



AGENDA  
**MEETINGS OF THE GOVERNING BOARD**  
**CHAFFEY COMMUNITY COLLEGE DISTRICT**  
Thursday, May 28, 2020

Pursuant to Governor Newsom's Executive Order N-29-20, dated March 17, 2020, members of the Governing Board of the Chaffey Community College District, staff, and the public will participate in the May 28, 2020 meeting via videoconference. To avoid exposure to COVID-19, this meeting will be held via videoconference and can be accessed at the following link: <https://www.chaffey.edu/governingboard/>

Public comments for this meeting will only be accessible via email and should be sent to [presidents.office@chaffey.edu](mailto:presidents.office@chaffey.edu). Submissions must be received prior to the posted start time of the Board meeting. Please include in the email subject line: *Public Comments for the Governing Board Meeting of May 28, 2020*. Please indicate in your email if you are addressing a specific agenda item or if you are making a comment regarding an item not on the agenda. All submissions received will be considered a public record under the Public Records Act and are therefore subject to public disclosure. Submissions will be read into the record at the Board meeting and must comply with the three-minute time limit.

- I. **REGULAR SESSION**
  - A. CALL TO ORDER (2:05 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. Student Support Hub
- 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. Presentation of Plaque
    4. Foundation
  - D. REPORTS
    1. Closed Session Actions
    2. Monitoring
      - a. Budget Monitoring Report
      - b. Chino Campus Monitoring Report
      - c. Information Technology Services Monitoring Report
      - d. Quarterly Investment Report

**E. CONSENT AGENDA**

1. Governance Process
  - a. Approval of Minutes, April 16, 2020
2. Academic Affairs
  - a. Compressed Calendar
  - b. Curriculum
3. Business/Fiscal Affairs
  - a. Approval to Cancel the Purchase of Real Property in Ontario, California
  - b. Assembly Bill (AB) 212 Round 19-20 Stipends – Child Development Center
  - c. Business Writing and Communication Skills IEHP Agreement – Third Amendment
  - d. Census Outreach Sponsorship Agreement
  - e. Department of Veterans Affairs Grant
  - f. Higher Education Emergency Relief Fund (HEERF) Project – Institutional Allocation
  - g. Higher Education Emergency Relief Fund (HEERF) Project – Student Aid Allocation
  - h. Temporary Interfund Borrowing
  - i. Transfer Pathways Mapper Project Grant
  - j. Vocational Education and Training Services Contract
  - k. Quarterly Budget Transfer Report
  - l. Quarterly Financial Status Report for the Period Ending March 31, 2020
4. Human Resources
  - a. Management Personnel Plan/Employment Contracts
  - b. Memorandums of Understanding – Chaffey Community College District and California School Employees Association (CSEA), Chapter 431
  - c. Memorandums of Understanding – Chaffey Community College District and Chaffey Child Development Center Faculty Association (CDCFA)
  - d. Memorandums of Understanding – Chaffey Community College District and Chaffey College Faculty Association (CCFA)

**F. ACTION AGENDA**

1. Business/Fiscal Affairs
  - a. Approval to Contract by On-Call Professional Services Agreement for Construction Management Services
  - b. 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, June 25, 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)

May 28, 2020  
Board Meeting Date

TOPIC     **BUDGET MONITORING REPORT**

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Communication No.     IV.D.2.a

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SUPPORTS BOARD POLICY

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

PROPOSAL

To provide a budget monitoring report for information only.

BACKGROUND

Throughout the fiscal year, the status of the adopted budget is reviewed to evaluate the District's fiscal strength. The quarterly monitoring report presented herein indicates the percentage of the adopted budget that has been expended/encumbered as of the quarter ended March 31, 2020. It also provides three years of historical information so historical trends can be used in the analysis of the current year budget.

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

This item is for information only.

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

CHAFFEY COMMUNITY COLLEGE DISTRICT  
Quarterly Comparison  
Unrestricted General Fund  
As of March 31, 2020

	2016-2017				2017-2018				2018-2019				2019-2020		
	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	March % of Budget
<b>INCOME SOURCE</b>															
Prior Year Ending Balance Re-allocation	3,677,289				3,928,578				0				5,399,749		
State General Apportionment	75,666,883	62,518,057	76,826,331	82.62%	81,382,469	67,991,474	80,783,224	83.55%	91,380,855	76,209,314	84,452,984	83.40%	88,764,527	78,101,317	87.99%
Education Protection Account (EPA)	13,114,000	9,895,126	12,750,807	75.45%	12,165,352	9,087,668	12,843,991	74.70%	14,801,508	11,420,573	16,205,427	77.16%	16,519,214	11,127,527	67.36%
Miscellaneous	10,319,891	7,373,427	10,207,311	71.45%	9,801,247	4,657,464	7,769,154	47.52%	8,423,626	5,688,814	9,768,252	67.53%	11,047,945	12,328,719	111.59%
Lottery	2,315,180	956,408	2,507,263	41.31%	2,424,980	1,055,844	2,693,531	43.54%	2,474,135	1,416,927	2,208,651	57.27%	2,588,148	2,159,674	83.44%
<b>Total Income</b>	<b>101,415,954</b>	<b>80,743,018</b>	<b>102,291,712</b>	<b>79.62%</b>	<b>105,774,048</b>	<b>82,792,450</b>	<b>104,089,900</b>	<b>78.27%</b>	<b>117,080,124</b>	<b>94,735,628</b>	<b>112,635,314</b>	<b>80.92%</b>	<b>118,919,834</b>	<b>103,717,237</b>	<b>87.22%</b>
<b>EXPENDITURES</b>															
Operational	105,093,243	74,232,168	99,964,739	70.63%	109,702,626	77,754,161	103,952,122	70.88%	116,772,681	83,582,403	111,735,006	71.58%	124,319,583	86,803,775	69.82%
<b>Total Expenditures</b>	<b>105,093,243</b>	<b>74,232,168</b>	<b>99,964,739</b>	<b>70.63%</b>	<b>109,702,626</b>	<b>77,754,161</b>	<b>103,952,122</b>	<b>70.88%</b>	<b>116,772,681</b>	<b>83,582,403</b>	<b>111,735,006</b>	<b>71.58%</b>	<b>124,319,583</b>	<b>86,803,775</b>	<b>69.82%</b>
Surplus or (Deficit)	-	6,510,850	2,326,973	-	-	5,038,289	137,778	-	307,443	11,153,225	900,308	-	-	16,913,462	-
<b>Net Surplus or (Deficit)</b>	<b>-</b>	<b>6,510,850</b>	<b>2,326,973</b>	<b>-</b>	<b>-</b>	<b>5,038,289</b>	<b>137,778</b>	<b>-</b>	<b>307,443</b>	<b>11,153,225</b>	<b>900,308</b>	<b>-</b>	<b>-</b>	<b>16,913,462</b>	<b>-</b>
<b>SUMMARY, ENDING BAL/RESERVES</b>															
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	-
<b>Total Ending Balance/Reserves</b>	<b>14,703,674</b>	<b>14,703,674</b>	<b>20,707,936</b>	<b>100.00%</b>	<b>16,779,358</b>	<b>16,779,358</b>	<b>20,845,714</b>	<b>100.00%</b>	<b>21,153,156</b>	<b>21,153,156</b>	<b>21,746,022</b>	<b>100.00%</b>	<b>16,346,273</b>	<b>16,346,273</b>	<b>100.00%</b>
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)

May 28, 2020

Board Meeting Date

TOPIC CHINO CAMPUS MONITORING REPORT

Communication No. IV.D.2.b

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SUPPORTS BOARD POLICY

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

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

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

INTRODUCTION

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

CHINO CAMPUS RELATION TO THE EDUCATIONAL STRATEGIC VISION

The information provided below illustrates how the Chino Campus delivered instruction and student services in relation to the educational strategic vision for the 2019–2020 Academic Year. As of March 30, 2020, all instruction and student services were offered online.

### ACCESSING THE COLLEGE

- Strengthening partnerships with high schools and employers.

The Chino Campus has maintained strong partnerships with its area feeder high schools which are: Buena Vista, Chino Hills, Don Lugo, Chino, Options for Youth Chino and Ayala. This is accomplished by relationships with campus principals, high school counselors and staff of the local Chino Valley high schools as well as relationships with the district office. Those partnerships continue to be strengthened by programs the college has in place, such as the Senior Early Transition (SET) Program facilitated by the School of Counseling and Student Success and Support Programs. The Chino Campus counseling faculty and staff lead campus wide efforts to engage students in matriculating high school seniors, as well as prospective students, during each fall and spring semester. High school seniors receive the fourth day of registration for the summer session and the fall semester, increasing the opportunity for students to enroll full time. Additionally, the Career Technical Education (CTE) counselors continue to visit numerous classes to assist students. CTE counselors have also presented at Ontario High School, and assisted students with long term planning.

The School of Hospitality, Fashion, Interior and Culinary Arts faculty continue to strengthen partnerships with local employers and high schools. Advisory board meetings were held during the Fall 2019 and early Spring 2020 semesters for the Hospitality Management and Culinary Arts programs, the Fashion Design and Fashion Merchandising programs, and the Interior Design program. The advisory boards are made up of industry professionals, local business owners, faculty of local high schools and faculty from other community colleges who teach in the same discipline. Advisory boards are instrumental in suggesting curriculum revisions that will help to better prepare students to enter the workforce.

The Culinary Arts and Baking students hosted the American Culinary Federation (ACF) for their Fall 2019 meeting, networking and dinner to great success. The ACF will continue to build their relationship with Chaffey College when the program hosts another meeting, networking and dinner in the future. These events are a vital component in the program, as it allows Culinary Arts and Baking students to network with Executive Chefs, hiring managers and employers.

Faculty in the Hospitality Management program also visit local high schools to highlight their program and also give presentations to counselors within the local high schools.

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

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

The number of student contacts from July 2019 to March 2020 at the GPS Center is reflected below:

In person orientation – 299  
Online orientation – 4,386  
Placement/testing – ESL/CNA 29 and MMP 523

Academic Success Workshop – 8  
Abbreviated educational plans – 337  
Comprehensive educational plans – 833  
Walk-ins – 5,885  
Follow up appointments/update educational plan – 310/180

## CONNECTION

- Improving pathway identifications by students.

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

The Chino counseling faculty improved pathway identification for students via counseling conversations centered around problem-solving, decision-making, motivation, stress and time management, personal/family priorities, etc. all of which impact academic goal completion and success. All Counseling faculty have incorporated the six Academic and Career Communities in their counsel with students.

The Chino Counseling faculty participated in the following training and professional development opportunities: weekly and monthly counselor meetings; Ensuring Transfer Success Conference, Guided Pathways, Strengthening Student Success Conference, Career Expo and the Annual High School Counselor Breakfast.

- Establishing students' relationship with the college.

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

Chino Campus students participated in the following events, which occurred during this academic year: Constitution Day/Club Rush; The Bistro at College Park; Chino Campus blood drives; Coffee With A Cop; Disabilities Awareness Fair; Fuel Up 4 Finals; Grad Awareness Week; Financial Aid Awareness; Grad Fest; Halloween Costume Contest; One Book One College; Transfer Fair; International Education Week; the Panther Pantry's Free Fresh Market; Coffee with CCSG; and Umoja Chino Women's Empowerment.

The Culinary Arts program faculty not only focuses on important skills development and establishing students' relationships with the college, the faculty work with students to build their confidence and ability to work both individually and as a part of a team. One example of the way the HFIC faculty build students' confidence and engagement is to recommend them to student competitions. Culinary Arts students have taken 1st (Tablescapeing) and 3rd (Baking) place in the 2019 California Community College Culinary and Baking competitions.

The new Interior Design curriculum was introduced and launched in Fall 2019 with a good response. New courses ID-14 Fundamental of Interior Design, ID-15 Architectural Drafting for Interior Designers and ID-

## CHINO CAMPUS MONITORING REPORT

May 28, 2020

Page 4

45 Codes and Building Systems have been offered Fall 2019 and Spring 2020. Having good enrollments for these beginner courses two consecutive semesters is a very good sign of program growth and helps establish students' relationship to the college and their commitment to their academic program. The Interior Design program anticipates a substantial increase in degrees and certificates achieved in Spring 2020 from the previous 3 year average.

The Interior Design Club continues to be very active in the community and at the college. They participated in the annual trunk or treat. They designed a room for Student Life which is still in the preliminary phase. Club members have organized various Interior Design related activities to promote a sense of belonging including group visits to West Edge Design Fair in Santa Monica, Fall Home Show in Pomona, Laguna Design Center in Laguna Niguel and Modernism Week in Palm Springs. The community service event was a 2-day event where club members and faculty helped the non-profit Knock Knock Angels to furnish and stage a home for a formerly unhoused family of 4. The Club remains involved with this charity.

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

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

- Connecting students to support services.

The number of students that completed orientation at the Chino Campus was 299. The number of students that completed placement was 523. The GPS Center completed 337 abbreviated student educational plans. There were 833 comprehensive educational plans completed in the GPS Center.

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

DPS provided services for 1,644 Chaffey College students this year. There were 197 DPS appointments at the Chino Campus, and a full-time Chino DPS counselor supports students utilizing walk-in appointments throughout the day. These appointments included priority registration appointments, disabilities counseling, test accommodations, and academic counseling.

DPS held its annual Disabilities Awareness Fair at the Chino Campus on October 16, 2019. The event was open to all students, staff, and members of the community. 24 vendors, agency representatives, and guest speakers attended the event with the goal of providing awareness of programs and services available to persons with disabilities. Vendors showcased a variety of services ranging from technology services to companion and service animals. Food and drinks for the event were provided with funds from student equity, and the event hosted over 200 attendees.

On April 23, 2020, the DPS office would have hosted its annual Chino DPS Family Night. Family Nights are amazing events where students/potential students and their family members attend and get vital information about disability services here at Chaffey College. These events focus on the difference in disability services from high school to college. Since COVID-19, DPS counselors are reaching out to all those DPS SET students individually to book online/telephone appointments so we can get them processed and get them the information they need. DPS will be creating online tools so that students and parents can get the information they need.

In addition, the DPS office proctored 48 exams at the Chino Campus, so students could utilize their mandated testing accommodations at that site.



## CHINO CAMPUS MONITORING REPORT

May 28, 2020

Page 5

The Chino Campus Success Center and Chino Campus Library provide excellent support to all Chino Campus students and faculty. Bulletin boards are strategically placed to inform students of available resources. The GPS Center and the Success Center have worked together to conduct classroom visits to all English courses, and many other classes, to inform students about the services available to them in both centers.

EOPS continues to provide counseling service hours at the Chino Campus. EOPS tenure-track faculty work most closely with students, staff and faculty at the Chino Campus in representation of the EOPS program, along with counseling support provided by adjunct counseling faculty. EOPS continues to provide the services of a supportive staff member in addition to the counseling faculty that are present, which has greatly assisted with encouraging students to remain engaged, in addition to providing an opportunity to build upon outreach and recruitment strategies. Starting in Fall 2018, EOPS designated the support of an EOPS Success Guide, who is working most closely with counseling faculty and staff to assist students at Chino with EOPS-related activities/events. The GPS location that EOPS resides in at Chino continues to serve as a helpful resource to students, faculty and staff, centralizing most counseling related services.

EOPS counseling faculty and staff served a total of 95 EOPS students at the Chino Campus Fall 2019, which is a 57.89% increase from the 57 students served in Fall 2017. For Spring 2020, EOPS counseling faculty and staff are presently serving 91 students, which is a 28.17% increase from the 82 students served in Spring 2019, and the 71 students served in Spring 2018. So far, a total of 183 students have been served in Academic Year 2019-20, compared to a total of 128 students served in 2017-18, and 84 students served in 2016-17. This demonstrates the steady increase in services and students served. Participation in EOPS services at Chino has significantly increased each semester, representing a growth percentage of nearly 200% from Spring 2015 to Spring 2020.

For the current 2019-20 academic year, EOPS at Chino has completed 467 student counseling contacts to date. 306 counseling contacts were completed by this time in 2016-17, and 215 contacts were completed in the 2015-16 academic year. When further comparing the 178 contacts completed during the 2014-15 academic year to the 467 contacts completed at this time in 2019-20, the percentage increase is over 167%. These counseling contacts consisted of educational planning appointments, drop-in appointments, follow up sessions, as well the standard counseling progress-check appointments that participating students are required to attend.

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

In an effort to assist students with launching into the semester successfully, EOPS hosted kick off days at all three campuses including Chino, serving approximately 60 students each term with EOPS benefits, providing students with the opportunity attend a welcome workshop with EOPS counseling faculty, in addition to enjoying food provided by the program. EOPS also continues to host workshops/activities targeted to EOPS Chino students throughout the course of the academic year. Activities are a reflection of sessions facilitated by counseling faculty or in collaboration with campus/community partners. Workshops and cultural awareness activities focus on building upon the sense of community and connectedness that is so instrumental to student success. Activities promoted in the Fall 2019 included a Transfer Awareness Workshop and as well as a field trip to Cal Poly Pomona, designated for Chino and Foster youth students.

## ADVANCEMENT

- Providing intrusive academic support in key areas.

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

Chino GPS and Chino CTE faculty collaborated to create an understanding of the programs through the lens of Guided Pathways specifically for the following programs: CNA, VN, Industrial Electrical Technology, Culinary Arts, Hospitality Management, Fashion Design and Interior Design. Instructional faculty, counseling faculty and success guides worked together to determine how to best advise and counsel students who are interested in these programs, as GPS is typically their first contact with the college and the aforementioned programs.

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

Students define their academic goal upon completion of their application and their goal is verified upon completion of their abbreviated educational plan. The Chino counseling faculty conducted career exploration workshops in conjunction with the Career Center. The Chino counseling faculty developed a career assessment profile for the purposes of seeing students specifically for career counseling 45 minute appointments. The Chino GPS Center has also maintained "Fall-ow Up with GPS" and "Spring Towards Success with GPS" this year which are intentional in-reach counseling services, where students are invited to reconnect with counseling to create educational plans, clarify their goals and check progress towards their goals. Students receive a personalized invitation outlining services unique to their recommended follow up services. Approximately 2,500 students were contacted within the fall and spring terms.

- Providing instruction in delivery modalities that foster completion.

The Chino Campus offered numerous classes in the fast track teaching modality. This year 22 fast track classes were offered in the fall and 23 classes in the spring for a total of 45 classes.

Hybrid classes were also offered on the Chino Campus. This year 9 hybrid classes were offered in the fall and 9 classes in the spring for a total of 18.

- Developing sustained engagement strategies.

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

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

## COMPLETION

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

The Chino counseling faculty conduct follow up services to assist students toward goal completion by exposing students to career technical education programs, Associate Degrees for Transfer, conducting

graduation checks, transcript evaluations, career counseling and exploration, educational plans, and academic progress checks.

GPS hosted several events promoting student engagement and completion at the Chino Campus. Students were encouraged to evaluate their progress towards completing their educational goal as part of *Fall-ow Up in Fall*. Refreshments were given to students after meeting with a Success Guide or counselor to complete a progress check on student planning. In collaboration with the Alumni Affairs Office, GPS hosted *Grad Awareness in the Fall semester*. Graduation awareness was conducted in fall semester. Food and refreshments were provided to students that had applied for graduation or met with GPS staff to complete a preliminary graduation check and were on target to graduate in the spring or summer. To promote awareness of counseling services available on the Chino Campus, GPS hosted *Cocoa with Counseling* in conjunction with DPS, Career, and EOPS. Participating students were provided refreshments as part of an effort to inform them about GPS, Counseling, EOPS, Career Center, and DPS services available through the GPS Center. Students were encouraged to make appointments with the various counseling programs and services available to them.

- Facilitating completion points.

The Transfer Center advances Chino students' completion goals by providing individual transfer advising sessions, reviewing of transcripts in preparation for four-year transfer, guidance on the personal statement, hosting workshops and giving students access to four year representatives by individual appointments. In addition, university representatives tabled in the quad area provide students access information about their university. During the fall application cycle, the Transfer Center's Program Assistant visited the Chino Campus weekly to assist students in completing and submitting their university application.

A Transfer Center staff member visits the Chino Campus two times per month on average and provides classroom presentations upon request. The Transfer Center had planned to honor students transferring to four-year schools during Grad Awareness.

The Transfer Center Director worked closely with CSU San Bernardino's Director of Admissions, to provide official partial transcripts to all students who applied to CSU San Bernardino. By hand delivering all official transcripts, it eliminated a barrier many students encounter during the transfer process.

The Hospitality Management program saw an increase of 9.5% in employment based on the college core indicator information for the region due to exposure to internship sites and reputable employers such as: Brighton Hospitality Management, Tharaldson Hospitality Management, San Bernardino County Tourism Department, Marriott Hotels and the Hilton Hotels.

To create a pathway for students to transfer to four year colleges seamlessly, the Associate Degree for Transfer (ADT) in Hospitality Management was written, and will be in effect in the fall of 2020. The program also partnered with the American Hotel and Lodging Educational Institute and has so far awarded over 25 course specific certificates to students. Furthermore, the Event Planning program is doing really well with high enrollment, with 16 students ready to ascertain their certificates in Event Planning for the very first time in the spring of 2020.

Students are actively involved in field trips to explore the Hospitality industry and possible job opportunities. One such event was the Tourism Summit by the San Bernardino County "Love Your County" organized and planned by one of the Chaffey's own Hospitality Management student. The students had the opportunity to meet industry professionals and leaders to explore career opportunities.

The Culinary Arts program has built strong partnerships with many of the state's major employers, Universal Studios, Disney, Kaiser and the Toyota Arena. These large employers continue to recruit from our alumni and current student body. Faculty continue to build and maintain strong relationships with local

employers for our students and alumni. Program reputation within the industry both locally and further afield is growing. Many of the major American Culinary Federation events such as the Newport Wine Festival, The Academy Awards, etc. are looking to our Chaffey students for employment and internship opportunities. The program currently has five current students working at Kaiser, three at Some Crust Bakery, three at the Toyota Arena, two at Porto's Bakery, three at Brookdale Senior Living, two at Loma Linda Hospital. Students are earning livable wages in restaurants from Santa Monica to Redlands. The Culinary Arts kitchen/lab maintains state of the art equipment that allows the students to gain the all-important hands on experience and confidence that will allow them to succeed in the workforce. This allows students to gain both valuable experience and the confidence to succeed. Faculty include field trips to industry partners, food establishments, and food manufacturers as this experience exposes students to the industry and future employers. Faculty have implemented DE classes as a way to increase students outreach, learning and to lower the barriers to entry for our students.

