Associates | Riverside, CA | For a not-to-exceed amount, to provide professional environmental services related to preparing the California Environmental Quality Act (CEQA) documentation for projects at the Chino Campus, for the period of December 23, 2019 through March 31, 2020, as approved by Administrative Services. | 29,000.00 | Capital Projects Fund |
| 2020CS383 | Alert Security Systems Inc. | Upland, CA | For a not-to-exceed amount, to remove and relocate existing base cabinet at Bookstore located at the Fontana Campus, for the period of November 26, 2019 through January 31, 2020, as approved by Facilities and Construction. | 8,200.00 | Bookstore Funds |
| 2020CS324 | Allison Mechanical, Inc. | Redlands, CA | For a not-to-exceed amount, to remove existing McQuay air handling unit and replace with one (1) new Carrier air handling unit, at Vocational & Student Support (VSS) building at the Rancho Cucamonga Campus, for the period of October 1, 2019 through January 31, 2020, as approved by Facilities and Construction. | 39,650.00 | Capital Projects Fund |
| 2020CS406 | American Red Cross | Chicago, IL | For a not-to-exceed amount, to provide First Aid, CPR, and AED training for District staff members on October 9, 2019 as approved by Classified Success Network. | 1,105.00 | Unrestricted General Fund |
| 2020CS236 | 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, and off-campus centers, for the period of July 1, 2019 through June 30, 2020, as approved by Facilities and Construction. | 7,000.00 | Unrestricted General Fund |
| 2020CS171 | Career Training Solutions | Woodstock, GA | Amendment 1 to increase the not-to-exceed amount to provide additional training for the Clinical Medical Assistant program through Community Education, for the period of January 11, 2020 through June 6, 2020, as approved by Career Development. | 36,800.00 | Unrestricted General Fund |

¹ Funding for all contracts and change orders on this list are included in the 2019-2020 adopted district budgets.

| | | | | | |
|-----------|---------------------------|----------------------|--|------------|----------------------------|
| 2020CS344 | 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) located at the Rancho Cucamonga Campus, for the period of July 1, 2019 through June 30, 2020, as approved by Facilities and Construction. | \$1,920.00 | Unrestricted General Fund |
| 2020CS345 | Chem Pro Laboratory, Inc. | Gardena, CA | For a not-to-exceed amount, to provide 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, 2019 through June 30, 2020, as approved by Facilities and Construction. | 13,368.00 | Scheduled Maintenance Fund |
| 2020CS358 | Christopher Huerta | Santa Fe Springs, CA | For a not-to-exceed amount, to provide women's basketball Panther Pride 2019 tournament, for the period of December 6, 2019 through December 7, 2019, as approved by Athletics. | 600.00 | Auxiliary Services |
| 2020CS369 | Christopher Huerta | Santa Fe Springs, CA | For a not-to-exceed amount, to serve as official statistician for 2019 basketball sport events, as required by the California Community College Athletic Association (CCCAA), for the period of November 6, 2019 through March 14, 2020, as approved by Athletics. | 1,200.00 | Auxiliary Services |
| 2020CS199 | Concentric Sky, Inc. | Eugene, OR | For a not-to-exceed amount, to provide <i>Program Pathways Mapper</i> , a student-focused education product, for the period of August 1, 2019 through June 30, 2020, as approved by Instruction and Institutional Effectiveness. ² | 50,000.00 | Restricted General Fund |
| 2020CS347 | Fallen Leaf Films | Sacramento, CA | For a not-to-exceed amount, to collaborate with Learning Curved Inc. in delivering a high definition video featuring devastated areas of the Camp Fire, along with interviewing community members, for the period of October 17, 2019 through June 30, 2020, as approved by Economic Development. ³ | 11,200.00 | Restricted General Fund |
| 2020CS392 | Frasca Plumbing Co. | La Verne, CA | For a not-to-exceed amount, to remove existing electric water heater and to install new electric water heater, water heater drain pan, and expansion tank, for the period of December 3, 2019 through February 10, 2020, as approved by Facilities Development, Chino Campus. ⁴ | 2,641.90 | Restricted General Fund |
| 2020CS343 | GMS Elevator Service Inc. | San Dimas, CA | For a not-to-exceed amount, to provide monthly maintenance services to eight (8) elevators, two (2) wheel chair lifts, and one (1) dumbwaiter unit, located at the Rancho Cucamonga and Chino Campuses, for the period of July 1, 2019 through June 30, 2020, as approved by Facilities and Construction. | 21,660.00 | Unrestricted General Fund |
| 2020CS413 | James Raymond Johnson | San Dimas, CA | For a not-to-exceed amount, to maintain score table for 2019-2020 basketball season, for the period of November 1, 2019 through March 31, 2020, as approved by Athletics. | 400.00 | Auxiliary Fund |
| 2020CS357 | Jamie Roberts Nelson | Rancho Cucamonga, CA | For a not-to-exceed amount, to provide workshop for students on November 21, 2019, as approved by Special Populations and Equity Program. ⁵ | 225.00 | Restricted General Fund |
| 2020CS388 | Jie Tian | Yorba Linda, CA | For a not-to-exceed amount, to provide a brief presentation as a part of a discussion panel on November 25, 2019, as approved by Language Arts. | 100.00 | Unrestricted General Fund |
| 2020CS387 | Jomil Ebro | Denver, CO | For a not-to-exceed amount, to provide a brief presentation as a part of a discussion panel on November 25, 2019, as approved by Language Arts. | 100.00 | Unrestricted General Fund |