The Fashion Design and Fashion Merchandising programs placed students at a variety of small businesses and international companies including Mark Pomerantz Designs in Newport Beach, Heart of Haute in La Verne, Haati and Chai in Los Angeles, and Eunice Inc. based also out of Vietnam. This program supports experiential and action learning through service and participation. This opportunity allows for career and pay advancement, resume building, and valuable first-hand experience in the workforce.

Recent graduates of the Interior Design program are employed at various local firms including PBK, a national Architecture and Engineering firm located in Ontario, Zehana Interior Design in Pasadena, Mathis Brothers Furniture in Ontario, Pal ID Studio in Fullerton, Martel Interiors in Upland and Ruth Chapin Design in Redlands. Several Interior Design students continue to participate in design competitions and attend events sponsored by Interior Design organizations IIDA, ASID and NKBA. One ID student was awarded a scholarship for her participation in the Fall IIDA Charette event for the Southern California region. Another student was recently chosen to compete in a Best of Design competition for students sponsored by the IIDA.

- Recognizing and honoring completions.

Because of COVID-19 recognition ceremonies have been cancelled.

#### USE OF RESULTS FOR PLANNING

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

Prepared by:	Teresa Hull, Dean, Chino Campus, School of Hospitality, Fashion, Interior and Culinary Arts
Submitted by:	Laura Hope, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President



# Research Report

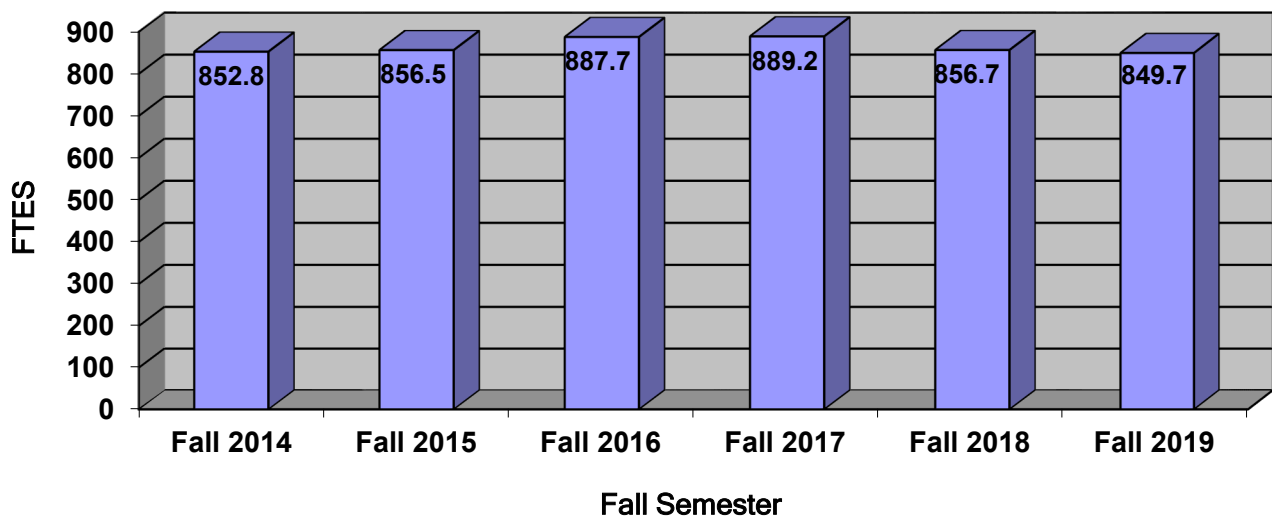
## Chino Campus Campus Growth, Students Served, and Course-Taking Behavior

**Overview.** At the request of the Dean of the Chino Campus, the Office of Institutional Research examined changes in growth indices (e.g., headcount, FTES, etc.), student characteristics (demographics and enrollment patterns), and course-taking behavior for fall semesters from 2014 through 2019. The reported fall semesters post-date the opening of the Chino Main Instructional Building (MIB), the Chino Health Science Building (CHHC), and the Chino Community Building (CHCM) and as a result reflect the impact of these facilities on Chino Campus growth, students served, and course-taking behavior.

**Methodology.** Extracting data from the District’s student information system (Colleague), and utilizing Management Information System (MIS) referential data files submitted to the California Community College Chancellor’s Office (CCCCO), the Office of Institutional Research identified all fall semester enrollment activity that occurred at the Chino Campus from 2014 through 2019. Activity at the Chino Campus includes any enrollments that occurred at the Chino Main Instructional Building (CHMB), the Chino Health Science Building (CHHC), the Chino Community Building (CHCM), or the Chino Information Technology Center (CITC). The Chino Information Technology Center opened in June 2002, the Chino Main Instructional Building opened in March 2008, and the Chino Community and Health Science Buildings opened in Spring 2009.

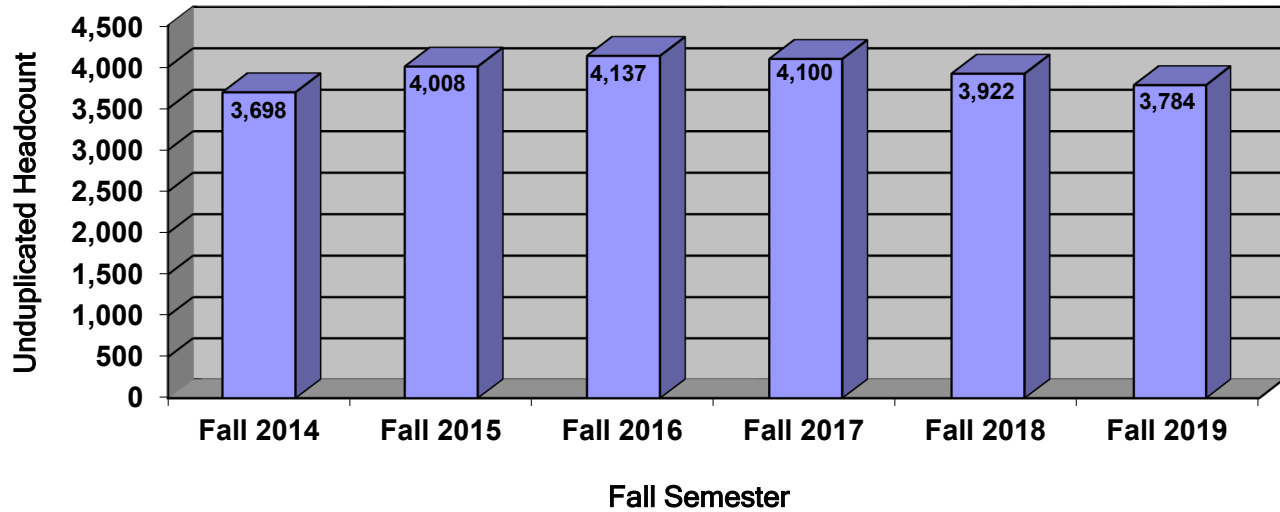
### Chino Campus Growth:

FTES by Fall Semester



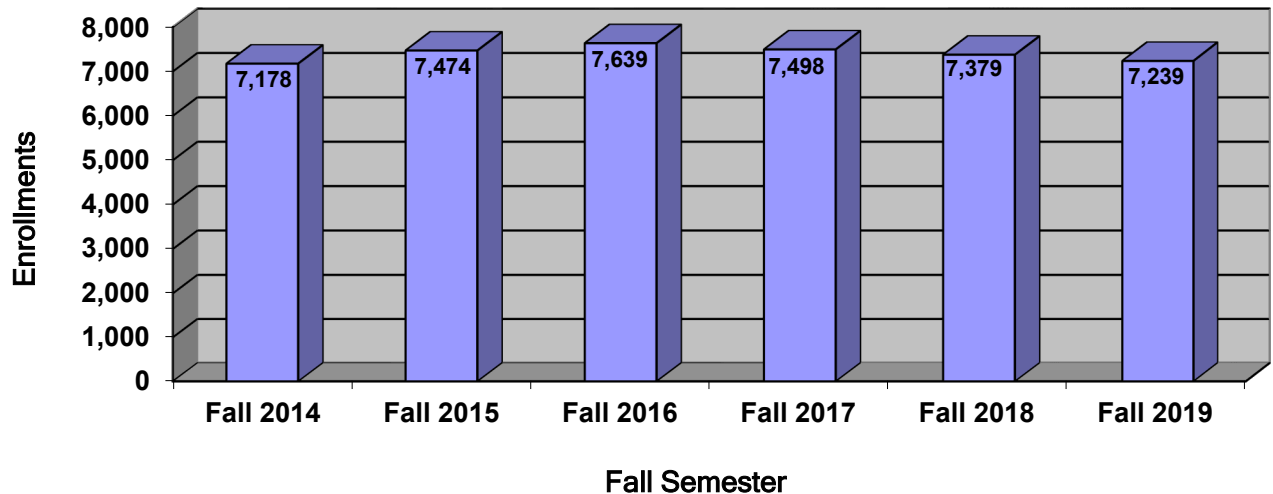
Fall semester FTES generation at the Chino Campus increased annually from Fall 2014 thru Fall 2017 but has declined slightly the past two fall semesters. FTES generation at the Chino Campus rose from 852.8 FTES in the Fall 2014 semester to 889.2 FTES in the Fall 2017 semester, an increase of 36.4 FTES that reflected a 4.3% increase. In the Fall 2019 semester, the Chino Campus generated 849.7 FTES, a decline of 7.0 FTES from the prior fall semester, 39.5 FTES from the Fall 2017 semester peak. FTES generated in the Fall 2019 semester represents a 0.8% decline from the Fall 2018 semester, a 4.4% decline from the Fall 2017 semester peak.

**Unduplicated Headcount by Fall Semester**



In the Fall 2019 semester, 3,784 unduplicated students were actively enrolled in one or more courses at the Chino Campus. This represents a 3.5% decline from the previous fall semester. Numerically, 138 fewer students were actively enrolled at the Chino Campus in Fall 2019 than in Fall 2018. While the 3,784 unduplicated students served in the Fall 2019 semester represents a 2.3% gain over the Fall 2014 semester (86 more students) it reflects a decline of 353 students (-8.5%) from the Fall 2016 semester peak of 4,137 unduplicated students served.

**Enrollments by Fall Semester**

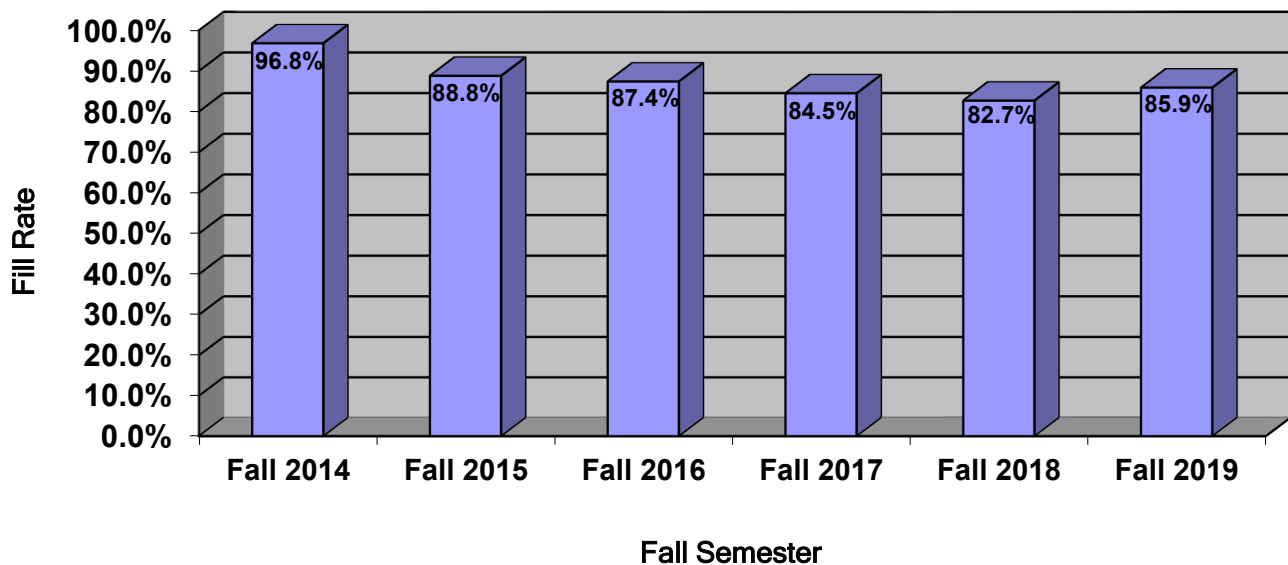


From Fall 2014 thru Fall 2016, enrollments at the Chino Campus rose from 7,178 to 7,639, an increase of 461 enrollments that represented a 6.4% increase in enrollment activity. Since Fall 2016, slight annual declines in fall semester enrollment activity have been observed. In the Fall 2019 semester, 7,239 enrollment records were generated at the Chino Campus, a 5.2% decline from the Fall 2016 semester. One hundred and forty (140) fewer enrollments were generated in the Fall 2019 semester than in the Fall 2018 semester, a 1.9% decline. While enrollment declines have been observed over the past three fall semesters, the 7,239 enrollments generated in Fall 2019 represent a 0.8% increase since Fall 2014.

**Chino Campus Fill-Rates and Efficiency:**

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

**Fill Rates by Fall Semester**



As the table above illustrates, from Fall 2014 thru Fall 2018 fill rates at the Chino Campus gradually declined. In the Fall 2014 semester, the average section capacity among courses offered at the Chino Campus was 33.1, while the average census enrollment was 32.1. Average section capacity at the Chino Campus remained stable from Fall 2104 thru Fall 2017, ranging from 33.0 to 33.1. However, average section size has declined the past two fall semesters, dropping to 31.7 in the Fall 2019 semester. While average section size has declined the past two semesters, census enrollment rose from 26.8 in Fall 2018 to 27.2 in Fall 2019, resulting in the observed increase in fill rate, the highest since the Fall 2016 semester. In the Fall 2019 semester, Chino Campus average section capacity (31.7), average census enrollment (27.2), and fill rate (85.9%) were comparable to or slightly higher than District-wide averages/rates (31.8, 27.0, and 85.1%, respectively).

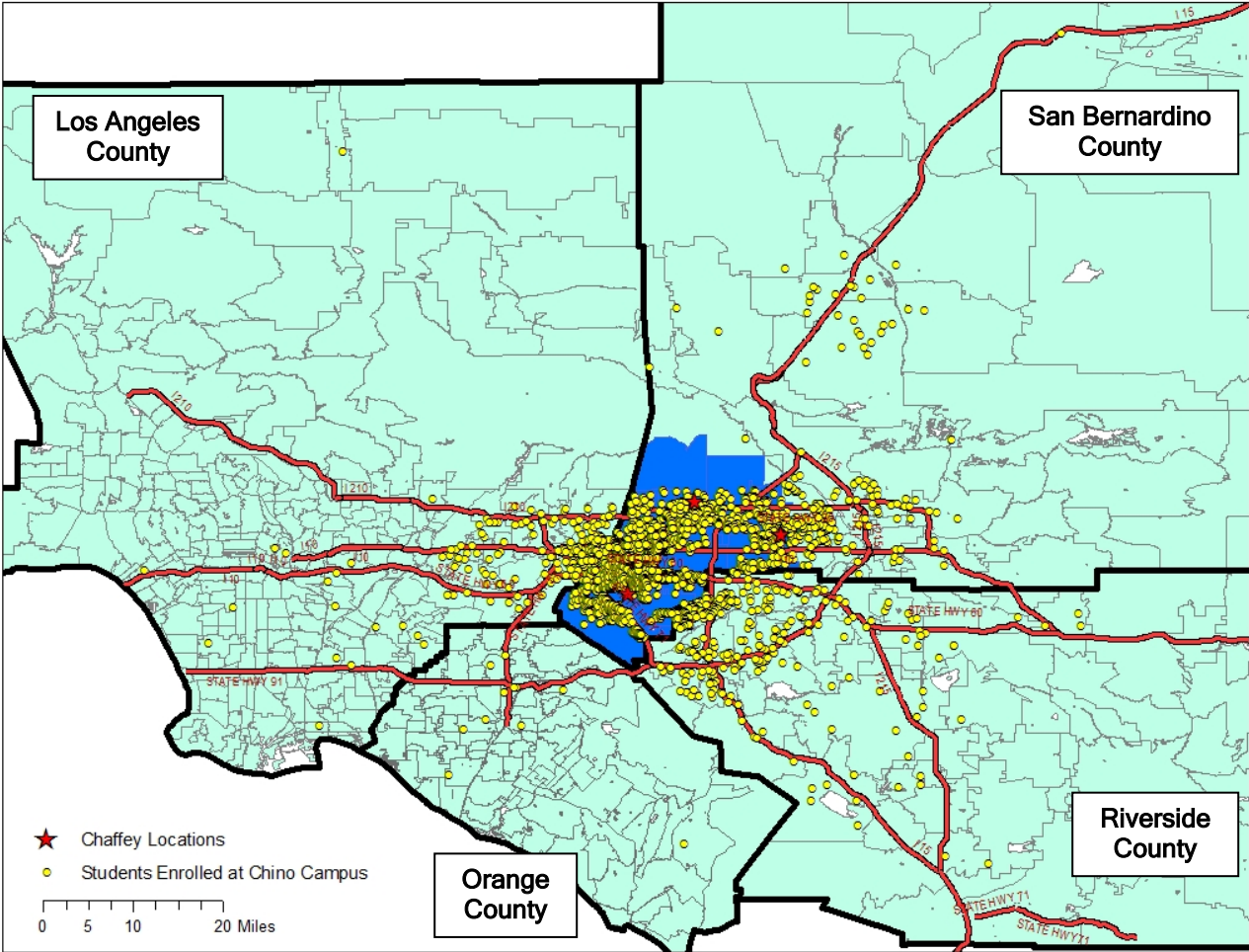
**Student Characteristics:**

***Distance From the Chino Campus***

As the following maps and tables indicate, the majority of students served at the Chino Campus are Chaffey College District residents. Among the 3,784 students served at the Chino Campus in the Fall 2019 semester, 2,712 (71.7%) were district residents. Furthermore, a large number and percentage of district residents served at the Chino Campus live in close proximity to the Chino Campus, residing in either Chino, Chino Hills, or Ontario (1,879 students in Fall 2019, 49.7% of the students served at the Chino Campus).

**HOME RESIDENCE of FALL 2019 CHINO CAMPUS STUDENTS  
Southern California Four-County Region**

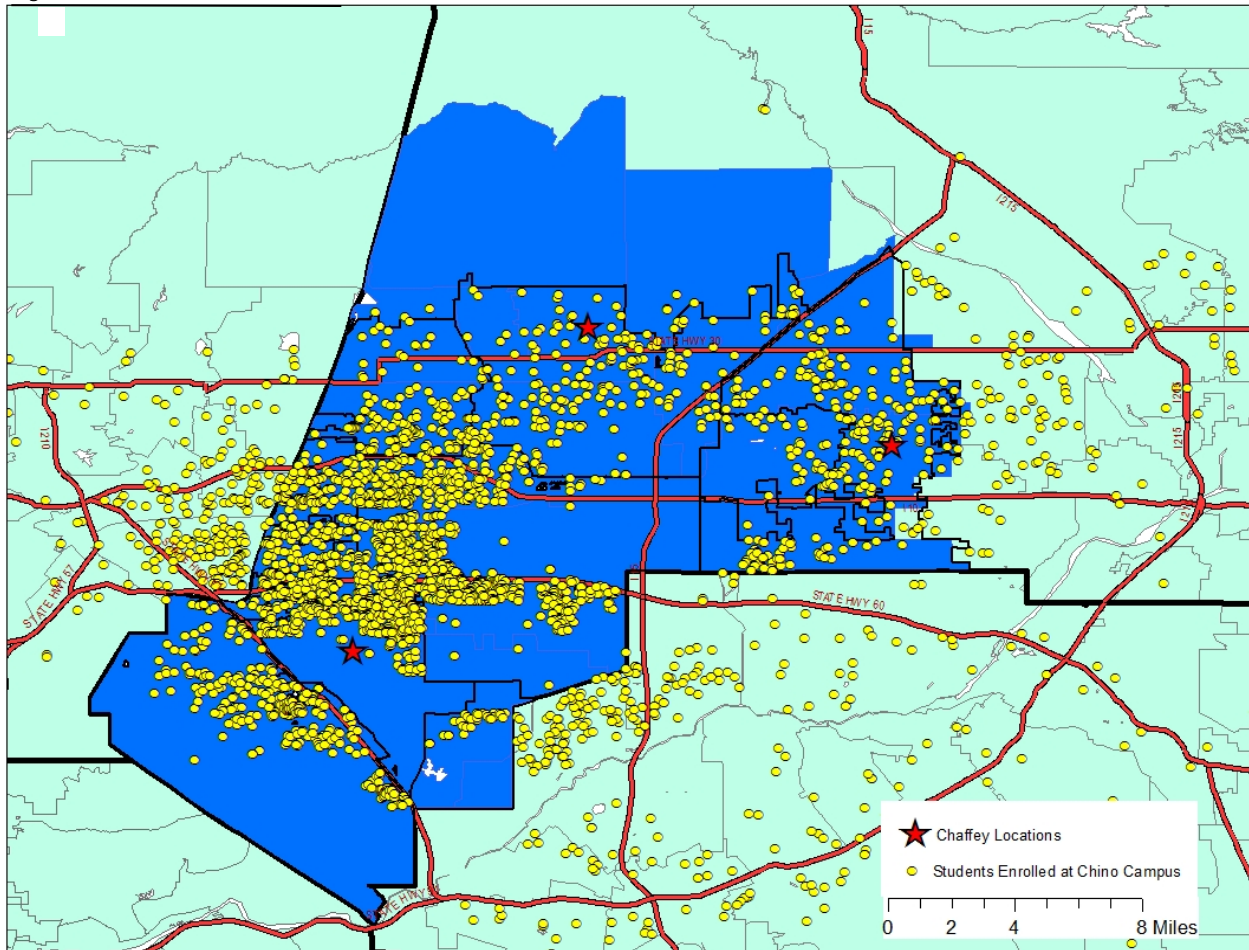
Figure 1





# HOME RESIDENCE of FALL 2019 CHINO CAMPUS STUDENTS Chaffey College District

Figure 2



## STUDENT HEADCOUNT by DISTRICT RESIDENCY STATUS

DISTRICT RESIDENCY STATUS	Fall 2014		Fall 2019	
	N	%	N	%
Within Chaffey District	2,828	76.5	2,712	71.7
Outside Chaffey District	870	23.5	1,072	28.3
<b>TOTAL</b>	<b>3,698</b>	<b>100.0</b>	<b>3,784</b>	<b>100.0</b>

## STUDENT HEADCOUNT by CHAFFEY DISTRICT CITY

DISTRICT CITY	Fall 2014		Fall 2019	
	N	%	N	%
Chino	727	19.7	702	18.5
Chino Hills	359	9.7	298	7.9
Fontana	280	7.6	343	9.1
Guasti	2	0.0	0	0.0
Montclair	163	4.4	162	4.3
Mt. Baldy	0	0.0	0	0.0
Ontario	922	24.9	879	23.2
Rancho Cucamonga	224	6.1	219	5.8
Upland	151	4.1	109	2.9
<b>WITHIN DISTRICT HEADCOUNT</b>	<b>2,828</b>	<b>76.5</b>	<b>2,712</b>	<b>71.7</b>

While approximately 72% of students served at the Chino Campus live within the Chaffey College district boundaries, the Chino Campus continues to serve a large number of students from surrounding communities. The following table identifies the top ten out-of-district cities where students served by the Chino Campus in the Fall 2019 semester resided.