² Funded by Guided Pathways budget.

³ Funded by Economic Development grant funds.

⁴ Funded by Physical Plant & Instructional Support Block grant budget.

⁵ Funded by Student Equity budget.

| | | | | | |
|-----------|---------------------------------------|----------------------|---|------------|---------------------------|
| 2020CS367 | Jon Keller | Upland, CA | For a not-to-exceed amount, to operate scoreboard for men and women's basketball events and maintain score table for 2019-2020 basketball season, for the period of November 1, 2019 through March 31, 2020, as approved by Athletics. | \$1,000.00 | Auxiliary Fund |
| 2020CS352 | Jose Ledezma | San Bernardino, CA | For a not-to-exceed amount, to provide musical and cultural presentation for <i>Día de los Muertos</i> event at the Rancho Cucamonga Campus on October 30, 2019, as approved by Special Populations and Equity Program. ⁶ | 500.00 | Restricted General Fund |
| 2020CS363 | Kanesia Nassar | Fontana, CA | For a not-to-exceed amount, to operate scoreboard for men and women's basketball events and maintain score table for 2019-2020 basketball season, for the period of November 1, 2019 through March 31, 2020, as approved by Athletics. | 760.00 | Auxiliary Fund |
| 2020CS374 | Kolawole Oyinlola | Rancho Cucamonga, CA | For a not-to-exceed amount, to provide drumming presentation at a Kwanzaa celebration on December 12, 2019, as approved by Special Populations and Equity Program. ⁷ | 399.99 | Restricted General Fund |
| 2020CS364 | Landwirth Legacy Productions, LLC | Burbank, CA | For a not-to-exceed amount, to provide professional video and production services for the Chaffey College Choir Music Video, for the period of November 19, 2019 through June 30, 2020, as approved by Marketing and Public Relations. | 3,000.00 | Unrestricted General Fund |
| 2020CS378 | LVI Technologies | Los Angeles, CA | For a not-to-exceed amount, to install cabling for additional Wi-Fi access points in the following buildings, located at the Rancho Cucamonga Campus: Language Arts, Social Science, Business Education, Administration, Wargin Hall, Child Development Center, Snack Shop, Press Box, Gymnasium, and Automotive Technology, for the period of November 27, 2019 through January 31, 2020, as approved by Technical Services. | 13,650.00 | Unrestricted General Fund |
| 2020CS384 | Lyneya Turner | Irvine, CA | For a not-to-exceed amount, to operate scoreboard for men and women's basketball events and maintain score table for 2019-2020 basketball season, for the period of November 1, 2019 through March 31, 2020, as approved by Athletics. | 160.00 | Auxiliary Fund |
| 2020CS351 | Maritza Arciga | Temple City, CA | For a not-to-exceed amount, to provide Face painting services for <i>Día de los Muertos</i> event at the Rancho Cucamonga Campus on October 30, 2019, as approved by Special Populations and Equity Program. ⁸ | 300.00 | Restricted General Fund |
| 2020CS405 | Mark Kitchen Equipment Services, Inc. | Monterey, CA | For a not-to-exceed amount, to remove two (2) old ovens and install two (2) new District-owned ovens at the Chino Community Center, for the period of December 19, 2019 through January 31, 2020, as approved by Facilities and Construction. ⁹ | 1,143.25 | Restricted General Fund |
| 2020CS404 | Melissa Villalba | Riverside, CA | For a not-to-exceed amount, to provide event coordinator services for the Chaffey College Chino Community Center, for the period of January 2, 2020 through June 30, 2020, as approved by the Chino Campus. | 10,000.00 | Chino Community Center |
| 2020CS330 | NCS Pearson Inc. | Chicago, IL | For a not-to-exceed amount, to provide on-demand online tutoring services for English courses, for the period of October 1, 2019 through September 30, 2021, as approved by Language Arts. ¹⁰ | 49,992.00 | Restricted General Fund |

⁶ Funded by Student Equity budget.

⁷ Funded by Student Equity budget.

⁸ Funded by Student Equity budget.

⁹ Funded by Strong Workforce budget.

¹⁰ Funded by Innovation in Higher Education Award grant funds.

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| 2020CS263 | Omni Update | Camarillo, CA | For a not-to-exceed amount, to create a full color campus map illustration for the Rancho Cucamonga, Chino, and Fontana Campuses, for the period of July 1, 2019 through June 30, 2020, as approved by Marketing and Public Relations. | \$6,000.00 | Unrestricted General Fund |
| 2020CS350 | Pacific Parking Systems, Inc. | Irvine, CA | For a not-to-exceed amount, to inspect and maintain parking pay stations at the Rancho Cucamonga, Chino, and Fontana Campuses, for the period of January 31, 2020 through January 30, 2021, as approved by Campus Police. ¹¹ | 11,000.00 | Restricted General Fund |
| 2020CS366 | Patrick Keller | Norco, CA | For a not-to-exceed amount, to operate scoreboard for men and women's basketball events and maintain score table for 2019-2020 basketball season, for the period of November 22, 2019 through March 15, 2020, as approved by Athletics. | 640.00 | Auxiliary Services |
| 2020CS337 | Paulette D Evanuska | Fullerton, CA | Amendment 1 to increase the not-to-exceed amount for additional travel expense reimbursement, as approved by Health Sciences. ¹² | 2,500.00 | Restricted General Fund |
| 2020CS11 | Precision Security and Protective Services Inc. | Santa Ana, CA | Amendment 1, to increase the not-to-exceed amount and extend end term date to June 30, 2020, for additional security services, as approved by Public Safety. | 33,000.00 | Unrestricted General Fund |
| 2020PW415 | Psomax | Los Angeles, CA | For a not-to-exceed amount, to provide surveying services for the proposed site of Instructional Building 1, located at the Chino Campus, for the period of December 19, 2019 through February 28, 2020, as approved by Facilities Development. | 9,500.00 | Measure P Bond Fund |
| 2020CS365 | Raymond Gonzalez | Colton, CA | For a not-to-exceed amount, to operate scoreboard for men and women's basketball events and maintain score table for 2019-2020 basketball season, for the period of November 1, 2019 through March 31, 2020, as approved by Athletics. | 320.00 | Auxiliary Fund |
| 2020CS75 | Richard Cortez | Rancho Cucamonga, CA | Amendment 2 to increase the not-to-exceed amount, for additional ETP training services, as approved by Economic Development. ¹³ | 7,200.00 | Restricted General Fund |
| 2020CS380 | Rile & Hicks | Costa Mesa, CA | For a not-to-exceed amount, to provide as-needed forensic document examiner services, for the period of November 8, 2019 through June 30, 2020, as approved by Human Resources. | 1,800.00 | Unrestricted General Fund |
| 2020CS370 | Ronald Conlee | Rancho Cucamonga, CA | For a not-to-exceed amount, to operate scoreboard for men and women's basketball events and maintain score table for 2019-2020 basketball season, for the period of November 22, 2019 through February 29, 2020, as approved by Athletics. | 320.00 | Auxiliary Fund |
| 2020CS309 | Scott McLeod Plumbing | Rancho Cucamonga, CA | For a not-to-exceed amount, to provide emergency plumbing services at the Chino, Fontana, and Rancho Cucamonga Campuses, and off-campus centers, for the period of July 1, 2019 through June 30, 2020, as approved by Facilities and Construction. | 8,000.00 | Unrestricted General Fund |
| 2020CS403 | Shirley Vanderbeck | La Verne, CA | For a not-to-exceed amount, to provide training in Parliamentary Procedure and meeting facilitation for members of the Chaffey College Student Government, for the period of October 7, 2019 through December 31, 2019, as approved by Student Services and Legislative Engagement. | 1,600.00 | Unrestricted General Fund |