#### STUDENT HEADCOUNT by TOP TEN OUT-OF-DISTRICT CITIES

OUT-OF-DISTRICT CITY	Fall 2019	
	N	%
Pomona	225	5.9
Eastvale	106	2.8
Corona	92	2.4
Riverside	86	2.3
Rialto	76	2.0
San Bernardino	60	1.6
Moreno Valley	37	1.0
Claremont	31	0.8
Bloomington	27	0.7
Jurupa Valley	20	0.5

#### *Demographic Characteristics of Chino Campus Students*

The tables below compare demographic characteristics of students who took one or more courses at the Chino Campus in Fall 2014 and Fall 2019:

GENDER	Fall 2014		Fall 2019	
	N	%	N	%
Male	1,392	37.6	1,447	38.2
Female	2,215	59.9	2,263	59.8
Unknown	91	2.5	74	2.0
<b>TOTAL</b>	<b>3,698</b>	<b>100.0</b>	<b>3,784</b>	<b>100.0</b>

ETHNICITY	Fall 2014		Fall 2019	
	N	%	N	%
African American	242	6.6	227	6.0
Asian	271	7.3	306	8.1
Caucasian	526	14.2	381	10.1
Hispanic	2,475	66.9	2,649	70.0
Native American	6	0.2	7	0.2
Pacific Islander	7	0.2	7	0.2
Two or More Races	86	2.3	80	2.1
Unknown	85	2.3	127	3.3
<b>TOTAL</b>	<b>3,698</b>	<b>100.0</b>	<b>3,784</b>	<b>100.0</b>

AGE RANGE	Fall 2014		Fall 2019	
	N	%	N	%
19 or Younger	1,089	29.4	991	26.2
20 to 24	1,559	42.2	1,394	36.8
25 to 29	487	13.2	634	16.8
30 to 34	185	5.0	317	8.4
35 to 39	149	4.0	170	4.5
40 to 49	153	4.1	178	4.7
50 or Older	76	2.1	100	2.6
<b>TOTAL</b>	<b>3,698</b>	<b>100.0</b>	<b>3,784</b>	<b>100.0</b>

ENROLLMENT STATUS	Fall 2014		Fall 2019	
	N	%	N	%
First-Time Students	611	16.5	667	17.6
First-Time Transfer Students	103	2.8	432	11.4
Returning Students	439	11.9	646	17.1
Continuing Students	2,539	68.6	1,999	52.8
Special Admit Students	6	0.2	40	1.1
Unknown	0	0.0	0	0.0
<b>TOTAL</b>	<b>3,698</b>	<b>100.0</b>	<b>3,784</b>	<b>100.0</b>

In examining change in student demographic characteristics among students served at the Chino Campus in Fall 2014 and Fall 2019, it appears that:

- The percentage of male students enrolled at the Chino Campus has increased slightly over the past six years. In Fall 2014, 37.6% of the students enrolled at the Chino Campus were male; in Fall 2019, the percentage of Chino Campus students who were male was 38.2%. The percentage of female students enrolled at the Chino Campus remained relatively static over the past six years (59.9% in Fall 2014; 59.8% in Fall 2019). Compared to the District-wide gender distribution, the Chino Campus serves a slightly lower percentage of male students (Chino: 38.2%; District-wide: 39.8%), but a slight higher percentage of female students (Chino: 59.8%; District-wide: 58.1%).
- The percentage of Hispanic and Asian students served at the Chino Campus has increased over the past six years. In Fall 2014, 66.9% of the students served at the Chino Campus were Hispanic, while 7.3% were Asian. In Fall 2019, 70.0% of the students served at the Chino Campus were Hispanic, while 8.1% were Asian. Conversely, the percentage of African American, Caucasian, and multi-racial/ethnic students served at the Chino Campus has declined over this same time span. Compared to the Fall 2019 District-wide headcount, the Chino Campus served a higher percentage of Hispanic (70.0% at Chino; 66.5% District-wide) and Asian (8.1% vs. 4.7%) students, but a lower percentage of African American (6.0% vs. 7.1%) and Caucasian (10.1% vs. 12.8%) students.
- Over the past six years the percentage of students 24 years of age and younger has declined at the Chino Campus, while the percentage of students 25 years of age or older has increased. With the changes that have occurred over time, the mean age of students taking one or more courses at the Chino Campus (mean = 25.1) is now slightly higher than the District-wide mean (mean = 24.8). The observed median age at the Chino Campus and District-wide is 22 years of age.
- In Fall 2014, 16.5% of students taking one or more courses at the Chino Campus were first-time students. In Fall 2019, 17.6% of students taking one or more courses at the Chino Campus were first-time students. Across this same time period, the percentage of first-time transfer students (2.8% in Fall 2014; 11.4% in Fall 2019), special admit students (0.2% in Fall 2014; 1.1% in Fall 2019), and returning students (11.9% in Fall 2014; 17.1% in Fall 2019) also increased. Conversely, the percentage of continuing students (68.6% in Fall 2014; 52.8% in Fall 2019) declined over this period. With the observed changes from Fall 2014 to Fall 2019, the percentage of first-time students (17.6%, compared to 17.2% District-wide), first-time transfer students (11.4%, compared to 9.2% District-wide), and returning students (17.1%, compared to 15.8% District-wide) served at the Chino Campus are higher than the District-wide percentages.

### Course-Taking Behavior

Examining the 7,239 enrollments that were generated in the Fall 2019 semester, the tables below identify the top ten departments and the top twenty credit courses that students most frequently enrolled in at the Chino Campus.

DEPARTMENT	Total Enrollments	Percent
English	819	11.3
Biology	704	9.7
Mathematics	692	9.6
Industrial Electrical Technology	445	6.1
Nursing, V.N.	433	6.0
Psychology	406	5.6
Communication Studies	272	3.8
Sociology	244	3.4
History	230	3.3
Fashion Design	226	3.1

CREDIT COURSE	Total Enrollments	Percent
ENGL-1A	445	6.1
MATH-25	288	4.0
BIOL-20	265	3.7
ENGL-1B	192	2.7
PSYCH-1	178	2.5
PSYCH-25	165	2.3
ENGL-495	164	2.3
STAT-10	146	2.0
SOC-10	129	1.8
COMSTD-2	114	1.6
BIOL-23	93	1.3
ESC-1	93	1.3
CHEM-10	92	1.3
MATH-420	91	1.3
CINEMA-25	90	1.2
BIOL-1	87	1.2
ANTHRO-1	86	1.2
MATH-450	85	1.2
CINEMA-26	84	1.2
BIOL-22	80	1.1

### Enrollment Pattern Behavior of Chino Campus Students

Of interest to the Dean of the Chino Campus was the enrollment pattern behavior of Chino Campus students. Specifically, the Dean of the Chino Campus was interested in identifying how many students in the Fall 2019 semester were enrolled exclusively at the Chino Campus and how many students were taking one or more courses at other locations throughout the district. The table on the following page identifies the number of students who were enrolled exclusively at the Chino Campus, as well as enrollment patterns at other locations throughout the district.

Observed Enrollment Pattern	Number	Percent
Enrolled Exclusively at Chino Campus	1,521	40.2
Enrolled at Chino Campus and...		
Rancho Campus	1,088	28.8
Online Distance Learning	308	8.1
Rancho Campus and Online Distance Learning	252	6.7
Rancho Campus and Hybrid Distance Learning	138	3.7
Hybrid Distance Learning	119	3.1
Other Locations	95	2.5
Rancho Campus and Fontana Campus	76	2.0
Fontana Campus	53	1.4
Rancho Campus, Online Distance Learning, and Hybrid Distance Learning	32	0.8
Online Distance Learning and Hybrid Distance Learning	28	0.7
Rancho Campus and Other Locations	27	0.7
Rancho Campus, Fontana Campus, and Online Distance Learning	10	0.3
Online Distance Learning and Other Locations	9	0.2
Fontana Campus and Online Distance Learning	8	0.2
Rancho Campus, Fontana Campus, and Hybrid Distance Learning	7	0.2
Fontana Campus and Hybrid Distance Learning	6	0.2
Other Enrollment Patterns*	7	0.2

\*4 other enrollment patterns engaged in by 7 students, none representing more than 0.1% of all enrollment patterns

In addition to examining enrollment pattern behavior at other locations, the Dean of the Chino Campus also expressed an interest in identifying what courses were being taken most frequently at the Rancho and Fontana Campuses and in Online Distance Learning courses by students who were enrolled in one or more courses at the Chino Campus. The tables below identify the courses taken most frequently in the Fall 2019 semester at the Rancho and Fontana Campuses and in Online Distance Learning courses by students who were enrolled in one or more courses at the Chino Campus.

COURSES MOST FREQUENTLY TAKEN AT THE RANCHO CAMPUS	Total Enrollments	Percent of Enrollments
STAT-10	64	2.3
ENGL-1A	54	1.9
MATH-25	47	1.7
SPAN-1	44	1.6
PS-1	41	1.5
CINEMA-26	40	1.4
COMSTD-2	40	1.4
ASL-1	33	1.2
CINEMA-25	33	1.2
COMSTD-4	31	1.1

<b>COURSES MOST FREQUENTLY TAKEN AT THE FONTANA CAMPUS</b>	<b>Total Enrollments</b>	<b>Percent of Enrollments</b>
STAT-10	13	6.6
ENGL-1A	9	4.5
BIOL-22	8	4.0
CIS-1	8	4.0
CHEM-10	7	3.5
HIST-18	7	3.5
PSYCH-1	7	3.5
BIOL-424	5	2.5
ECON-2	5	2.5
ENGL-495	5	2.5

<b>DISTANCE LEARNING COURSES MOST FREQUENTLY TAKEN</b>	<b>Total Enrollments</b>	<b>Percent of Enrollments</b>
PSYCH-25	42	4.6
COMSTD-4	38	4.1
PSYCH-1	38	4.1
ESC-1	37	4.0
PS-1	37	4.0
MUSIC-4	34	3.7
ENGL-1B	31	3.4
SOC-10	27	2.9
ENGL-1A	26	2.8
HIST-17	25	2.7

In total, 1,635 of the 3,784 students enrolled at the Chino Campus (43.2%) were also taking one or more courses at the Rancho Campus. Many of these students were enrolled in multiple courses at the Rancho Campus; the 1,635 students generated 2,809 enrollments at the Rancho Campus, an average of 1.72 enrollments at the Rancho Campus per student.

Examining enrollments in distance learning online courses, 650 of the 3,784 students enrolled at the Chino Campus (17.2%) were also taking one or more distance learning online courses. Most of these students were enrolled in only one distance learning online course; the 650 students generated 916 enrollments in distance learning online courses, an average of 1.41 enrollments in distance learning online courses per student.

Examining enrollments in distance learning hybrid courses, 333 of the 3,784 students enrolled at the Chino Campus (8.8%) were also taking one or more distance learning hybrid courses. Most of these students were enrolled in only one distance learning hybrid course; the 333 students generated 410 enrollments in distance learning hybrid courses, an average of 1.23 enrollments in distance learning hybrid courses per student.

Examining enrollments at the Fontana Campus, 161 of the 3,784 students enrolled at the Chino Campus (4.3%) were also taking one or more courses at the Fontana Campus. Many of these students were enrolled in only one course at the Fontana Campus; the 161 students generated 198 enrollments at the Fontana Campus, an average of 1.23 enrollments at the Fontana Campus per student.

Examining enrollments at Other Locations, 138 of the 3,784 students enrolled at the Chino Campus (3.6%) were also taking one or more courses at other locations. The 138 students taking course at other locations generated 2189 enrollments at other locations, an average of 1.39 enrollments at other locations per student.

***Section Offerings at the Chino Campus***

Examining sections offered at the Chino Campus over the past eleven primary terms (Fall 2014 thru Fall 2019), the table below identifies: a) the unduplicated number of full-time and part-time faculty who teach at the Chino Campus; b) the number of sections taught by full- and part-time faculty; and c) the total number of sections offered at the Chino Campus and the percentage of total sections taught by full-time faculty. As the table illustrates, over the past eleven primary terms the percentage of sections offered at the Chino Campus that were taught by full-time faculty gradually increased. In Fall 2014, 31.1% of the total sections offered at the Chino Campus were taught by full-time faculty. In Fall 2019, 39.4% of all sections offered at the Chino Campus were taught by full-time faculty. Over this period the number of full-time faculty who taught one or more sections at the Chino Campus also increased, rising from 24 in Fall 2014 to 34 in Fall 2019.

<b>Semester</b>	<b># of FT Faculty</b>	<b>FT Faculty Sections</b>	<b># of Adj. Faculty</b>	<b>Adj. Faculty Sections</b>	<b>Total Sections</b>	<b>% Sections Taught by FT Faculty</b>
Fall 2019	34	106	107	163	269	39.4
Spring 2019	30	102	120	170	272	37.5
Fall 2018	31	100	125	180	280	35.7
Spring 2018	26	94	123	173	267	35.2
Fall 2017	26	88	128	185	273	32.2
Spring 2017	22	88	122	173	261	33.7
Fall 2016	26	79	132	191	270	29.3
Spring 2016	24	78	122	190	268	29.1
Fall 2015	26	83	114	176	259	32.0
Spring 2015	22	73	105	159	232	31.5
Fall 2014	24	71	95	157	228	31.1

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

(Information)

May 28, 2020  
Board Meeting Date

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**TOPIC    INFORMATION TECHNOLOGY SERVICES MONITORING REPORT**

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*Communication No.*    IV.D.2.c

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SUPPORTS BOARD POLICY

**Board Policy 3250 Institutional Planning** - The Superintendent/President shall ensure that the District has and implements a broad-based comprehensive, systematic, and integrated system of planning and evaluation that involves appropriate segments of the college community and is supported by institutional effectiveness research.

ACTIVITIES THAT ADDRESS THE BOARD POLICY

The Information Technology Services Department comprised of administrative systems and technical services, works collaboratively with the college community by assisting with technology initiatives and planning, securing technology resources, exploring new technology applications, implementing new technology solutions, and providing technology-related support. The department strives to meet the needs of its stakeholders by staying current with industry changes.

MEANS OF ASSESSMENT

Assessment is performed regularly, and includes an annual analysis of the progress made and efficacy of identified projects included in the college's Strategic Technology Plan, as well as projects prioritized by the Colleague Steering Committee and/or Technology Committee.

SUMMARY OF EVIDENCE

In support of the college's goal to improve and expand the use of current technologies that facilitate student learning, as well as the initiatives identified in the District's Strategic Technology Plan, the actions, acquisitions, and/or implementations identified in the attached Technology Monitoring Report have either been successfully completed or are currently in-progress.

USE OF RESULTS FOR PLANNING

Each project, activity, implementation, and/or upgrade is assessed, either quantitatively or qualitatively, with responsible parties. The results of these assessments help drive planning for future projects, activities, and/or upgrades. Analyses occur on an ongoing basis for continuous improvement.

Prepared by:	Isabel Bogue, Manager, Administrative Application Services Michael Fink, Director of Technical Services
Submitted by:	Melanie Siddiqi, Associate Superintendent, Administrative Services
Recommended by:	Henry D. Shannon, Superintendent/President





## INFORMATION TECHNOLOGY SERVICES

## GOVERNING BOARD MONITORING REPORT 2020

Chaffey  College

[www.chaffey.edu/its](http://www.chaffey.edu/its)

May 28, 2020

## INTRODUCTION

On February 25, 2016, the college's Governing Board approved a District-wide Strategic Technology Plan. Several initiatives were incorporated into that plan to improve technology and its use, facilitate communication and information on technology-related matters and improve staffing and service levels within the Information Technology Services ("ITS") Department. Since that time, the ITS Department and the District's Technology Committee have continued to work effectively towards implementing those initiatives.

A component of evaluating the overall effectiveness of the Strategic Technology Plan includes an assessment of the progress made on the initiatives identified and prioritized therein. The updates below address the work that has been completed in furtherance of specific initiatives identified in the Strategic Technology Plan and prioritized by the Technology Committee.



### Information Technology Services

*"Our mission is to provide an optimal level of current technology for the district through leadership, direction, planning, services, and support, which promotes and facilitates the use and integration of technology for all academic and administrative requirements."*

**ORGANIZATIONAL 02 – ANALYZE AND ADDRESS IT STAFFING NEEDS**

The Information Technology Services (ITS) department continues to run lean. Still, assessments of staffing levels in conjunction with increasing demands for technical support are ongoing, and staffing plans are adjusted accordingly. As an example, this past year, ITS worked with Computer Information Systems (CIS) and Strong Workforce personnel to analyze, assess, and address staffing needs created by the new Cyber Security and Amazon Web Service programs. As a result of that assessment, the department was able to recruit for and hire a new Network Technology Technician to effectively manage the additional workload created by these programs.

**ORGANIZATIONAL 04 – FORMALIZE DISASTER RECOVERY PLANS**

ITS has completed a draft of a Disaster Recovery Plan. Detailed steps to recover District systems are being documented and tested. Network and Server documentation that was collected last year is being verified, and network diagrams are being updated. It is anticipated that a final draft of the plan will be submitted to the Associate Superintendent of Administrative Services during the fall semester.

**ORGANIZATIONAL 08 - FORMALIZE DATA AND INFORMATION SECURITY PLANS**

A draft of a Data and Information Security Plan was developed and submitted to the District's legal counsel and Technology Committee for review. The workgroup who developed the plan, which includes the Associate Superintendent of Administrative Services, Internal Auditor, Director of Technical Services, and Manager of Administrative Application Services, is reviewing the recommended changes and ensuring the document is complete. The workgroup continues to meet to ensure the District complies with numerous IT security-related mandates and regulations, and facilitate the completion of the formalized Data and Information Security Plan.

**NETWORK 01 – IMPLEMENT UBIQUITOUS WIRELESS ACCESS**

The District's wireless network received several upgrades/changes this year. The Rancho Cucamonga campus was upgraded from a 100Mbps Internet connection to 1Gbps (a 10x bandwidth improvement). The Chino and Fontana campuses were provided with 1Gbps of wireless Internet service. This eliminated the need for these campuses to share bandwidth with the Rancho Cucamonga campus and, in turn, reduced the payload on the Rancho Cucamonga connection.

**NETWORK 03 – IMPLEMENT REDUNDANT INTERNET ACCESS**

A second uninterruptible power supply (UPS) was purchased and installed in the Rancho Data Center. This provides a redundant power source for all servers. Additionally, this allowed ITS staff to move all components to 208, allowing the equipment to run cooler and more efficiently.

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### **DIGITAL CLASSROOMS**

ITS staff completed the Digital upgrade project. All 228 classrooms within the District have been upgraded to a digital format. This new digital format enables classroom projectors to run at a higher resolution and allow faculty computers to connect with the newer HDMI and display port-style connections versus the old VGA analog connections that classrooms were set up with initially.

### **BACKUP/RECOVERY SOFTWARE**

ITS staff researched and implemented additional features of our new backup/recovery system by VEEAM technologies. Point-in-Time snapshots of servers are being sent off-site to Storage Area Network (SAN) storage in Chino. Additionally, nightly backup is now being replicated to off-site storage in Fontana.



### **VIRTUAL LAB TECHNOLOGIES**

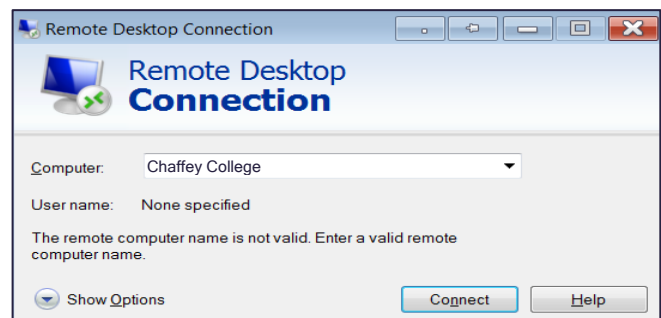
In response to COVID-19, ITS staff leveraged existing hardware/software to create 75 virtual open lab machines. Using VMWare's Horizon VDI technology, students are able to access a web-based virtual computer loaded with District software such as Microsoft Office, Adobe Creative Suite, and SPSS from anywhere in the world.