¹¹ Funded by restricted Parking budget.

¹² Funded by Strong Workforce budget.

¹³ Funded by Economic Development grant funds.

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| 2020CS334 | Sneary Construction, Inc. | Upland, CA | Amendment 1 to increase the not-to-exceed amount for additional work related to renovating the InTech Machine Shop, as approved by Facilities Development. ¹⁴ | \$6,800.00 | Restricted General Fund |
| 2020CS49 | Strategic 32 | San Rafael, CA | Amendment 1 to increase the not-to-exceed amount for additional strategic planning and equity sessions, as approved by Economic Development. ¹⁵ | 8,000.00 | Restricted General Fund |
| 2020CS410 | The Virtual Care Group, LLC | Los Angeles, CA | For a not-to-exceed amount, to provide promotion, market and resell virtual health and virtual medicine services of service providers, for the period of January 7, 2020 through June 30, 2020, as approved by Student Services. ¹⁶ | 20,160.00 | Restricted General Fund |
| 2020CS96 | Trane US Inc. | Brea, CA | For a not-to-exceed amount, to provide preventative maintenance, annual and quarterly inspections, chiller refrigerant management, and chiller laboratory analysis of the following Central Plant equipment: two (2) Centrifugal Chillers, three (3) Mag Starters, and one (1) Cooling Tower, for the period of July 1, 2019 through June 30, 2022, as approved by Facilities and Construction. | 40,378.94 | Scheduled Maintenance Fund |
| 2019PW749 | Trinity Construction, Inc. | Upland, CA | Amendment 1 to increase the not-to-exceed amount for additional work for the scoreboard installation at the Soccer Field, located at the Rancho Cucamonga Campus, as approved by Facilities Development. | 2,760.00 | Unrestricted General Fund |
| 2020CS396 | Trinity Construction, Inc. | Upland, CA | For a not-to-exceed amount, to provide all labor, materials and equipment necessary to install fencing and a swing gate at west entry of vacant lot at the Fontana Campus, for the period of November 1, 2019 through December 31, 2019, as approved by Facilities and Construction. | 19,918.00 | Capital Projects Fund |
| 2020PW427 | Trinity Construction, Inc. | Upland, CA | For a not-to-exceed amount, to provide interior improvements and interior paintings in the Campus Center East (CCE) Building, located at the Rancho Cucamonga Campus. Scope of work includes: installation of added wall electrical; framing of new dividing office wall; priming and painting all new construction, surrounding walls, and interior offices, for the period of December 17, 2019 through January 14, 2020, as approved by Facilities Development. | 16,883.00 | Unrestricted General Fund |
| 2020CS93 | UManagelt & Associates | Riverside, CA | Amendment 1 to increase the not-to-exceed amount for additional <i>Contract Ed</i> training services, as approved by Economic Development. ¹⁷ | 10,000.00 | Restricted General Fund |
| 2020CS409 | Unicon, Inc. | Gilbert, Arizona | For a not-to-exceed amount, to renew an open source support program for <i>Shibboleth Renewal</i> , for the period of November 1, 2019 through October 31, 2020, as approved by Administrative Services. | 10,000.00 | Unrestricted General Fund |
| 2020CS398 | West Coast Arborists, Inc. | Anaheim, CA | For a not-to-exceed amount, to remove District specified trees and stumps at the Rancho Cucamonga Campus, for the period of December 1, 2019 through June 30, 2020, as approved by Facilities and Construction. | 11,850.00 | Unrestricted General Fund |
| 2020CS373 | William Napoli | Alta Loma, CA | For a not-to-exceed amount, to provide Microsoft Access Training to District staff, for the period of December 3, 2019 through December 24, 2019, as approved by Classified Success Network. | 1,300.00 | Unrestricted General Fund |
| 2020CS45 | William Napoli | Alta Loma, CA | Amendment 1 to increase the not-to-exceed amount for additional ETP training services, as approved by Economic Development. ¹⁸ | 5,000.00 | Restricted General Fund |