### **REMOTE LAB ACCESS**

In Response to COVID-19, ITS staff implemented software from VMWare and Splashtop to allow students to have remote access to Chaffey labs with hardware-specific programs such as the Digital Media, Broadcasting, Photography, Fashion, and AutoCAD labs.

### **VPN ACCESS FOR STAFF**

In Response to COVID-19, ITS staff created over 400 virtual private network (VPN) accounts that allow staff to securely access their District machines from off-campus.



### **CAMPUS POLICE MOVE TO FONTANA**

Working with Campus Police staff, CSU San Bernardino (CSUCB), and Fontana USD (FUSD), ITS staff were able to assist with the move of the Dispatch service from CSUSB to FUSD. This project required coordination with the Department of Justice (DOJ) to set up all campus police computers that access the RIMS/CLETS software onto their own secure segment of the Districts network.

### **FIBER UPGRADES**

Chaffey's ITS staff worked with vendors to complete the final phase of our fiber upgrade project. This phase completed the installation of high-speed single-mode fiber to the last six buildings on the Rancho campus and the Chino Community Center. The installation of the single-mode fiber allows for an upgrade from 1Gb connections to redundant 10Gb connections to every building.

## **ORGANIZATIONAL 03 – ANALYZE EXISTING BUSINESS PROCESSES**

### **ADMINISTRATIVE 01 – OPTIMIZE THE USE OF THE COLLEGE’S ENTERPRISE RESOURCE PLANNING (ERP)**

The District has made significant strides since the implementation of its Path to Modernization initiative in early 2019. Many of the student, faculty, and staff workflows throughout the District’s ERP, Ellucian Colleague, have been analyzed with the goal of optimizing the student, faculty, and staff experience. The analysis of those workflows has spearheaded the development of the following projects.

#### **ELLUCIAN SELF-SERVICE DEPLOYMENT**

In an ongoing effort to create a modern and effective student experience for registration, educational planning, and monitoring, ITS staff has embarked on a project to move the college to Ellucian Self-Service. This new platform provides an enhanced student experience utilizing a modern user interface that achieves maximum performance and moves all students to one single platform for services such as the following.

- Registration from the student’s educational plan
- Adding classes easily and seamlessly
- Using add codes more efficiently within one interface
- Easier payment interface

#### **ELLUCIAN CRM-ADVISE**

Utilizing Ellucian consulting services as a part of the District’s Path to Modernization, teams have worked to create the template for monitoring student success within the framework of Guided Pathways. CRM-Advise provides the ability to track a student’s progress toward their educational goal and further for introducing mediations to facilitate success. When a student veers from their intended path, the team has designed interventional strategies within CRM-Advise to assist students toward success.

CRM-Advise provides an integrated view of the student’s progress with data from the following resources:

- Student Educational Plan data
- Canvas Course data
- CCApply data
- Student Services data



## **MOVE TO THE CLOUD**

In January of this year, the District's entire ERP environment was successfully moved to the Ellucian Hosted Cloud. The year-long project was completed successfully and on schedule, led by a team of dedicated Chaffey staff. Since the move to the cloud, performance has increased four-fold with uptime at previously unachieved levels. Registration cycles typically fraught with performance degradation issues have proven to provide significantly increased and steady levels of services.

## **GOVERNANCE AND SECURITY**

With the assistance of consulting services and lengthy interviews with District stakeholders, the Data Governance document is complete and is now in the review stage. The document provides structures, processes, and procedures to ensure data integrity, validation, and verification. It builds on the model of user data ownership and stewardship, creating a shared responsibility for data accuracy and adherence to established policies and procedures. The accuracy and reliability of student information are critical to reliable and accurate long-range planning, and the Data Governance document provides that reliability and accuracy.



With the advent of big data requirements for the many Chancellor's Office initiatives and the need to manage District data more effectively and securely, ITS is taking the lead to develop a true data governance model and further coordinate that data governance model into the requirements of the Chancellor's Office initiatives. ITS staff is in the process of identifying pain points in data management and data security to ensure valid and verifiable data and data sources, both for mandated reporting and longitudinal planning. Ultimately the data governance process will provide a set of practices and policies to ensure both secure and relevant data for District planning.

## **IMPROVED PROCESSES AND WORKFLOWS**

While many of the projects and redesigns directly serve to enhance and promote the student experience, none improves that experience more than providing for efficient and effective workflows in the various offices that support those services. To that end, ITS staff are focusing their efforts within ancillary administrative areas such as Human Resources, Accounts Receivable, and Finance in order to ensure effective use of the ERP. Extensive reports have been provided to these departments and were developed using the District's new operational reporting tool, Informer, to ensure that data required to make efficient and effective workflows is instantly available.

ITS staff is also assisting various offices in developing their business continuity plans in order to enhance operational sustainability. Finance has taken the lead as the first department to complete the development of such a plan.



In response to the Spring 2020 Faculty Senate resolution regarding Information Technology Failures, a task force consisting of four faculty appointed by the Faculty Senate; superintendent/president; associate superintendent, administrative services; and executive director, equity, outreach, and communications worked collaboratively to develop a formalized operating guidelines and communications plan for addressing any future unplanned IT outages. The group met three times over a three-month period to review and revise the draft plan as necessary. The draft plan is near complete and will be operational prior to the start of the fall 2020 term. The faculty senate president advised during the task force's last meeting on May 4, 2020, that the Faculty Senate is pleased with the plan and has deemed the resolution complete.



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

(Information)

May 28, 2020  
Board Meeting Date

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TOPIC **QUARTERLY INVESTMENT REPORT**

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Communication No. IV.D.2.d

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SUPPORTS BOARD POLICY

**Board Policy 6320 Investments** - The Superintendent/President is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law.

PROPOSAL

To present the quarterly investment report for the quarter ended March 31, 2020, for information only.

BACKGROUND

As recommended in Government Code 53646, the district investment reports may be presented to the board quarterly. The quarterly investment report for the period ended March 31, 2020 is attached.

BUDGET IMPLICATIONS

*Funding Source* – All funds

*Status of Funds* – N/A

*Future Implications* – N/A

RECOMMENDATION

To review the quarterly investment report for the quarter ended March 31, 2020, as presented.

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



# Chaffey Community College District Investment Report



## **Governing Board**

Gloria Negrete McLeod, President  
Gary C. Ovitt, Vice President  
Lee C. McDougal, Clerk  
Katherine Roberts, Member  
Kathleen R. Brugger, Immediate Past President

Nikeenia Williams, Student Trustee

Dr. Henry D. Shannon, Superintendent/President

March 31, 2020

# Chaffey Community College District

## Investment Report

### Summary

For The Period Ended March 31, 2020

General Portfolio	Fund Value	Market Value
<b>General Portfolio</b>		
District Funds Investment Pool	\$ 334,223,929	\$ 339,862,937
Other Investments	1,490,118	1,493,234
Irrevocable Trusts	8,589,020	9,563,354
Chaffey District Funds with Financial Institutions - Bank Deposits	1,562,233	1,562,233
<b>Total General Portfolio</b>	<b>\$ 345,865,301</b>	<b>\$ 352,481,759</b>

1. I hereby certify that the investments are in compliance with the investment guidelines statement adopted by the Governing Board.
2. The District has the ability to meet its budgeted expenditures for the next six months.
3. The market values for funds held in checking accounts and money market funds does not change.
4. The fiscal agent provided the market values for investments held in their accounts.
5. The checking accounts include Associated Student Body and other District cash funds.
6. This report meets the requirement of Government Code Sections 16481, 53646, and 53601.

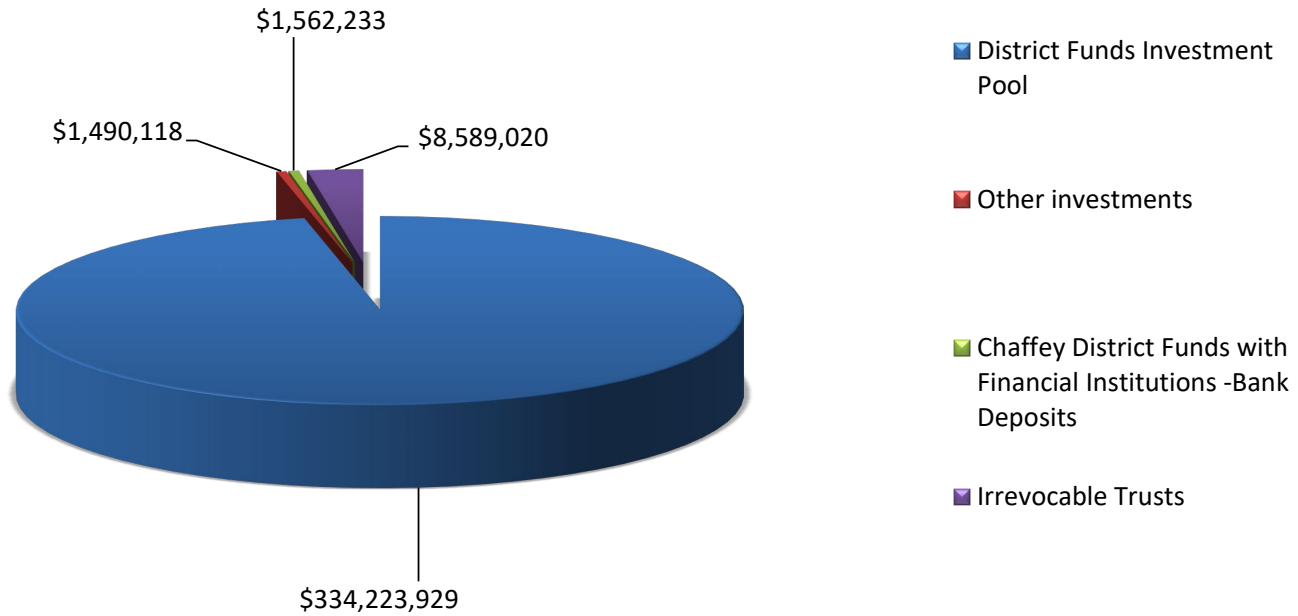


Lisa Bailey

Associate Superintendent, Business Services & Economic Development

**Chaffey Community College District**  
Investment Report

**Summary**  
**For The Period Ended March 31, 2020**



# Chaffey Community College District

## Investment Report

### Chaffey District Funds in San Bernardino County Investment Pool

For The Period Ended March 31, 2020

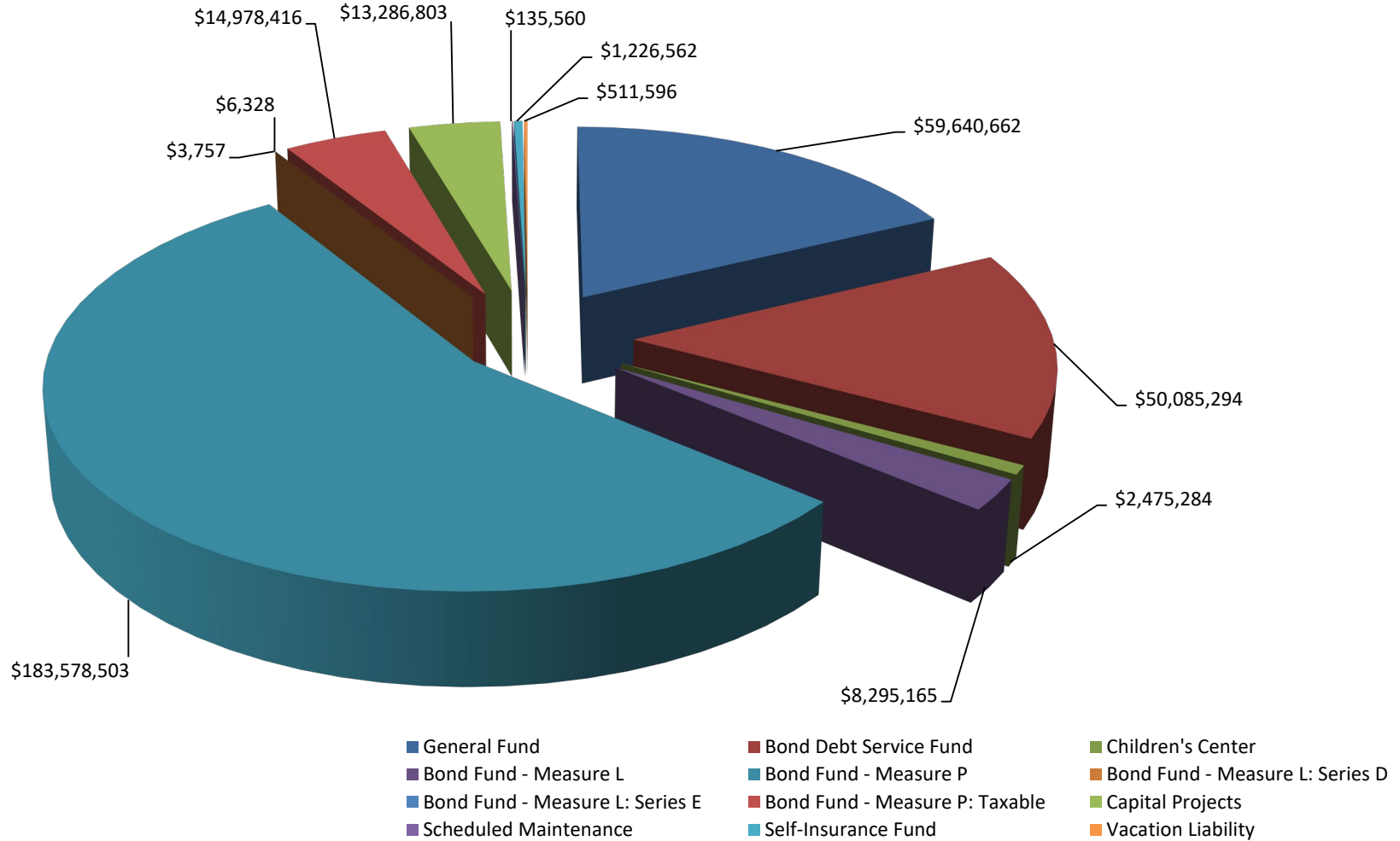
Funds/Accounts in County Investment Pool	Fund Number	Account Number	Fund Total	
General Fund	10	9110	\$ 59,640,662	
Bond Debt Service Fund	21	9110	50,085,294	
Children's Center	33	9110	2,475,284	
Bond Fund - Measure L	40	9110	8,295,165	
Capital Projects	41	9110	13,286,803	
Scheduled Maintenance	42	9110	135,560	
Bond Fund - Measure P	43	9110	183,578,503	
Bond Fund - Measure L: Series D	45	9110	3,757	
Bond Fund - Measure L: Series E	46	9110	6,328	
Bond Fund - Measure P: Taxable	47	9110	14,978,416	
Self-Insurance Fund	61	9110	1,226,562	
Vacation Liability	69	9110	511,596	
<b>Total Funds in County Investment Pool</b>			<u>\$ 334,223,929</u>	<u>*Market Value Share \$ 339,862,937</u>
<b>Annualized Yield for Quarter Ended</b>	9/30/2019	2.16%		
<b>Annualized Yield for Quarter Ended</b>	3/31/2020	1.83%		
Other Investments			Fund Total	Market Value
US Bank/Payden & Rygel - Series E			1,490,118	1,493,234
<b>Total Other Investments</b>			<u>\$ 1,490,118</u>	<u>\$ 1,493,234</u>
Irrevocable Trusts			Fund Total	Market Value
Benefit Trust Company - Other Post Employment Benefits (OPEB)			7,409,167	8,115,383
Benefit Trust Company - Pension Stabilization Trust (PST)			1,179,853	1,447,972
<b>Total Irrevocable Trusts</b>			<u>\$ 8,589,020</u>	<u>\$ 9,563,354</u>

\*Note 1: Market value share equates to the District's pro-rata share of the market value of the entire County Pool.

\*Note 2: See County Pool Summary on page 5 for further details of County Treasury Investments.

**Chaffey Community College**  
Investment Report

**Chaffey District Funds in San Bernardino County Investment Pool**  
**For The Period Ended March 31, 2020**



# Chaffey Community College District

## Investment Report

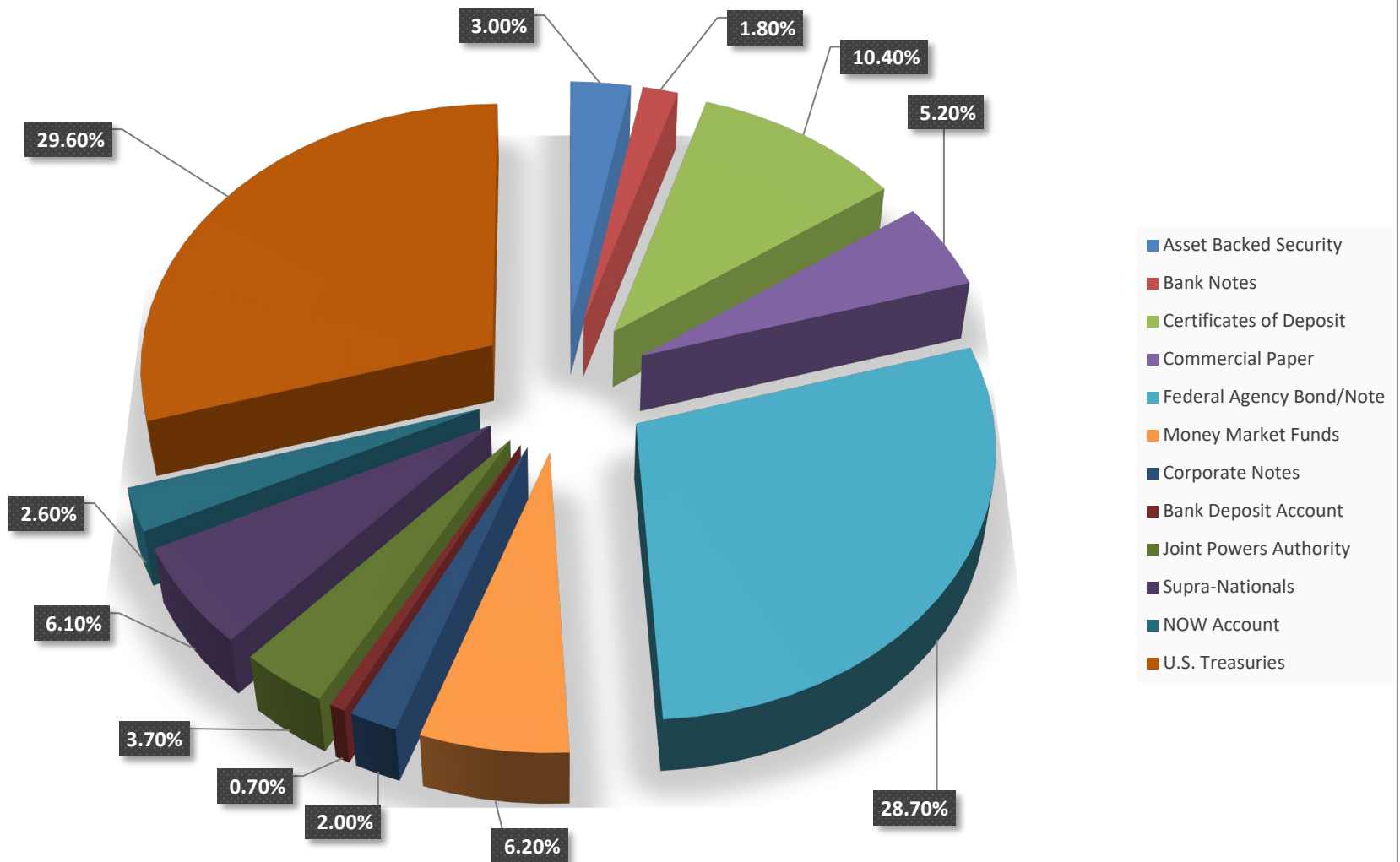
### San Bernardino County Pool Summary

For The Period Ended March 31, 2020

Security Type	Par(\$)	Amortized Cost	Market Value	Yield to Maturity
Asset Backed Security	\$ 232,236,807	\$ 232,423,405	\$ 230,300,630	2.04%
Bank Notes	135,000,000	135,023,038	135,130,846	2.48%
Certificates of Deposit	800,000,000	800,000,000	799,347,371	1.59%
Commercial Paper	400,000,000	398,586,618	398,708,385	1.69%
Corporate Notes	153,090,000	152,687,613	153,866,931	2.56%
Federal Agencies	2,145,033,000	2,148,633,727	2,203,249,554	2.05%
Supre - National	460,000,000	459,771,496	466,999,180	2.28%
Money Market Funds	476,000,000	476,000,000	476,000,000	0.33%
Bank Deposit Account	50,000,000	50,000,000	50,000,000	0.40%
Joint Powers Authority	282,000,000	282,000,000	282,000,000	1.22%
NOW Account	200,000,000	200,000,000	200,000,000	0.35%
U.S. Treasuries	2,200,000,000	2,194,816,309	2,268,093,763	2.08%
<b>Total Securities</b>	<u>\$ 7,533,359,807</u>	<u>\$ 7,529,942,206</u>	<u>\$ 7,663,696,660</u>	<u>1.83%</u>
Cash Balances	<u>\$ 370,101,145</u>	<u>\$ 370,101,145</u>	<u>\$ 370,101,145</u>	
<b>Total Investments</b>	<u>\$ 7,903,460,952</u>	<u>\$ 7,900,043,351</u>	<u>\$ 8,033,797,805</u>	
Accrued Interest		27,581,434	27,581,434	
<b>Total Portfolio</b>	<u>\$ 7,903,460,952</u>	<u>\$ 7,927,624,784</u>	<u>\$ 8,061,379,238</u>	

**Chaffey Community College District**  
Investment Report

**San Bernardino County Pool Summary Distribution**  
For The Period Ended March 31, 2020



## Chaffey Community College District

### Investment Report

#### Chaffey District Funds with Financial Institutions - Bank Deposits For The Period Ended March 31, 2020

Institution	Account Name	Collateralized Deposits	Total Deposits	Interest Rate	Maturity Date
Citizen's Business Bank	Associated Student Body Bus. Analyzed Public Funds Acct.	505,453	505,453	*	N/A
Citizen's Business Bank	Associated Student Body Insured Money Market Public Acct.	150,238	150,238	0.35%	N/A
Citizen's Business Bank	Revolving Cash Fund Bus. Analyzed Public Funds Acct.	24,879	24,879	*	N/A
Citizen's Business Bank	Clearing Account Bus. Analyzed Public Funds Acct.	881,663	881,663	*	N/A
<b>Total All Banking Institutions</b>		<u>\$ 1,562,233</u>	<u>\$ 1,562,233</u>		

\*Chaffey College's contract with Citizen's Business Bank includes Account Analysis, which applies interest income to account fees.

All funds are collateralized and fully insured.



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

May 28, 2020  
Board Meeting Date

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TOPIC **APPROVAL OF MINUTES, APRIL 16, 2020**

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Communication No. IV.E.1.a

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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 April 16, 2020, 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 April 16, 2020, regular board meeting.

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

**OFFICIAL PROCEEDINGS  
OF THE GOVERNING BOARD  
CHAFFEY COMMUNITY COLLEGE DISTRICT**

A regular meeting of the Chaffey Community College District Governing Board was held on Thursday, April 16, 2020, virtually via teleconference. Board President McLeod called the meeting to order at 2:01 p.m.

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

Members absent: none

**CLOSED SESSION**

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

No comments were made.

The Board convened in closed session at 2:07 p.m. Closed session was adjourned at 2:52 p.m.

**STUDY SESSION**

Associate Superintendent Laura Hope discussed the 16-Week Calendar and provided a handout. Ms. Hope explained that this information was not intended for a decision today, but for information only. She further explained that the College contracted with Cambridge West to study the effects of moving to 16-week calendar and to provide results. She stated that there is no research to suggest that a compressed calendar has any effect on student performance and retention.

This issue will be voted on at the next meeting.

**REGULAR SESSION**

The regular session reconvened at 3:04 p.m., and President McLeod led the Pledge of Allegiance to the Flag.

**ORGANIZATION**

The Governing Board elected the following officers to serve in 2020–2021, commencing at the July 23, 2020 Board meeting:

Gary C. Ovitt – President and Alternate Voting Representative to the San Bernardino County Committee on School District Organization  
Lee C. McDougal – Vice President  
Kathleen Brugger – Clerk  
Gloria Negrete McLeod - Voting Representative to the San Bernardino County Committee on School District Organization

Dr. Shannon administered the Oath of Office to re-elected Board Members Lee McDougal, Gloria Negrete McLeod and Gary Ovitt.

### PUBLIC COMMENTS

Julie Sanchez, executive assistant to the Superintendent/President and Governing Board, read the public comments received via email from the following individuals:

CCSG Senator Lauren Sanders

CCSG Senator Regina Al Smadi

Tariq Azim, Region IX Legislative Affairs Director for the Student Senate for California Community Colleges

CCSG Vice President Xochitl Escamilla

(These emails have been made a part of the meeting minutes.)

### COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Nikeenia Williams thanked everyone for looking out for students' well-being during the COVID-19 crisis. She addressed the following topics: Panther Pantry; refund of parking permits; portable Wi-Fi devices; and confirmation that fall courses will be conducted online. Ms. Williams stated that she realized that CCSG meetings were not conducted correctly, but that there is confusion among senators regarding who is running the meetings.

Trustee Ovitt reported that he attended a First 5 Commission meeting, and a Children's Fund executive team meeting, both of which were conducted virtually.

Trustee McDougal reported that he has been under a self-quarantine.

Trustee Roberts reported that she has been under a self-quarantine.

Trustee Brugger reported that she has continued with her donations to the College, and has sponsored a staff foursome for the Foundation Golf Tournament.

Board President McLeod reported that she has been home caring for her grandkids.

#### LEGISLATIVE UPDATE

Dr. Eric Bishop gave an overview of the CARES Act. He reported that the College is working on a process for disbursement of funds to students in which the widest number of students possible is reached.

#### PRESENTATIONS

There were no presentations at the April meeting.

#### FOUNDATION

Lisa Nashua, executive director of the Foundation, provided a written report which included: spring 2020 scholarships; Foundation Board Finance and Investment Committee; spring department scholarships; rescheduled Foundation 30<sup>th</sup> Annual Golf Tournament – Monday, August 10, 2020 at Red Hill Country Club; San Manuel Band of Mission Indians new grant cycle applications; communication with individual donors; InTech Center state budget allocation; and the James Irvine Foundation second payment.

#### REPORTS

#### CLOSED SESSION ACTIONS

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

#### Employment or Ratification of:

Christine Flores to the temporary, unclassified, professional expert position of management development expert, effective February 1, 2020, through June 30, 2020, under the terms and conditions of the employment agreement.

#### Appointment of:

The Governing Board approved the revised educational services coordinator assignments for the 2019-2020 academic year as identified on the attached list (this list has been made a part of the meeting minutes.)

The Governing Board approved the temporary increase in assignment of .475 contract employee, administrative assistant II, health sciences, from .475 to .85 FTE for the period of May 1, 2020, through June 30, 2020.

#### CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, March 16, 2020 Special Board Meeting, through Resolution – Designation of District’s Agent for Non-State Agencies).

## GOVERNANCE PROCESS

The minutes of the March 16, 2020, special board meeting were approved as presented.

The minutes of the March 19, 2020, regular board meeting were approved as presented.

The Governing Board recommended that, for the year June 1, 2020 – May 31, 2021, the CCSG president also be designated the student trustee and that he/she receive a \$450 stipend for tuition, fees, books, or supplies per semester.

## ACADEMIC AFFAIRS

The Governing Board approved 21 new courses, 24 course modifications, 33 distance education courses, 20 course deactivations, seven program of study modifications, and one new program of study for the *Chaffey College 2020-2021 Catalog*.

## BUSINESS/FISCAL AFFAIRS

The Governing Board authorized the District to reject all bids for Bid No. 2020PW466, HVAC Replacement Project and to re-bid the project.

The Governing Board approved the budget increase of \$436,565 to the 2019-2020 restricted general fund budget for the increases to the Disabled Programs and Services (DPS), Hunger Free Campus, NextUP, Strong Workforce Program and Veteran’s Resource Center allocations.

The Governing Board approved the California Apprenticeship Initiative – New and Innovative Grant Program, RFA 19-191 from the Workforce and Economic Development Division of the California Community Colleges Chancellor’s Office in the amount of \$500,000 for the period of January 1, 2020 to December 31, 2022.

The Governing Board adopted Resolution No. 41620, 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 a resolution designating the attached personnel as agents to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by Chaffey Community College District. (This resolution has been made part of the minutes of this meeting.)

### ACTION AGENDA BUSINESS/FISCAL AFFAIRS

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

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

### CEO/STAFF REPORTS

Henry Shannon, superintendent/president, presented the Board with copies of his monthly report. The report highlighted Dr. Eric Bishop's new position as superintendent/president of Ohlone Community College, the CARES Act, instruction and institutional effectiveness and student services. Dr. Shannon commended staff for the remarkable job they have done to support the students during this pandemic.

Nicole DeRose provided Board Members with the Faculty Senate's monthly report. She commended the faculty for the transition to online instruction; the DE team including Angela Cardinale, DE Coordinator; and Jon Ausubel and Selene Pineda, DE Co-facilitators. She also praised Faculty Success Center personnel including: Robin Witt, Dionne Henderson, and Ava Nguyen for their efforts to support the transition to remote learning and faculty support.

Classified Senate President Trisha Albertson submitted a report highlighting Classified Professionals who participated in the Ronald McDonald House Walk for Kids, in which \$975 was raised for the charity. The Classified Senate Team consisted of: Hope Ell, Tristan Ell, Trisha Albertsen, Lynnnda Green, Luz Alvarado, Noel Alvarado, Alyssa Kraus, Blakely Kraus, and Brysen Kraus.

CSEA had no report.

CCFA President Jonathan Ausubel reported that the Schools and Communities First initiative qualified for the November ballot with over 1.7 million signatures—a record. This summer, CCFA will ask the Governing Board to pass a resolution of support for the initiative. CCFA would also ask the Governing Board to report at its next meeting what the District plans to do with the \$5.7 million in general purpose funds it has been awarded under the CARES Act.

CDCFA had no report.

#### BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Kathy Brugger stated that she is proud of the Chaffey College family for enabling students to continue their education during this pandemic. Gloria Negrete McLeod also gave kudos to the faculty and staff, as did Gary Ovitt.

#### ADJOURNMENT

The meeting was adjourned at 3:49 p.m.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, May 28, 2020, via videoconference.

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President

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Clerk

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

May 28, 2020  
Board Meeting Date

TOPIC      **COMPRESSED CALENDAR**

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Communication No.      IV.E.2.a

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SUPPORTS BOARD POLICY

This item supports Board Policy 4010 and Administrative Policy 4010 that governs the academic calendar.

PROPOSAL

The proposal submits potential or perceived benefits and potential drawbacks and challenges associated with a compressed calendar.

BACKGROUND:

For the past three years, the College community has contemplated the implications of changing Chaffey's traditional 17.5 week academic calendar to a compressed 16.5 week calendar. In order to more thoughtfully explore the issue, the District hired a consulting firm to provide a report focusing on the fiscal ramifications. Shortly thereafter, the Faculty Senate appointed a subcommittee to collect further perceptions from faculty, staff, and management. That group conducted three campus-wide forums as well as a survey requesting perceptions of the impact from all employee groups.

MEANS OF ASSESSMENT:

The results of the external report, the campus-wide forums, and the internal survey are reflected in the themes below, which illustrate the potential ramifications of shifting to a compressed calendar.

SUMMARY OF EVIDENCE:

The external review team submitted the following conclusions for the review of College stakeholders:

- Initially, the District would experience a slight increase in revenue, but that would level off quickly as a new formula is applied to FTES calculation. Decreases in FTES primarily occur in distance education because of the way it is calculated.
- Winter intercession would be critical to the District's revenue model because of losses to time modules in primary terms and reductions in offerings over the summer session as a result of less time available for summer scheduling.
- Faculty would be working longer days, but for one week fewer each term. Winter would be optional, and longer work days are likely to negatively impact governance and engagement.
- Do not expect an increase in student success rates after calendar conversion.
- Shifting scheduling would be a significant task that will potentially require classes to meet more than twice per week, and, for instance, five unit classes will be required to meet almost 7 hours per week.



## COMPRESSED CALENDAR

May 28, 2020

Page 2

In order to apply to implement a compressed calendar, the District would need to develop three calendars and schedules in advance as part of the application process with the Chancellor's Office.

The external review also stressed the need to consider the significant impact to areas that support instruction across campus, including these:

- Shifting to a compressed calendar has a significant impact on non-instructional areas including student services, information technology, facilities, payroll, and maintenance. All of these must be considered, and the workload shifts evaluated in order to begin the process of making the instructional enterprise a 12-month operation.
- The District must be prepared to bargain the effects of a changed calendar, which may include additional staffing and other impacts relative to both faculty and staff.

The forums and internal survey from February 2020 included the following potential advantages and disadvantages:

### Potential Advantages:

- Potential alignment for spring breaks with K-12
- Shorter semester for students
- More flex and professional development opportunities
- Perceived potential alignment with other college calendars
- Possible improved recruitment of adjunct faculty who work under compressed calendars at other colleges

### Potential Disadvantages:

- Loss of an instructional module during primary terms, and summer losses because of less flexibility in summer
- Decreased grading time for faculty
- Increased workload on student services: specifically Admissions and Records and Financial Aid, who would increase the number of terms needed to serve students
- Increased workload on Counseling
- Significant costs associated with increased staffing to serve students during additional terms
- Increased workload on academic support structures, moving to 12 months of operations
- Diminished capacity for Information Technology and Maintenance and Operations to upgrade technology and maintain facilities
- Decrease in time for governance and collaboration throughout the week due to increased time in class

*USE OF RESULTS FOR PLANNING:*

These findings are a summary of the conversation of the past three years of dialogue; however, the College community was unable to come to consensus on this issue. As a result, the Board was provided with the information, in summary, in April 2020.

BUDGET IMPLICATIONS

The shift to a compressed calendar may include a variety of budget implications including affects to the bargaining units that would need to be negotiated, potential workload issues and hiring implications, and long-term fiscal implications on revenue resulting from reduced time modules in the traditional calendar and reduced opportunities to offer summer and winter intercession sessions. However, the specifics of those budget implications would not be known until the College specifically began the process of pursuing this direction.

RECOMMENDATION

It is recommended that the Governing Board deny the pursuit of a compressed 16.5 week calendar for the College.

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

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

May 28, 2020

Board Meeting Date

TOPIC     **CURRICULUM**    

Communication No. IV.E.2.b

SUPPORTS BOARD POLICY

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

PROPOSAL

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

- 5 new courses
- 379 course modifications
- 381 distance education courses
- 3 course deactivations
- 25 program of study modifications
- 1 new program of study

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, course deactivations, program of study modifications, and new program of study, 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 5 new courses, 379 course modifications, 381 distance education courses, 3 course deactivations, 25 program of study modifications, and 1 new program of study for the *Chaffey College 2020-2021 Catalog*.

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

## Curriculum 2019-2020

### NEW COURSES

	Discipline	Course ID	TOP Code	Title	Units
1.	Business: Management	BUSMGT-441	0506.00	Principles of Leadership	3
2.	Business: Marketing	BUSMKT-410	0509.00	Marketing Using Social Media	3
3.	Business: Marketing	BUSMKT-420	0506.00	Customer Service	3
4.	Computer Science	COMPSCI-401	0799.00	Introduction to Virtual and Augmented Reality	3
5.	Sociology	SOC-17	2208.00	Sociology of Crime	3

### COURSES – MODIFICATIONS

	Discipline	Course ID	TOP Code	Title	Units
1.	Accounting: Financial Services	ACCTGFS-465	0502.00	Financial Accounting for Non-Accounting Major	3
2.	Anthropology	ANTHRO-1	2202.00	Introduction to Biological Anthropology	3
3.	Anthropology	ANTHRO-1L	2202.00	Laboratory for Biological Anthropology	1
4.	Anthropology	ANTHRO-2	2202.20	Introduction to Archaeology	3
5.	Anthropology	ANTHRO-3	2202.00	Introduction to Social and Cultural Anthropology	3
6.	Arabic	ARABIC-1	1112.00	Elementary Modern Standard Arabic I	4
7.	Arabic	ARABIC-2	1112.00	Elementary Modern Standard Arabic II	4
8.	Arabic	ARABIC-3	1112.00	Intermediate Modern Standard Arabic	4
9.	Arabic	ARABIC-4	1112.00	Intermediate Modern Standard Arabic	4
10.	Art	ART-10	1002.00	Fundamentals of Design in Two Dimensions	4
11.	Art	ART-12	1002.00	Fundamentals of Design in Three Dimensions	4
12.	Art	ART-14	1002.10	Introduction to Drawing	3
13.	Art	ART-15	1002.10	Color Theory	3
14.	Art	ART-16	1002.10	Introduction to Painting	3
15.	Art	ART-20	1002.20	Ceramic Sculpture	4
16.	Art	ART-30	1002.10	Figure Drawing	3
17.	Art	ART-32	1002.10	Intermediate Drawing	4
18.	Art	ART-34	1002.10	Intermediate Painting	4
19.	Art	ART-407	1030.00	History of Design	3
20.	Art	ART-460	1001.00	Portfolio and Presentation	2

21.	Art	ART-478	1030.00	Illustration on the Computer	3
22.	Art	ART-62A	1013.00	Illustration I	3
23.	Art	ART-63	0614.60	Introduction to Graphic Design	4
24.	Art	ART-73	1030.00	Typography and Layout	4
25.	Art	ART-82	0614.10	Introduction to Digital Media	4
26.	Art	ART-83	0614.30	Web Design	4
27.	Art	ART-98ABC	1001.00	Independent Study Art	1-3
28.	Art History	ARTH-11	1001.00	Survey of Asian Arts	3
29.	Art History	ARTH-7	1001.00	Arts of Africa, Oceania, and Indigenous North America	3
30.	Art History	ARTH-9	1001.00	Art of the Ancient Americas	3
31.	Art Management	ARTMGT-410	0501.00	Introduction to Arts Management	3
32.	Art Management	ARTMGT-420	0501.00	Introduction to Project Funding	1.5
33.	Art Management	ARTMGT-430	0501.00	Introduction to Collection Management	1.5
34.	Art Management	ARTMGT-440	0501.00	Creative Careers - Discovering Self-Directed Pathways	1.5
35.	American Sign Language	ASL-1	0850.00	Elementary American Sign Language I	4
36.	American Sign Language	ASL-2	0850.00	Elementary American Sign Language II	4
37.	American Sign Language	ASL-3	0850.00	Intermediate American Sign Language III	4
38.	American Sign Language	ASL-4	0850.00	Intermediate American Sign Language IV	4
39.	Automotive Technology	AUTOTEC-10	0948.00	Service and Repair	4
40.	Automotive Technology	AUTOTEC-15	0948.00	Automotive Electricity and Electronics	2
41.	Automotive Technology	AUTOTEC-407	0948.40	Introduction to Hybrid Vehicles	2.5
42.	Automotive Technology	AUTOTEC-416	0948.00	Basic Automotive Air Conditioning Systems	2
43.	Automotive Technology	AUTOTEC-417	0948.00	Brakes	4
44.	Automotive Technology	AUTOTEC-418	0948.00	Suspension and Steering Systems	4
45.	Automotive Technology	AUTOTEC-422	0948.00	Fuel, Ignition, and Emission Control Systems	5
46.	Automotive Technology	AUTOTEC-423	0948.00	Engine Management Systems and Drivability	4
47.	Automotive Technology	AUTOTEC-427	0948.00	Engine Operation and Service	5
48.	Automotive Technology	AUTOTEC-429	0948.00	Advanced Automotive Electrical Systems	4
49.	Automotive Technology	AUTOTEC-432	0948.00	Manual and Automatic Transmissions, Transaxles and Drive Trains	5
50.	Automotive Technology	AUTOTEC-443	0948.00	Engine and Emission Control Training Level I	4

51.	Automotive Technology	AUTOTEC-450	0948.00	General Automotive Technician A	12
52.	Automotive Technology	AUTOTEC-455	0948.00	General Automotive Technician B	12
53.	Biology	BIOL-1	0401.00	General Biology	4
54.	Biology	BIOL-10	0401.00	Concepts in Biology	3
55.	Biology	BIOL-12	0401.00	Introduction to Human Genetics	3
56.	Biology	BIOL-14	0837.00	Health Science	3
57.	Biology	BIOL-2	0301.00	Environmental Science	4
58.	Biology	BIOL-20	0410.00	Human Anatomy	4
59.	Biology	BIOL-23	0403.00	General Microbiology	3
60.	Biology	BIOL-3	0408.00	California Environmental Issues	4
61.	Biology	BIOL-40	0401.00	Introduction to Cell and Molecular Biology	4
62.	Biology	BIOL-424	0410.00	Anatomy and Physiology	3
63.	Biology	BIOL-62	0401.00	Biology of Organisms	5
64.	Biology	BIOL-63	0401.00	Evolutionary Ecology	4
65.	Broadcasting	BRDCAST-3	0604.00	Survey of Broadcasting and Electronic Media	3
66.	Broadcasting	BRDCAST-55	0604.00	Beginning Audio Production	3
67.	Broadcasting	BRDCAST-60	0604.20	Beginning Single Camera Production	3
68.	Broadcasting	BRDCAST-62	0604.20	Beginning TV Studio Production	3
69.	Broadcasting	BRDCAST-67	0604.10	Beginning Radio Production	3
70.	Broadcasting	BRDCAST-70	0604.20	Postproduction for Broadcasting & Cinema	3
71.	Broadcasting	BRDCAST-74	0604.20	High Definition Cinematography	3
72.	Business: Legal Studies	BUSL-405	1402.00	Legal Document Preparation and Law Office Procedures	3
73.	Business: Marketing	BUSMKT-402	0508.00	Introduction to Import/Export	3
74.	Child Development Education	CDE-1	1305.00	Principles & Practices in Early Childhood Education	3
75.	Child Development Education	CDE-4	1305.00	Child, Family, and Community	3
76.	Child Development Education	CDE-5	1305.40	Health, Safety and Nutrition	3
77.	Chemistry	CHEM-10	1905.00	Introductory Chemistry	4
78.	Chemistry	CHEM-12	1905.00	Elementary Organic and Biochemistry	4
79.	Chemistry	CHEM-24A	1905.00	General Chemistry I	5
80.	Chemistry	CHEM-24B	1905.00	General Chemistry II	5
81.	Chemistry	CHEM-7	1905.00	Chemistry in Everyday Life with Lab	4
82.	Chemistry	CHEM-76A	1905.00	Organic Chemistry I	4
83.	Chemistry	CHEM-76B	1905.00	Organic Chemistry II	4
84.	Chemistry	CHEM-8	1905.00	Chemistry in Society	3