¹⁴ Funded by Growing Inland Achievement grant funds and Contract Education program.

¹⁵ Funded by Economic Development grant funds.

¹⁶ Funded by Mental Health Support budget.

¹⁷ Funded by Economic Development grant funds and Contract Education program.

¹⁸ Funded by Economic Development grant funds.

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| 2020CS328 | Workforce Incubator | Livermore, CA | For a not-to-exceed amount, to provide consulting services to help prepare The Energy Skills Collaborative (TESC) for its launch. The proposed work includes: developing initial relationships with potential funders, confirming partnerships with Regional Economic Development partners, cultivating a constituency of supporters within state agencies, cultivating a constituency of supporters among industry stakeholders, formalizing the TESC Executive Committee, and identifying candidates for TESC Executive Director, for the period of October 8, 2019 through January 1, 2020, as approved by Economic Development. ¹⁹ | \$8,500.00 | Restricted General Fund |
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List reflects contracts entered into and change orders to existing contracts through December 31, 2019.²⁰

¹⁹ Funded by Economic Development grant funds.

²⁰ Funding for all contracts and change orders on this list are included in the 2019-2020 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE

WARRANT REGISTER REPORT

FOR THE MONTH OF DECEMBER 2019

GENERAL FUNDS (10)

| | | |
|--------------------------|---------------------|---------------|
| PAYROLL | 9,725,044.84 | |
| COMMERCIAL | <u>6,273,448.76</u> | |
| TOTAL FUND (10) | | 15,998,493.60 |

SCHEDULED MAINTENANCE FUND (42) 20,411.06

BUILDING FUND (40 and 43) 173,968.24

EARLY RETIREMENT FUND (61) 115,477.09

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 143,996.58

CHILD DEVELOPMENT FUND (33)

| | | |
|--------------------------|-------------------|------------|
| PAYROLL | 114,666.83 | |
| COMMERCIAL | <u>145,097.25</u> | |
| TOTAL FUND (33) | | 259,764.08 |

TOTAL ALL FUNDS **\$ 16,712,110.65**

PAYROLL WARRANT/ADVICE NUMBERS

126358-126463 420653-423096

COMMERCIAL WARRANT NUMBERS

1014477-1014744 1724582-1726094

PURCHASE ORDER NUMBERS

| | | | | |
|-------|-------------|----|------------|--------------|
| BPO's | 14484-14499 | \$ | 45,750.00 | (Void 14483) |
| PO's | 53714-53943 | \$ | 810,804.19 | |