85.	Chemistry	CHEM-9	1905.00	Health Science Chemistry	5
86.	Cinema	CINEMA-20	0612.20	Screenwriting - Cinema	3
87.	Cinema	CINEMA-22	0604.00	Introduction to Media Writing	3
88.	Cinema	CINEMA-25	0612.10	Survey of World Cinemas	3
89.	Cinema	CINEMA-26	0612.10	Survey of American Cinema	3
90.	Cinema	CINEMA-30	0612.20	Beginning Motion Picture Production	3
91.	Cinema	CINEMA-80	0604.20	Producing for Broadcast and Cinema	3
92.	Computer Information Systems	CIS-420	0701.00	Computer Security Basics	1.5
93.	Computer Information Systems: Hardware and Support	CISHDSP-40	0708.20	Microcomputer Hardware	3
94.	Computer Information Systems: Networking	CISNTWK-11	0708.10	Microsoft Network Server	3
95.	Criminal Justice	CJ-1	2105.00	Introduction to the Criminal Justice System	3
96.	Criminal Justice	CJ-10	2105.10	Violence in America	3
97.	Criminal Justice	CJ-408	2105.00	Patrol Operations	3
98.	Criminal Justice	CJ-410	2105.00	Narcotics and Vice Investigation	3
99.	Criminal Justice	CJ-459	2105.10	Women and the Criminal Justice System	3
100.	Criminal Justice	CJ-5	2105.00	Legal Aspects of Evidence	3
101.	Criminal Justice	CJ-52	2105.10	Control and Supervision of Inmates	3
102.	Criminal Justice	CJ-53	2105.10	Correctional Law	3
103.	Criminal Justice	CJ-54	2105.10	Public Relations and Corrections	3
104.	Criminal Justice	CJ-55	2105.10	Crime and Delinquency	3
105.	Criminal Justice	CJ-56	2105.10	Correctional Interviewing and Counseling	3
106.	Criminal Justice	CJ-57	2105.20	Probation and Parole	3
107.	Criminal Justice	CJ-58	2105.10	Ethnic Group Relations	3
108.	Criminal Justice	CJ-6	2105.00	Juvenile Procedures	3
109.	Criminal Justice	CJ-7	2105.00	Criminal Investigation	3
110.	Criminal Justice	CJ-8	2105.00	Criminology	3
111.	Criminal Justice	CJ-9	2105.40	Crime Scene Management and Forensic Evidence	3
112.	Communication Studies	COMSTD-6	1506.00	Fundamentals of Small Group Communication	3
113.	Communication Studies	COMSTD-74	1506.00	Intercultural Communication	3
114.	Culinary	CUL-15	1307.10	Sanitation, Safety, and Equipment	3
115.	Culinary	CUL-17	1306.30	Principles of Food Preparation	3
116.	Culinary	CUL-440	1306.30	Introduction to Baking	4
117.	Culinary	CUL-442	1306.30	Professional Cooking	4
118.	Culinary	CUL-443	1306.30	Artisan Breads	4
119.	Culinary	CUL-444	1306.30	World Cuisine	3
120.	Dance	DANCE-1	1008.00	Survey of Dance	3

121.	Dance	DANCE-10A	1008.00	Jazz Dance IA	1
122.	Dance	DANCE-10B	1008.00	Jazz Dance IB	1
123.	Dance	DANCE-12	1008.00	Introduction to Dance	3
124.	Dance	DANCE-2	1008.00	Theatrical Dance	3
125.	Dance	DANCE-20A	1008.00	Modern Dance IA	1
126.	Dance	DANCE-20B	1008.00	Modern Dance IB	1
127.	Dance	DANCE-25	1008.00	Dance Conditioning and Somatic Techniques	2
128.	Dance	DANCE-30A	1008.00	Tap Dance IA	1
129.	Dance	DANCE-30B	1008.00	Tap Dance IB	1
130.	Dance	DANCE-400	1008.00	Hip Hop Dance	1
131.	Dance	DANCE-40A	1008.00	Modern Dance IIA	1
132.	Dance	DANCE-50A	1008.00	Jazz Dance IIA	1
133.	Dance	DANCE-60A	1008.00	Tap Dance IIA	1
134.	Dance	DANCE-7A	1008.00	Ballet IA	1
135.	Dance	DANCE-7B	1008.00	Ballet IB	1
136.	Dance	DANCE-8A	1008.00	Ballet IIA	1
137.	Dental	DENTAL-405	1240.10	Basic Dental Sciences	3
138.	Dental	DENTAL-415	1240.10	Dental Chairside Skills I	2.5
139.	Dental	DENTAL-425	1240.10	Dental Materials	2
140.	Dental	DENTAL-435	1240.10	Infection Control in Dentistry	2
141.	Dental	DENTAL-445	1240.10	Oral Radiology	2
142.	Education	ED-400	0802.00	Introduction to Education and Teaching	3
143.	Emergency Medical Technician	EMT-11	1250.00	Emergency Medical Technician	7
144.	English	ENGL-35	1507.00	Literary Magazine Publication	4
145.	English	ENGL-495	1501.00	College Reading and Writing	4
146.	English	ENGL-68	1503.00	Mythology	3
147.	English	ENGL-74	1503.00	Asian-American Literature	3
148.	English	ENGL-76	1503.00	African-American Literature	3
149.	English as a Second Language	ESL-475	4930.87	Fundamentals of College Reading and Writing for ESL Students	4
150.	English as a Second Language	ESL-608	4930.86	Pronunciation of American English	0
151.	English as a Second Language	ESL-612	4930.87	English as a Second Language I	0
152.	English as a Second Language	ESL-622	4930.87	English as a Second Language II	0
153.	English as a Second Language	ESL-632	4930.87	English as a Second Language III	0
154.	English as a Second Language	ESL-642	4930.87	English as a Second Language IV	0
155.	English as a Second Language	ESL-650	4930.90	English and Citizenship	0



156.	English as a Second Language	ESL-652	4930.87	English as a Second Language V	0
157.	Fashion Design	FASHD-482	1303.00	Industry Internship: Fashion Design	1
158.	Fashion Merchandising	FASHM-482	1303.20	Industry Internships: Fashion Merchandising	1
159.	French	FR-1	1102.00	Elementary French I	4
160.	French	FR-2	1102.00	Elementary French II	4
161.	Geography	GEOG-6	2206.00	Environmental Geography	3
162.	Geology	GEOL-1	1914.00	Physical Geology	4
163.	Geology	GEOL-2	1914.00	Historical Geology	4
164.	History	HIST-10	2205.00	History of Asian Civilizations II	3
165.	History	HIST-12	2205.00	Asian American History	3
166.	History	HIST-37	2205.00	California History	3
167.	History	HIST-4	2205.00	History of Slavery	3
168.	History	HIST-5	2205.00	Early Western Civilizations	3
169.	History	HIST-50	2203.00	African-American History I	3
170.	History	HIST-51	2203.00	African-American History II	3
171.	History	HIST-6	2205.00	Modern Western Civilizations	3
172.	History	HIST-70	2203.00	Chicanos: The Common History of Mexico and the US	3
173.	History	HIST-71	2203.00	Chicanos: The Chicano Minority in the United States	3
174.	Hospitality Management	HOTFS-14	1307.10	Food and Beverage Management	3
175.	Hospitality Management	HOTFS-21	1307.10	Purchasing, Cost Controls, and Menu Planning	3
176.	Hospitality Management	HOTFS-32	1307.00	Hospitality Law	3
177.	Hospitality Management	HOTFS-42	1307.20	Hotel Operations	3
178.	Hospitality Management	HOTFS-428	1307.00	Human Resource Management in Hospitality	3
179.	Hospitality Management	HOTFS-431	1307.00	Hospitality Marketing Management	3
180.	Hospitality Management	HOTFS-450	1307.00	Principles of Public Events and Convention Management	3
181.	Hospitality Management	HOTFS-451	1307.00	Social Events and Private Event Management	3
182.	Hospitality Management	HOTFS-452	1307.00	Event Sales, Marketing and Financial Management	3
183.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-600	0946.00	Introduction to Heating Ventilation and Air Conditioning	0
184.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-601	0946.00	HVAC Piping Practices	0
185.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-602	0946.00	HVAC Electrical Systems	0
186.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-603	0946.00	Environmental Protection Agency Certification	0

187.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-604	0946.00	HVAC Compressors and Refrigerants	0
188.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-605	0946.00	HVAC Metering Devices, Heat Pumps and Basic Maintenance	0
189.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-606	0946.00	HVAC Flues and Ducts	0
190.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-607	0946.00	HVAC Commercial Applications	0
191.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-608	0946.00	HVAC Troubleshooting	0
192.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-609	0946.00	Advanced Commercial HVAC Systems	0
193.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-610	0946.00	Building Automation Control Systems	0
194.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-611	0946.00	HVAC Management Topics	0
195.	Interior Design	ID-11	1302.00	History of Architecture and Interiors I	3
196.	Interior Design	ID-12	1302.00	History of Architecture and Interiors II	3
197.	Interior Design	ID-14	1302.00	Fundamentals of Design for Interiors	3
198.	Interior Design	ID-15	1302.00	Architectural Drafting for Interior Designers	3
199.	Interior Design	ID-17	1302.00	Introduction to Lighting	3
200.	Interior Design	ID-21	1302.00	Space Planning	3
201.	Interior Design	ID-22	1302.00	Interior Design Materials	3
202.	Industrial Electrical Technology	IET-401A	0934.40	Introduction to Electricity	2.5
203.	Industrial Electrical Technology	IET-401B	0934.40	Industrial Basic Controls	2.5
204.	Industrial Electrical Technology	IET-403A	0934.40	Electrical Motors and Controls I	2.5
205.	Industrial Electrical Technology	IET-403B	0934.40	Electrical Motors and Controls II	2.5
206.	Industrial Electrical Technology	IET-405	0934.40	National Electric Code	3
207.	Industrial Electrical Technology	IET-407	0934.40	Electrical Blueprints	3
208.	Industrial Electrical Technology	IET-411	0934.40	Programmable Logic Controllers	3
209.	Industrial Electrical Technology	IET-413	0934.40	Intermediate Programmable Logic Controllers	3
210.	Industrial Electrical Technology	IET-417	0934.40	Electrical Troubleshooting	3
211.	Industrial Electrical Technology	IET-419	0934.40	DC Variable Speed Drive	1.5
212.	Industrial Electrical Technology	IET-421	0934.40	AC Variable Frequency Speed Drive	1.5

213.	Industrial Electrical Technology	IET-460	0946.10	Introduction to Photovoltaic Installation	3
214.	Industrial Electrical Technology Electromechanical Technology	IETELMT-430	0935.00	Hydraulic Fundamentals	2
215.	Industrial Electrical Technology Electromechanical Technology	IETELMT-432	0935.00	Electrical Control of Hydraulic Systems	2
216.	Industrial Electrical Technology	INDMM-600	0945.00	Intro to Construction Safety, Trade Math, Rigging, and Tools	0
217.	Industrial Electrical Technology	INDMM-601	0945.00	Basic Communication and Employability Skills, and Core Testing	0
218.	Journalism	JOUR-10	0602.00	Newswriting	3
219.	Journalism	JOUR-30	0602.00	Student Media Practicum I	3
220.	Kinesiology: Activity	KINACT-16	0835.10	Volleyball	1
221.	Kinesiology: Activity	KINACT-17	0835.10	Advanced Volleyball	1
222.	Kinesiology: Activity	KINACT-20	0835.10	Basketball	1
223.	Kinesiology: Activity	KINACT-24	0835.10	Cross Training Boot Camp	1
224.	Kinesiology: Activity	KINACT-25	0835.10	Spinning for Fitness	1
225.	Kinesiology: Activity	KINACT-26	0835.10	Beginning Pilates Matwork	1
226.	Kinesiology: Activity	KINACT-28A	0835.10	Beginning Yoga	1
227.	Kinesiology: Activity	KINACT-28B	0835.10	Intermediate Yoga	1
228.	Kinesiology: Activity	KINACT-29A	0835.10	Beginning Body Conditioning	1
229.	Kinesiology: Activity	KINACT-29B	0835.10	Intermediate Body Conditioning	1
230.	Kinesiology: Activity	KINACT-29C	0835.10	Advanced Body Conditioning	1
231.	Kinesiology: Activity	KINACT-35	0835.10	Cardio Fitness for Life	1
232.	Kinesiology: Lecture	KINLEC-11	0835.00	Theoroy and Analysis of Football	2
233.	Kinesiology: Lecture	KINLEC-16	0835.00	First Aid	3
234.	Kinesiology: Lecture	KINLEC-2	0835.00	Introduction to Athletic Training	3
235.	Kinesiology: Lecture	KINLEC-32	0835.10	Outdoor Adventure(s)	2
236.	Kinesiology: Team	KINTM-1	0835.50	Football Team Activity	1
237.	Kinesiology: Team	KINTM-11	0835.50	Swimming Team Activity, Men and Women	1
238.	Kinesiology: Team	KINTM-14	0835.50	Soccer Team Activity, Men	1
239.	Kinesiology: Team	KINTM-15	0835.50	Soccer Team Activity, Women	1
240.	Kinesiology: Team	KINTM-18	0835.10	Beginning Dance/Cheer Team	1
241.	Kinesiology: Team	KINTM-2	0835.50	Volleyball Team Activity, Women	1
242.	Kinesiology: Team	KINTM-27	0835.10	Baseball Team Class, Men	2
243.	Kinesiology: Team	KINTM-3	0835.50	Basketball Team Activity, Women	1
244.	Kinesiology: Team	KINTM-5	0835.50	Water Polo Team Activity, Men	1
245.	Kinesiology: Team	KINTM-6	0835.50	Basketball Team Activity, Men	1

246.	Kinesiology: Team	KINTM-60	0835.50	Volleyball Strength and Conditioning for Athletes	1
247.	Kinesiology: Team	KINTM-60A	0835.50	Volleyball Strength and Conditioning for Athletes	0.5
248.	Kinesiology: Team	KINTM-61A	0835.50	Basketball Strength and Conditioning for Athletes	0.5
249.	Kinesiology: Team	KINTM-62	0835.50	Football Strength and Conditioning for Athletes	1
250.	Kinesiology: Team	KINTM-62A	0835.50	Football Strength and Conditioning for Athletes	0.5
251.	Kinesiology: Team	KINTM-64	0835.50	Softball Strength and Conditioning for Athletes	1
252.	Kinesiology: Team	KINTM-65A	0835.50	Water Polo Strength and Conditioning for Athletes	0.5
253.	Kinesiology: Team	KINTM-66	0835.50	Baseball Strength and Conditioning for Athletes	1
254.	Kinesiology: Team	KINTM-7	0835.50	Cross Country Team Activity, Men	1
255.	Kinesiology: Team	KINTM-8	0835.50	Cross Country Team Activity, Women	1
256.	Kinesiology: Team	KINTM-9	0835.50	Water Polo Team Activity, Women	1
257.	Mathematics	MATH-25	1701.00	College Algebra	4
258.	Mathematics	MATH-31	1701.00	Plane Trigonometry	4
259.	Mathematics	MATH-4	1701.00	Mathematical Concepts for Elementary School Teachers	4
260.	Mathematics	MATH-401	1701.00	Mathematics for Health Science	1
261.	Mathematics	MATH-420	1701.00	Essentials of Intermediate Algebra	4
262.	Mathematics	MATH-60	1701.00	Calculus for Business	4
263.	Mathematics	MATH-61	1701.00	Pre-Calculus	4
264.	Mathematics	MATH-650	1702.00	Mathematical Foundations	0
265.	Mathematics	MATH-65A	1701.00	Calculus I	4
266.	Mathematics	MATH-65B	1701.00	Calculus II	4
267.	Mathematics	MATH-75	1701.00	Calculus III	5
268.	Mathematics	MATH-81	1701.00	Linear Algebra	4
269.	Music	MUSIC-16	1005.00	Introduction to Recording Arts	3
270.	Music	MUSIC-17	1005.00	Electronic Music	3
271.	Music	MUSIC-18	1005.00	Computer Assisted Recording and Editing	3
272.	Music	MUSIC-21	1004.00	History of Jazz	3
273.	Music	MUSIC-26	1004.00	World Music	3
274.	Music	MUSIC-2A	1004.00	Music History and Literature	3
275.	Music	MUSIC-2B	1004.00	Music History and Literature	3
276.	Music	MUSIC-35	1004.00	Piano for Music Majors I	1
277.	Music	MUSIC-36	1004.00	Piano for Music Majors II	1
278.	Music	MUSIC-37	1004.00	Intermediate Piano	1
279.	Music	MUSIC-38	1004.00	Studio Piano	1
280.	Music	MUSIC-40	1004.00	Beginning Guitar	1
281.	Music	MUSIC-41	1004.00	Intermediate Guitar	1
282.	Music	MUSIC-5	1004.00	Music Theory and Musicianship I	4

283.	Music	MUSIC-58	1004.00	Applied Music	0.5
284.	Music	MUSIC-6	1004.00	Music Theory and Musicianship II	4
285.	Music	MUSIC-7	1004.00	Music Theory and Musicianship III	4
286.	Music	MUSIC-75	1004.00	Concert Choir	1
287.	Music	MUSIC-76	1004.00	Chamber Choir	1.5
288.	Music	MUSIC-77	1004.00	Community Concert Band	1
289.	Music	MUSIC-78	1004.00	Jazz Band	1
290.	Music	MUSIC-8	1004.00	Music Theory and Musicianship IV	4
291.	Nutrition and Food	NF-27	1301.00	Healthy Cooking	2
292.	Nursing: Associate Degree	NURADN-14	1230.10	Nursing Process 1	4
293.	Nursing: Associate Degree	NURADN-26	1230.10	Maternal-Newborn Nursing	2
294.	Nursing: Associate Degree	NURADN-27	1230.10	Nursing Process 2	4
295.	Nursing: Associate Degree	NURADN-3	1230.10	Transition in Nursing	1.5
296.	Nursing: Associate Degree	NURADN-34	1230.10	Nursing Process 3	4
297.	Nursing: Associate Degree	NURADN-45	1230.10	Nursing Process 4	4
298.	Nursing: Associate Degree for Transfer	NURADN-45L	1230.10	Nursing Process 4 Laboratory	3.5
299.	Nursing: Associate Degree	NURADN-50	1230.10	Professional Issues in Nursing	1
300.	Nursing: Associate Degree	NURADN-6	1230.10	Clinical Nursing Skills	1.5
301.	Nursing: Vocational	NURVN-403	1230.20	Fundamentals of Nursing	3
302.	Nursing: Vocational	NURVN-403L	1230.20	Fundamentals of Nursing Laboratory	2
303.	Nursing: Vocational	NURVN-405	1230.20	Beginning Medical Surgical Nursing	4
304.	Nursing: Vocational	NURVN-405L	1230.20	Beginning Medical Surgical Nursing Laboratory	3
305.	Nursing: Vocational	NURVN-407A	1230.20	Beginning Nursing Skills Clinical Simulation Laboratory	1
306.	Nursing: Vocational	NURVN-407B	1230.20	Intermediate Nursing Skills Clinical Simulation Laboratory	1
307.	Nursing: Vocational	NURVN-407C	1230.20	Advanced Nursing Skills/Clinical Simulation Laboratory	1
308.	Nursing: Vocational	NURVN-409	1230.20	Intermediate Medical Surgical Nursing	4
309.	Nursing: Vocational	NURVN-409L	1230.20	Intermediate Medical Surgical Nursing Laboratory	3
310.	Nursing: Vocational	NURVN-411	1230.20	Advanced Medical-Surgical Nursing	7
311.	Nursing: Vocational	NURVN-411L	1230.20	Advanced Medical Surgical Nursing Laboratory	3
312.	Nursing: Vocational	NURVN-413	1230.20	Leadership for the Vocational Nurse	3
313.	Nursing: Vocational	NURVN-413L	1230.20	Leadership for the Vocational Nurse Laboratory	2
314.	Nursing: Vocational	NURVN-414	1230.20	Acute Care Nursing Assistant: Vocational Nursing Foundations	6
315.	Nursing: Vocational	NURVN-415A	1230.20	Growth and Development: Psychology Adult-Geriatric	1

316.	Nursing: Vocational	NURVN-415B	1230.20	Growth and Development of the Child	1
317.	Nursing: Vocational	NURVN-417A	1230.20	Critical Thinking and the Nursing Process I	1
318.	Nursing: Vocational	NURVN-417B	1230.20	Critical Thinking and the Nursing Process II	1
319.	Nursing: Vocational	NURVN-421	1230.20	Maternal and Child Health Nursing	4
320.	Nursing: Vocational	NURVN-421L	1230.20	Maternal and Child Health Nursing Laboratory	2
321.	Nursing: Vocational	NURVN-600	1230.20	NCLEX Review for VN Licensure Examination	0
322.	Nursing: Vocational	NURVN-601	1230.20	Vocational Nursing Skills Development I	0
323.	Nursing: Vocational	NURVN-602	1230.20	Vocational Nursing Skills Development II	0
324.	Nursing: Vocational	NURVN-603	1230.20	Vocational Nursing Skills Development III	0
325.	Philosophy	PHIL-71	1509.00	Philosophy of Feminism	3
326.	Philosophy	PHIL-72	1509.00	Seminar in Ethics	3
327.	Philosophy	PHIL-75	1509.00	Symbolic Logic	3
328.	Philosophy	PHIL-76	1509.00	Critical Thinking	3
329.	Philosophy	PHIL-77	1509.00	History of Ancient Philosophy	3
330.	Philosophy	PHIL-79	1509.00	Philosophy of Consciousness	3
331.	Philosophy	PHIL-80	1510.00	Introduction to Religion	3
332.	Philosophy	PHIL-81	1510.00	Introduction to Eastern Philosophy	3
333.	Philosophy	PHIL-82	1510.00	Intro to Monotheistic Religions: Judaism/Christianity/Islam	3
334.	Photography	PHOTO-10	1012.00	Beginning Photography	4
335.	Photography	PHOTO-13	1012.00	Fine Art Photography	4
336.	Photography	PHOTO-20	1012.00	Photography for Media	4
337.	Photography	PHOTO-429	1012.00	Wedding, Quinceañera, and Event Photography	4
338.	Photography	PHOTO-50	1012.00	Introduction to Color Photography	4
339.	Photography	PHOTO-9	1012.00	Digital Imaging	4
340.	Physical Science	PHSCI-10	1901.00	Survey of Chemistry and Physics	4
341.	Physics	PHYS-44	1902.00	Introduction to Motion	4
342.	Physics	PHYS-5	1902.00	The Ideas of Physics	3
343.	Physics	PHYS-6	1902.00	The Ideas of Physics Laboratory	1
344.	Political Science	PS-10	2207.00	Comparative Politics	3
345.	Political Science	PS-21	2207.00	Urban Politics	3
346.	Political Science	PS-25	2203.00	Latino Politics	3
347.	Political Science	PS-3	2207.00	California Politics and Culture	3
348.	Political Science	PS-32	2207.00	Law and Society	3
349.	Political Science	PS-4	2207.00	Political Theory	3
350.	Political Science	PS-7	2207.00	International Relations	3
351.	Psychology	PSYCH-20	2001.00	Developmental Psych: Childhood and Adolescence	3
352.	Psychology	PSYCH-55	2001.00	Abnormal Psychology	3

353.	Psychology	PSYCH-80	2001.00	Research Methods in Psychology	4
354.	Radiologic Technology	RADTEC-51	1225.00	Radiographic Clinical Education III	4.75
355.	Radiologic Technology	RADTEC-55	1225.00	Fluoroscopy and Clinical Application	2
356.	Radiologic Technology	RADTEC-82	1225.00	Radiographic Clinical Education VI	4
357.	Radiologic Technology	RADTEC-85	1225.00	Radiographic Review and ARRT Preparation	2
358.	Sociology	SOC-80	2208.00	Introduction to Research Methods in Sociology	4
359.	Spanish	SPAN-3	1105.00	Intermediate Spanish I	4
360.	Spanish	SPAN-4	1105.00	Intermediate Spanish	4
361.	Statistics	STAT-10	1701.00	Elementary Statistics	4
362.	Theatre	THEATRE-10	1007.00	Beginning Acting	3
363.	Theatre	THEATRE-12	1007.00	Intermediate Acting	3
364.	Theatre	THEATRE-14	1007.00	Stylized Acting	3
365.	Theatre	THEATRE-18	1007.00	Acting For The Camera	3
366.	Theatre	THEATRE-2	1007.00	Theatrical Dance	3
367.	Theatre	THEATRE-20	1007.00	Directing for the Stage I	3
368.	Theatre	THEATRE-30	1006.00	Stagecraft	3
369.	Theatre	THEATRE-32	1006.00	Theatre Design-Lighting	3
370.	Theatre	THEATRE-36	1006.00	Stage Management	3
371.	Theatre	THEATRE-4	1007.00	Development of the Theatre I	3
372.	Theatre	THEATRE-40	1006.00	Stage Costuming	3
373.	Theatre	THEATRE-42	1006.00	Theatrical Makeup	3
374.	Theatre	THEATRE-44	1006.00	Audio/Visual Design in Theatre and Live Entertainment	3
375.	Theatre	THEATRE-5	1007.00	Theatre History: 1700-present	3
376.	Theatre	THEATRE-50	1006.00	Main Stage Production Workshop I	3
377.	Theatre	THEATRE-52	1006.00	Main Stage Production Workshop-Technical Theatre	2
378.	Theatre	THEATRE-7	1007.00	Theatrical Script Analysis	3
379.	Theatre	THEATRE-8	1007.00	Voice and Movement for the Actor	3
<b>COURSES – DISTANCE EDUCATION</b>					
	<b>Discipline</b>	<b>Course ID</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Accounting: Financial Services	ACCTGFS-465	0502.00	Financial Accounting for Non-Accounting Major	3
2.	Anthropology	ANTHRO-1	2202.00	Introduction to Biological Anthropology	3

3.	Anthropology	ANTHRO-1L	2202.00	Laboratory for Biological Anthropology	1
4.	Anthropology	ANTHRO-2	2202.20	Introduction to Archaeology	3
5.	Anthropology	ANTHRO-3	2202.00	Introduction to Social and Cultural Anthropology	3
6.	Arabic	ARABIC-1	1112.00	Elementary Modern Standard Arabic I	4
7.	Arabic	ARABIC-2	1112.00	Elementary Modern Standard Arabic II	4
8.	Arabic	ARABIC-3	1112.00	Intermediate Modern Standard Arabic	4
9.	Arabic	ARABIC-4	1112.00	Intermediate Modern Standard Arabic	4
10.	Art	ART-10	1002.00	Fundamentals of Design in Two Dimensions	4
11.	Art	ART-12	1002.00	Fundamentals of Design in Three Dimensions	4
12.	Art	ART-14	1002.10	Introduction to Drawing	3
13.	Art	ART-15	1002.10	Color Theory	3
14.	Art	ART-16	1002.10	Introduction to Painting	3
15.	Art	ART-20	1002.20	Ceramic Sculpture	4
16.	Art	ART-30	1002.10	Figure Drawing	3
17.	Art	ART-32	1002.10	Intermediate Drawing	4
18.	Art	ART-34	1002.10	Intermediate Painting	4
19.	Art	ART-407	1030.00	History of Design	3
20.	Art	ART-460	1001.00	Portfolio and Presentation	2
21.	Art	ART-62A	1013.00	Illustration I	3
22.	Art	ART-63	0614.60	Introduction to Graphic Design	4
23.	Art	ART-73	1030.00	Typography and Layout	4
24.	Art	ART-82	0614.10	Introduction to Digital Media	4
25.	Art	ART-83	0614.30	Web Design	4
26.	Art	ART-98ABC	1001.00	Independent Study Art	1-3
27.	Art History	ARTH-11	1001.00	Survey of Asian Arts	3
28.	Art History	ARTH-7	1001.00	Arts of Africa, Oceania, and Indigenous North America	3
29.	Art History	ARTH-9	1001.00	Art of the Ancient Americas	3
30.	Art Management	ARTMGT-410	0501.00	Introduction to Arts Management	3
31.	Art Management	ARTMGT-420	0501.00	Introduction to Project Funding	1.5
32.	Art Management	ARTMGT-430	0501.00	Introduction to Collection Management	1.5
33.	Art Management	ARTMGT-440	0501.00	Creative Careers - Discovering Self-Directed Pathways	1.5
34.	American Sign Language	ASL-1	0850.00	Elementary American Sign Language I	4
35.	American Sign Language	ASL-2	0850.00	Elementary American Sign Language II	4
36.	American Sign Language	ASL-3	0850.00	Intermediate American Sign Language III	4



37.	American Sign Language	ASL-4	0850.00	Intermediate American Sign Language IV	4
38.	Automotive Technology	AUTOTEC-10	0948.00	Service and Repair	4
39.	Automotive Technology	AUTOTEC-15	0948.00	Automotive Electricity and Electronics	2
40.	Automotive Technology	AUTOTEC-407	0948.40	Introduction to Hybrid Vehicles	2.5
41.	Automotive Technology	AUTOTEC-416	0948.00	Basic Automotive Air Conditioning Systems	2
42.	Automotive Technology	AUTOTEC-417	0948.00	Brakes	4
43.	Automotive Technology	AUTOTEC-418	0948.00	Suspension and Steering Systems	4
44.	Automotive Technology	AUTOTEC-422	0948.00	Fuel, Ignition, and Emission Control Systems	5
45.	Automotive Technology	AUTOTEC-423	0948.00	Engine Management Systems and Drivability	4
46.	Automotive Technology	AUTOTEC-427	0948.00	Engine Operation and Service	5
47.	Automotive Technology	AUTOTEC-429	0948.00	Advanced Automotive Electrical Systems	4
48.	Automotive Technology	AUTOTEC-432	0948.00	Manual and Automatic Transmissions, Transaxles and Drive Trains	5
49.	Automotive Technology	AUTOTEC-443	0948.00	Engine and Emission Control Training Level I	4
50.	Automotive Technology	AUTOTEC-450	0948.00	General Automotive Technician A	12
51.	Automotive Technology	AUTOTEC-455	0948.00	General Automotive Technician B	12
52.	Biology	BIOL-1	0401.00	General Biology	4
53.	Biology	BIOL-10	0401.00	Concepts in Biology	3
54.	Biology	BIOL-12	0401.00	Introduction to Human Genetics	3
55.	Biology	BIOL-14	0837.00	Health Science	3
56.	Biology	BIOL-2	0301.00	Environmental Science	4
57.	Biology	BIOL-20	0410.00	Human Anatomy	4
58.	Biology	BIOL-23	0403.00	General Microbiology	3
59.	Biology	BIOL-3	0408.00	California Environmental Issues	4
60.	Biology	BIOL-40	0401.00	Introduction to Cell and Molecular Biology	4
61.	Biology	BIOL-424	0410.00	Anatomy and Physiology	3
62.	Biology	BIOL-62	0401.00	Biology of Organisms	5
63.	Biology	BIOL-63	0401.00	Evolutionary Ecology	4
64.	Broadcasting	BRDCAST-3	0604.00	Survey of Broadcasting and Electronic Media	3
65.	Broadcasting	BRDCAST-55	0604.00	Beginning Audio Production	3
66.	Broadcasting	BRDCAST-60	0604.20	Beginning Single Camera Production	3
67.	Broadcasting	BRDCAST-62	0604.20	Beginning TV Studio Production	3

68.	Broadcasting	BRDCAST-67	0604.10	Beginning Radio Production	3
69.	Broadcasting	BRDCAST-70	0604.20	Postproduction for Broadcasting & Cinema	3
70.	Broadcasting	BRDCAST-74	0604.20	High Definition Cinematography	3
71.	Business: Legal Studies	BUSL-405	1402.00	Legal Document Preparation and Law Office Procedures	3
72.	Business: Management	BUSMGT-441	0506.00	Principles of Leadership	3
73.	Business: Marketing	BUSMKT-402	0508.00	Introduction to Import/Export	3
74.	Business: Marketing	BUSMKT-410	0509.00	Marketing Using Social Media	3
75.	Business: Marketing	BUSMKT-420	0506.00	Customer Service	3
76.	Child Development Education	CDE-1	1305.00	Principles & Practices in Early Childhood Education	3
77.	Child Development Education	CDE-4	1305.00	Child, Family, and Community	3
78.	Child Development Education	CDE-5	1305.40	Health, Safety and Nutrition	3
79.	Chemistry	CHEM-10	1905.00	Introductory Chemistry	4
80.	Chemistry	CHEM-12	1905.00	Elementary Organic and Biochemistry	4
81.	Chemistry	CHEM-24A	1905.00	General Chemistry I	5
82.	Chemistry	CHEM-24B	1905.00	General Chemistry II	5
83.	Chemistry	CHEM-7	1905.00	Chemistry in Everyday Life with Lab	4
84.	Chemistry	CHEM-76A	1905.00	Organic Chemistry I	4
85.	Chemistry	CHEM-76B	1905.00	Organic Chemistry II	4
86.	Chemistry	CHEM-8	1905.00	Chemistry in Society	3
87.	Chemistry	CHEM-9	1905.00	Health Science Chemistry	5
88.	Cinema	CINEMA-20	0612.20	Screenwriting - Cinema	3
89.	Cinema	CINEMA-22	0604.00	Introduction to Media Writing	3
90.	Cinema	CINEMA-25	0612.10	Survey of World Cinemas	3
91.	Cinema	CINEMA-26	0612.10	Survey of American Cinema	3
92.	Cinema	CINEMA-30	0612.20	Beginning Motion Picture Production	3
93.	Cinema	CINEMA-80	0604.20	Producing for Broadcast and Cinema	3
94.	Computer Information Systems	CIS-420	0701.00	Computer Security Basics	1.5
95.	Computer Information Systems: Hardware and Support	CISHDSP-40	0708.20	Microcomputer Hardware	3
96.	Computer Information Systems: Networking	CISNTWK-11	0708.10	Microsoft Network Server	3
97.	Criminal Justice	CJ-1	2105.00	Introduction to the Criminal Justice System	3
98.	Criminal Justice	CJ-10	2105.10	Violence in America	3
99.	Criminal Justice	CJ-408	2105.00	Patrol Operations	3

100.	Criminal Justice	CJ-410	2105.00	Narcotics and Vice Investigation	3
101.	Criminal Justice	CJ-459	2105.10	Women and the Criminal Justice System	3
102.	Criminal Justice	CJ-5	2105.00	Legal Aspects of Evidence	3
103.	Criminal Justice	CJ-52	2105.10	Control and Supervision of Inmates	3
104.	Criminal Justice	CJ-53	2105.10	Correctional Law	3
105.	Criminal Justice	CJ-54	2105.10	Public Relations and Corrections	3
106.	Criminal Justice	CJ-55	2105.10	Crime and Delinquency	3
107.	Criminal Justice	CJ-56	2105.10	Correctional Interviewing and Counseling	3
108.	Criminal Justice	CJ-57	2105.20	Probation and Parole	3
109.	Criminal Justice	CJ-58	2105.10	Ethnic Group Relations	3
110.	Criminal Justice	CJ-6	2105.00	Juvenile Procedures	3
111.	Criminal Justice	CJ-7	2105.00	Criminal Investigation	3
112.	Criminal Justice	CJ-8	2105.00	Criminology	3
113.	Criminal Justice	CJ-9	2105.40	Crime Scene Management and Forensic Evidence	3
114.	Computer Science	COMPSCI-401	0799.00	Introduction to Virtual and Augmented Reality	3
115.	Communication Studies	COMSTD-6	1506.00	Fundamentals of Small Group Communication	3
116.	Communication Studies	COMSTD-74	1506.00	Intercultural Communication	3
117.	Culinary	CUL-15	1307.10	Sanitation, Safety, and Equipment	3
118.	Culinary	CUL-17	1306.30	Principles of Food Preparation	3
119.	Culinary	CUL-440	1306.30	Introduction to Baking	4
120.	Culinary	CUL-442	1306.30	Professional Cooking	4
121.	Culinary	CUL-443	1306.30	Artisan Breads	4
122.	Culinary	CUL-444	1306.30	World Cuisine	3
123.	Dance	DANCE-1	1008.00	Survey of Dance	3
124.	Dance	DANCE-10A	1008.00	Jazz Dance IA	1
125.	Dance	DANCE-10B	1008.00	Jazz Dance IB	1
126.	Dance	DANCE-12	1008.00	Introduction to Dance	3
127.	Dance	DANCE-2	1008.00	Theatrical Dance	3
128.	Dance	DANCE-20A	1008.00	Modern Dance IA	1
129.	Dance	DANCE-20B	1008.00	Modern Dance IB	1
130.	Dance	DANCE-25	1008.00	Dance Conditioning and Somatic Techniques	2
131.	Dance	DANCE-30A	1008.00	Tap Dance IA	1
132.	Dance	DANCE-30B	1008.00	Tap Dance IB	1
133.	Dance	DANCE-400	1008.00	Hip Hop Dance	1
134.	Dance	DANCE-40A	1008.00	Modern Dance IIA	1
135.	Dance	DANCE-50A	1008.00	Jazz Dance IIA	1
136.	Dance	DANCE-60A	1008.00	Tap Dance IIA	1
137.	Dance	DANCE-7A	1008.00	Ballet IA	1
138.	Dance	DANCE-7B	1008.00	Ballet IB	1
139.	Dance	DANCE-8A	1008.00	Ballet IIA	1

140.	Dental	DENTAL-405	1240.10	Basic Dental Sciences	3
141.	Dental	DENTAL-415	1240.10	Dental Chairside Skills I	2.5
142.	Dental	DENTAL-425	1240.10	Dental Materials	2
143.	Dental	DENTAL-435	1240.10	Infection Control in Dentistry	2
144.	Dental	DENTAL-445	1240.10	Oral Radiology	2
145.	Education	ED-400	0802.00	Introduction to Education and Teaching	3
146.	Emergency Medical Technician	EMT-11	1250.00	Emergency Medical Technician	7
147.	English	ENGL-35	1507.00	Literary Magazine Publication	4
148.	English	ENGL-495	1501.00	College Reading and Writing	4
149.	English	ENGL-68	1503.00	Mythology	3
150.	English	ENGL-74	1503.00	Asian-American Literature	3
151.	English	ENGL-76	1503.00	African-American Literature	3
152.	English as a Second Language	ESL-475	4930.87	Fundamentals of College Reading and Writing for ESL Students	4
153.	English as a Second Language	ESL-608	4930.86	Pronunciation of American English	0
154.	English as a Second Language	ESL-612	4930.87	English as a Second Language I	0
155.	English as a Second Language	ESL-622	4930.87	English as a Second Language II	0
156.	English as a Second Language	ESL-632	4930.87	English as a Second Language III	0
157.	English as a Second Language	ESL-642	4930.87	English as a Second Language IV	0
158.	English as a Second Language	ESL-650	4930.90	English and Citizenship	0
159.	English as a Second Language	ESL-652	4930.87	English as a Second Language V	0
160.	Fashion Design	FASHD-482	1303.00	Industry Internship: Fashion Design	1
161.	Fashion Merchandising	FASHM-482	1303.20	Industry Internships: Fashion Merchandising	1
162.	French	FR-1	1102.00	Elementary French I	4
163.	French	FR-2	1102.00	Elementary French II	4
164.	Geography	GEOG-6	2206.00	Environmental Geography	3
165.	Geology	GEOL-1	1914.00	Physical Geology	4
166.	Geology	GEOL-2	1914.00	Historical Geology	4
167.	History	HIST-10	2205.00	History of Asian Civilizations II	3
168.	History	HIST-12	2205.00	Asian American History	3
169.	History	HIST-37	2205.00	California History	3
170.	History	HIST-4	2205.00	History of Slavery	3
171.	History	HIST-5	2205.00	Early Western Civilizations	3
172.	History	HIST-50	2203.00	African-American History I	3
173.	History	HIST-51	2203.00	African-American History II	3
174.	History	HIST-6	2205.00	Modern Western Civilizations	3

175.	History	HIST-70	2203.00	Chicanos: The Common History of Mexico and the US	3
176.	History	HIST-71	2203.00	Chicanos: The Chicano Minority in the United States	3
177.	Hospitality Management	HOTFS-14	1307.10	Food and Beverage Management	3
178.	Hospitality Management	HOTFS-21	1307.10	Purchasing, Cost Controls, and Menu Planning	3
179.	Hospitality Management	HOTFS-32	1307.00	Hospitality Law	3
180.	Hospitality Management	HOTFS-42	1307.20	Hotel Operations	3
181.	Hospitality Management	HOTFS-428	1307.00	Human Resource Management in Hospitality	3
182.	Hospitality Management	HOTFS-431	1307.00	Hospitality Marketing Management	3
183.	Hospitality Management	HOTFS-450	1307.00	Principles of Public Events and Convention Management	3
184.	Hospitality Management	HOTFS-451	1307.00	Social Events and Private Event Management	3
185.	Hospitality Management	HOTFS-452	1307.00	Event Sales, Marketing and Financial Management	3
186.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-600	0946.00	Introduction to Heating Ventilation and Air Conditioning	0
187.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-601	0946.00	HVAC Piping Practices	0
188.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-602	0946.00	HVAC Electrical Systems	0
189.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-603	0946.00	Environmental Protection Agency Certification	0
190.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-604	0946.00	HVAC Compressors and Refrigerants	0
191.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-605	0946.00	HVAC Metering Devices, Heat Pumps and Basic Maintenance	0
192.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-606	0946.00	HVAC Flues and Ducts	0
193.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-607	0946.00	HVAC Commercial Applications	0
194.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-608	0946.00	HVAC Troubleshooting	0
195.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-609	0946.00	Advanced Commercial HVAC Systems	0
196.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-610	0946.00	Building Automation Control Systems	0
197.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-611	0946.00	HVAC Management Topics	0

198.	Interior Design	ID-11	1302.00	History of Architecture and Interiors I	3
199.	Interior Design	ID-12	1302.00	History of Architecture and Interiors II	3
200.	Interior Design	ID-14	1302.00	Fundamentals of Design for Interiors	3
201.	Interior Design	ID-15	1302.00	Architectural Drafting for Interior Designers	3
202.	Interior Design	ID-17	1302.00	Introduction to Lighting	3
203.	Interior Design	ID-21	1302.00	Space Planning	3
204.	Interior Design	ID-22	1302.00	Interior Design Materials	3
205.	Industrial Electrical Technology	IET-401A	0934.40	Introduction to Electricity	2.5
206.	Industrial Electrical Technology	IET-401B	0934.40	Industrial Basic Controls	2.5
207.	Industrial Electrical Technology	IET-403A	0934.40	Electrical Motors and Controls I	2.5
208.	Industrial Electrical Technology	IET-403B	0934.40	Electrical Motors and Controls II	2.5
209.	Industrial Electrical Technology	IET-405	0934.40	National Electric Code	3
210.	Industrial Electrical Technology	IET-407	0934.40	Electrical Blueprints	3
211.	Industrial Electrical Technology	IET-411	0934.40	Programmable Logic Controllers	3
212.	Industrial Electrical Technology	IET-413	0934.40	Intermediate Programmable Logic Controllers	3
213.	Industrial Electrical Technology	IET-417	0934.40	Electrical Troubleshooting	3
214.	Industrial Electrical Technology	IET-419	0934.40	DC Variable Speed Drive	1.5
215.	Industrial Electrical Technology	IET-421	0934.40	AC Variable Frequency Speed Drive	1.5
216.	Industrial Electrical Technology	IET-460	0946.10	Introduction to Photovoltaic Installation	3
217.	Industrial Electrical Technology Electromechanical Technology	IETELMT-430	0935.00	Hydraulic Fundamentals	2
218.	Industrial Electrical Technology Electromechanical Technology	IETELMT-432	0935.00	Electrical Control of Hydraulic Systems	2
219.	Industrial Electrical Technology	INDMM-600	0945.00	Intro to Construction Safety, Trade Math, Rigging, and Tools	0
220.	Industrial Electrical Technology	INDMM-601	0945.00	Basic Communication and Employability Skills, and Core Testing	0
221.	Journalism	JOUR-10	0602.00	Newswriting	3
222.	Journalism	JOUR-30	0602.00	Student Media Practicum I	3
223.	Kinesiology: Activity	KINACT-16	0835.10	Volleyball	1
224.	Kinesiology: Activity	KINACT-17	0835.10	Advanced Volleyball	1
225.	Kinesiology: Activity	KINACT-20	0835.10	Basketball	1
226.	Kinesiology: Activity	KINACT-24	0835.10	Cross Training Boot Camp	1
227.	Kinesiology: Activity	KINACT-25	0835.10	Spinning for Fitness	1

228.	Kinesiology: Activity	KINACT-26	0835.10	Beginning Pilates Matwork	1
229.	Kinesiology: Activity	KINACT-28A	0835.10	Beginning Yoga	1
230.	Kinesiology: Activity	KINACT-28B	0835.10	Intermediate Yoga	1
231.	Kinesiology: Activity	KINACT-29A	0835.10	Beginning Body Conditioning	1
232.	Kinesiology: Activity	KINACT-29B	0835.10	Intermediate Body Conditioning	1
233.	Kinesiology: Activity	KINACT-29C	0835.10	Advanced Body Conditioning	1
234.	Kinesiology: Activity	KINACT-35	0835.10	Cardio Fitness for Life	1
235.	Kinesiology: Lecture	KINLEC-11	0835.00	Theoroy and Analysis of Football	2
236.	Kinesiology: Lecture	KINLEC-16	0835.00	First Aid	3
237.	Kinesiology: Lecture	KINLEC-2	0835.00	Introduction to Athletic Training	3
238.	Kinesiology: Lecture	KINLEC-32	0835.10	Outdoor Adventure(s)	2
239.	Kinesiology: Team	KINTM-1	0835.50	Football Team Activity	1
240.	Kinesiology: Team	KINTM-11	0835.50	Swimming Team Activity, Men and Women	1
241.	Kinesiology: Team	KINTM-14	0835.50	Soccer Team Activity, Men	1
242.	Kinesiology: Team	KINTM-15	0835.50	Soccer Team Activity, Women	1
243.	Kinesiology: Team	KINTM-18	0835.10	Beginning Dance/Cheer Team	1
244.	Kinesiology: Team	KINTM-2	0835.50	Volleyball Team Activity, Women	1
245.	Kinesiology: Team	KINTM-27	0835.10	Baseball Team Class, Men	2
246.	Kinesiology: Team	KINTM-3	0835.50	Basketball Team Activity, Women	1
247.	Kinesiology: Team	KINTM-5	0835.50	Water Polo Team Activity, Men	1
248.	Kinesiology: Team	KINTM-6	0835.50	Basketball Team Activity, Men	1
249.	Kinesiology: Team	KINTM-60	0835.50	Volleyball Strength and Conditioning for Athletes	1
250.	Kinesiology: Team	KINTM-60A	0835.50	Volleyball Strength and Conditioning for Athletes	0.5
251.	Kinesiology: Team	KINTM-61A	0835.50	Basketball Strength and Conditioning for Athletes	0.5
252.	Kinesiology: Team	KINTM-62	0835.50	Football Strength and Conditioning for Athletes	1
253.	Kinesiology: Team	KINTM-62A	0835.50	Football Strength and Conditioning for Athletes	0.5
254.	Kinesiology: Team	KINTM-64	0835.50	Softball Strength and Conditioning for Athletes	1
255.	Kinesiology: Team	KINTM-65A	0835.50	Water Polo Strength and Conditioning for Athletes	0.5
256.	Kinesiology: Team	KINTM-66	0835.50	Baseball Strength and Conditioning for Athletes	1
257.	Kinesiology: Team	KINTM-7	0835.50	Cross Country Team Activity, Men	1
258.	Kinesiology: Team	KINTM-8	0835.50	Cross Country Team Activity, Women	1
259.	Kinesiology: Team	KINTM-9	0835.50	Water Polo Team Activity, Women	1
260.	Mathematics	MATH-25	1701.00	College Algebra	4
261.	Mathematics	MATH-31	1701.00	Plane Trigonometry	4

262.	Mathematics	MATH-4	1701.00	Mathematical Concepts for Elementary School Teachers	4
263.	Mathematics	MATH-401	1701.00	Mathematics for Health Science	1
264.	Mathematics	MATH-420	1701.00	Essentials of Intermediate Algebra	4
265.	Mathematics	MATH-60	1701.00	Calculus for Business	4
266.	Mathematics	MATH-61	1701.00	Pre-Calculus	4
267.	Mathematics	MATH-650	1702.00	Mathematical Foundations	0
268.	Mathematics	MATH-65A	1701.00	Calculus I	4
269.	Mathematics	MATH-65B	1701.00	Calculus II	4
270.	Mathematics	MATH-75	1701.00	Calculus III	5
271.	Mathematics	MATH-81	1701.00	Linear Algebra	4
272.	Music	MUSIC-16	1005.00	Introduction to Recording Arts	3
273.	Music	MUSIC-17	1005.00	Electronic Music	3
274.	Music	MUSIC-18	1005.00	Computer Assisted Recording and Editing	3
275.	Music	MUSIC-21	1004.00	History of Jazz	3
276.	Music	MUSIC-26	1004.00	World Music	3
277.	Music	MUSIC-2A	1004.00	Music History and Literature	3
278.	Music	MUSIC-2B	1004.00	Music History and Literature	3
279.	Music	MUSIC-35	1004.00	Piano for Music Majors I	1
280.	Music	MUSIC-36	1004.00	Piano for Music Majors II	1
281.	Music	MUSIC-37	1004.00	Intermediate Piano	1
282.	Music	MUSIC-38	1004.00	Studio Piano	1
283.	Music	MUSIC-40	1004.00	Beginning Guitar	1
284.	Music	MUSIC-41	1004.00	Intermediate Guitar	1
285.	Music	MUSIC-5	1004.00	Music Theory and Musicianship I	4
286.	Music	MUSIC-58	1004.00	Applied Music	0.5
287.	Music	MUSIC-6	1004.00	Music Theory and Musicianship II	4
288.	Music	MUSIC-7	1004.00	Music Theory and Musicianship III	4
289.	Music	MUSIC-75	1004.00	Concert Choir	1
290.	Music	MUSIC-76	1004.00	Chamber Choir	1.5
291.	Music	MUSIC-77	1004.00	Community Concert Band	1
292.	Music	MUSIC-78	1004.00	Jazz Band	1
293.	Music	MUSIC-8	1004.00	Music Theory and Musicianship IV	4
294.	Nutrition and Food	NF-27	1301.00	Healthy Cooking	2
295.	Nursing: Associate Degree	NURADN-14	1230.10	Nursing Process 1	4
296.	Nursing: Associate Degree	NURADN-26	1230.10	Maternal-Newborn Nursing	2
297.	Nursing: Associate Degree	NURADN-27	1230.10	Nursing Process 2	4
298.	Nursing: Associate Degree	NURADN-3	1230.10	Transition in Nursing	1.5
299.	Nursing: Associate Degree	NURADN-34	1230.10	Nursing Process 3	4
300.	Nursing: Associate Degree	NURADN-45	1230.10	Nursing Process 4	4



301.	Nursing: Associate Degree	NURADN-50	1230.10	Professional Issues in Nursing	1
302.	Nursing: Associate Degree	NURADN-6	1230.10	Clinical Nursing Skills	1.5
303.	Nursing: Vocational	NURVN-403	1230.20	Fundamentals of Nursing	3
304.	Nursing: Vocational	NURVN-403L	1230.20	Fundamentals of Nursing Laboratory	2
305.	Nursing: Vocational	NURVN-405	1230.20	Beginning Medical Surgical Nursing	4
306.	Nursing: Vocational	NURVN-405L	1230.20	Beginning Medical Surgical Nursing Laboratory	3
307.	Nursing: Vocational	NURVN-407A	1230.20	Beginning Nursing Skills Clinical Simulation Laboratory	1
308.	Nursing: Vocational	NURVN-407B	1230.20	Intermediate Nursing Skills Clinical Simulation Laboratory	1
309.	Nursing: Vocational	NURVN-407C	1230.20	Advanced Nursing Skills/Clinical Simulation Laboratory	1
310.	Nursing: Vocational	NURVN-409	1230.20	Intermediate Medical Surgical Nursing	4
311.	Nursing: Vocational	NURVN-409L	1230.20	Intermediate Medical Surgical Nursing Laboratory	3
312.	Nursing: Vocational	NURVN-411	1230.20	Advanced Medical-Surgical Nursing	7
313.	Nursing: Vocational	NURVN-411L	1230.20	Advanced Medical Surgical Nursing Laboratory	3
314.	Nursing: Vocational	NURVN-413	1230.20	Leadership for the Vocational Nurse	3
315.	Nursing: Vocational	NURVN-413L	1230.20	Leadership for the Vocational Nurse Laboratory	2
316.	Nursing: Vocational	NURVN-414	1230.20	Acute Care Nursing Assistant: Vocational Nursing Foundations	6
317.	Nursing: Vocational	NURVN-415A	1230.20	Growth and Development: Psychology Adult-Geriatric	1
318.	Nursing: Vocational	NURVN-415B	1230.20	Growth and Development of the Child	1
319.	Nursing: Vocational	NURVN-417A	1230.20	Critical Thinking and the Nursing Process I	1
320.	Nursing: Vocational	NURVN-417B	1230.20	Critical Thinking and the Nursing Process II	1
321.	Nursing: Vocational	NURVN-421	1230.20	Maternal and Child Health Nursing	4
322.	Nursing: Vocational	NURVN-421L	1230.20	Maternal and Child Health Nursing Laboratory	2
323.	Nursing: Vocational	NURVN-600	1230.20	NCLEX Review for VN Licensure Examination	0
324.	Nursing: Vocational	NURVN-601	1230.20	Vocational Nursing Skills Development I	0
325.	Nursing: Vocational	NURVN-602	1230.20	Vocational Nursing Skills Development II	0
326.	Nursing: Vocational	NURVN-603	1230.20	Vocational Nursing Skills Development III	0
327.	Philosophy	PHIL-71	1509.00	Philosophy of Feminism	3
328.	Philosophy	PHIL-72	1509.00	Seminar in Ethics	3
329.	Philosophy	PHIL-75	1509.00	Symbolic Logic	3
330.	Philosophy	PHIL-77	1509.00	History of Ancient Philosophy	3
331.	Philosophy	PHIL-79	1509.00	Philosophy of Consciousness	3

332.	Philosophy	PHIL-80	1510.00	Introduction to Religion	3
333.	Philosophy	PHIL-81	1510.00	Introduction to Eastern Philosophy	3
334.	Philosophy	PHIL-82	1510.00	Intro to Monotheistic Religions: Judaism/Christianity/Islam	3
335.	Photography	PHOTO-10	1012.00	Beginning Photography	4
336.	Photography	PHOTO-13	1012.00	Fine Art Photography	4
337.	Photography	PHOTO-20	1012.00	Photography for Media	4
338.	Photography	PHOTO-429	1012.00	Wedding, Quinceañera, and Event Photography	4
339.	Photography	PHOTO-50	1012.00	Introduction to Color Photography	4
340.	Photography	PHOTO-9	1012.00	Digital Imaging	4
341.	Physical Science	PHSCI-10	1901.00	Survey of Chemistry and Physics	4
342.	Physics	PHYS-44	1902.00	Introduction to Motion	4
343.	Physics	PHYS-5	1902.00	The Ideas of Physics	3
344.	Physics	PHYS-6	1902.00	The Ideas of Physics Laboratory	1
345.	Political Science	PS-10	2207.00	Comparative Politics	3
346.	Political Science	PS-21	2207.00	Urban Politics	3
347.	Political Science	PS-25	2203.00	Latino Politics	3
348.	Political Science	PS-3	2207.00	California Politics and Culture	3
349.	Political Science	PS-32	2207.00	Law and Society	3
350.	Political Science	PS-4	2207.00	Political Theory	3
351.	Political Science	PS-7	2207.00	International Relations	3
352.	Psychology	PSYCH-20	2001.00	Developmental Psych: Childhood and Adolescence	3
353.	Psychology	PSYCH-55	2001.00	Abnormal Psychology	3
354.	Psychology	PSYCH-80	2001.00	Research Methods in Psychology	4
355.	Radiologic Technology	RADTEC-51	1225.00	Radiographic Clinical Education III	4.75
356.	Radiologic Technology	RADTEC-55	1225.00	Fluoroscopy and Clinical Application	2
357.	Radiologic Technology	RADTEC-82	1225.00	Radiographic Clinical Education VI	4
358.	Radiologic Technology	RADTEC-85	1225.00	Radiographic Review and ARRT Preparation	2
359.	Sociology	SOC-17	2208.00	Sociology of Crime	3
360.	Sociology	SOC-80	2208.00	Introduction to Research Methods in Sociology	4
361.	Spanish	SPAN-3	1105.00	Intermediate Spanish I	4
362.	Spanish	SPAN-4	1105.00	Intermediate Spanish	4
363.	Statistics	STAT-10	1701.00	Elementary Statistics	4
364.	Theatre	THEATRE- 10	1007.00	Beginning Acting	3
365.	Theatre	THEATRE- 12	1007.00	Intermediate Acting	3
366.	Theatre	THEATRE- 14	1007.00	Stylized Acting	3
367.	Theatre	THEATRE- 18	1007.00	Acting For The Camera	3
368.	Theatre	THEATRE-2	1007.00	Theatrical Dance	3

369.	Theatre	THEATRE-20	1007.00	Directing for the Stage I	3
370.	Theatre	THEATRE-30	1006.00	Stagecraft	3
371.	Theatre	THEATRE-32	1006.00	Theatre Design-Lighting	3
372.	Theatre	THEATRE-36	1006.00	Stage Management	3
373.	Theatre	THEATRE-4	1007.00	Development of the Theatre I	3
374.	Theatre	THEATRE-40	1006.00	Stage Costuming	3
375.	Theatre	THEATRE-42	1006.00	Theatrical Makeup	3
376.	Theatre	THEATRE-44	1006.00	Audio/Visual Design in Theatre and Live Entertainment	3
377.	Theatre	THEATRE-5	1007.00	Theatre History: 1700-present	3
378.	Theatre	THEATRE-50	1006.00	Main Stage Production Workshop I	3
379.	Theatre	THEATRE-52	1006.00	Main Stage Production Workshop-Technical Theatre	2
380.	Theatre	THEATRE-7	1007.00	Theatrical Script Analysis	3
381.	Theatre	THEATRE-8	1007.00	Voice and Movement for the Actor	3

#### COURSES - DEACTIVATIONS

	Discipline	Course ID	TOP Code	Title	Units
1.	Business: Legal Studies	BUSL-404	1402.00	Law Office Operations	3
2.	Business: Management	BUSMGT-440	0506.30	Principles of Leadership	2
3.	Geography	GEOG-10	2206.00	Cultural Geography of North America	3

#### PROGRAMS OF STUDY – PROGRAM MODIFICATIONS

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Articulation	Certificate of Achievement	4901.10	California State University - General Education	39-49
2.	Computer Information Systems	A.S.	0702.00	Computer Information Systems	36
3.	Computer Information Systems	Certificate of Achievement	0702.00	Computer Information Systems	36
4.	Drafting	Certificate of Achievement	0953.10	Drafting Technician: Architectural	21
5.	Drafting	A.S.	0953.40	Drafting Technician: Mechanical	33
6.	Drafting	Certificate of Achievement	0953.40	Drafting Technician: Mechanical	29
7.	Business	A.S.	0505.00	General Business	30-33
8.	Business	Certificate of Achievement	0505.00	General Business	18-20
9.	Geography	AA-T	2206.00	Geography	19-20

10.	Articulation	Certificate of Achievement	4901.10	Intersegmental General Education Transfer Curriculum: UC or CSU	33-45
11.	Criminal Justice	Certificate of Achievement	2105.00	Leadership in Criminal Justice	18-20
12.	Business: Management	A.S	0506.00	Management	30-32
13.	Business: Management	Certificate of Achievement	0506.00	Management	21-23
14.	Business: Marketing	A.S.	0509.00	Marketing	30-31
15.	Business: Marketing	Certificate of Achievement	0509.00	Marketing	18
16.	Business	A.S.	0506.40	Small Business Entrepreneur	30-32
17.	Business	Certificate of Achievement	0506.40	Small Business Entrepreneur	18-19
18.	Sociology	AA-T	2201.00	Social Justice Studies	18
19.	Sociology	AA-T	2208.00	Sociology	19-21
20.	Business: Management	A.S.	0506.30	Supervision	30-31
21.	Business: Management	Certificate of Achievement	0506.30	Supervision	18
22.	Articulation	Certificate of Achievement	4999.00	University Studies: Business and Technology	60
23.	Articulation	Certificate of Achievement	4902.00	University Studies: Mathematics and Science	60
24.	Articulation	Certificate of Achievement	4903.30	University Studies: Social and Behavioral Sciences	60
25.	Computer Information System: Internet and Web Development	Certificate of Career Preparation	0709.00	Web Page Developer	13.5
<b>PROGRAMS OF STUDY – NEW PROGRAMS</b>					
	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Employability Skills	Certificate of Completion	1301.10	Employability Skills for the 21st Century	0

May 28, 2020 Curriculum Board Report

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

May 28, 2020  
Board Meeting Date

TOPIC APPROVAL TO CANCEL THE PURCHASE OF REAL PROPERTY IN ONTARIO, CALIFORNIA

Communication No. IV.E.3.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the cancellation of the purchase of real property located at 2151 East Convention Center Way, Ontario, California, 91764.

BACKGROUND

On November 5, 2019, the District entered into a Purchase and Sale agreement for the property noted above; an approximately 83,000 square foot structure on approximately 5.23 acres of land. The purchase price is \$19,000,000. Contingencies are included in the offer requiring certain milestones be met in order for the purchase to proceed. The District has the option to cancel the purchase during its due diligence period.

As part of the District's due diligence, a non-structural facilities assessment was conducted in December of 2019. The assessment report presented a study detailing the physical condition, identifying needed repairs, and included estimated costs for the repairs. Those costs were projected at approximately \$9 million. Additionally, as part of the requirements associated with making a "non-conforming" building a "school building" pursuant to California Education Code Section 81149, the District had an ASCE 41 Tier 1 and Tier 2 evaluation completed on the structure. The projected cost associated with the seismic retrofitting work that would be required was approximately \$10 million. The projected costs, above, are significantly more than the District had anticipated when entering into the Purchase and Sale Agreement.

BUDGET IMPLICATIONS

*Funding Source – N/A*

*Status of Funds – N/A*

*Future Implications – N/A*

RECOMMENDATION

It is recommended that the Governing Board approve the cancellation of the purchase of real property located at 2151 East Convention Center Way, Ontario, California, 91764.

Prepared by:	Kim Erickson, Executive Director, Business Services
Submitted by:	Melanie Siddiqi, Associate Superintendent, Administrative 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**

May 28, 2020  
Board Meeting Date

TOPIC ASSEMBLY BILL (AB) 212 ROUND 19-20 STIPENDS – CHILD DEVELOPMENT CENTER

Communication No. IV.E.3.b

**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 accept the receipt and approve the amount not-to-exceed \$6,356.25 from the California Department of Education for AB 212, Round 19-20 stipends for eligible Child Development Center teachers for the 2019-2020 fiscal year.

**BACKGROUND**

The AB 212 Staff Retention Program offers annual stipends based on educational advancement and professional development to early childhood educators working in agencies supported by state-funded child development contracts. The purpose of the AB 212 program is to encourage attainment of higher-level college degrees and continued professional growth, both of which ultimately increase the quality of preschool and childcare services within San Bernardino County. The AB 212 Staff Retention Program is funded by the California Department of Education and works closely with school districts, child development centers, and family childcare providers serving infants through school-age children.

**BUDGET IMPLICATIONS**

*Funding Source* – California Department of Education, distributed through the San Bernardino County Superintendent of Schools.

*Status of Funds* – The 2019-2020 restricted Child Development Center fund budget will be increased as indicated below.

48xxx	Income	<u>\$6,356</u>
51xxx	Academic Salaries	\$5,208
53xxx	Benefits	<u>1,148</u>
	Total	<u>\$6,356</u>

*Future Implications* – This process is repeated annually, if funding is available.

**RECOMMENDATION**

It is recommended that the Governing Board accept the receipt and approve the amount not-to-exceed \$6,356.25 from the California Department of Education for AB 212, Round 19-20 stipends for eligible Child Development Center teachers for the 2019-2020 fiscal year.

Prepared by:	Birgit Monks, Director, Child Development Center
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**

May 28, 2020

Board Meeting Date

TOPIC **BUSINESS WRITING AND COMMUNICATION SKILLS IEHP AGREEMENT - THIRD AMENDMENT**

Communication No. IV.E.3.c

SUPPORTS BOARD POLICY

**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 educational, 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.

PROPOSAL

To approve the third amendment to the Inland Empire Health Plan (IEHP) agreement to add a 2020/2021 session to design and develop Business Writing Skills training in the amount of \$20,352. This Agreement shall be effective as of October 1, 2017 (“Effective Date”) and shall continue in effect through June 30, 2021

BACKGROUND

This agreement with Inland Empire Health Plan (IEHP) is to design and develop Business Writing Skills training for its workforce and delivery of Business Writing Skills training. The training program is to be delivered on-site at IEHP in Rancho Cucamonga, dates to be determined. This is a direct pay agreement.

BUDGET IMPLICATIONS

*Funding Source* – Inland Empire Health Plan

*Status of Funds* – Funds of \$20,352 for this contract education program will be included in the 2020-21 unrestricted general fund tentative budget as indicated below:

48xxx	Income	<u>\$23,352</u>
55xxx	Other Services	<u>23,352</u>
	Total	<u>\$23,352</u>

*Future Implications* – None

RECOMMENDATION

It is recommended that the Governing Board approve the third amendment to the Inland Empire Health Plan (IEHP) agreement to add a 2020/2021 session to design and develop Business Writing Skills training in the amount of \$20,352.

Prepared by:	Sandra Sisco, Director, Economic Development
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**

May 28, 2020  
Board Meeting Date

TOPIC **CENSUS OUTREACH SPONSORSHIP AGREEMENT**

Communication No. IV.E.3.d

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**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 Census Outreach Sponsorship Agreement, between Chaffey Community College and the Foundation for California Community Colleges, in the amount of \$2,700 for the period of January 27, 2020 through August 31, 2020.

**BACKGROUND**

The college will sponsor Census rallies on campus (and/or virtually) and in our seven service cities and surrounding areas to engage students and the community. These rallies will provide information about the importance of the Census and encourage people to complete it. The events can be held in multiple languages, including English, Spanish and Chinese.

**BUDGET IMPLICATIONS**

*Funding Source* – Foundation for California Community Colleges

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

48xxx	Income	<u>\$2,700</u>
55xxx	Other Services	<u>\$2,700</u>
	Total	<u>\$2,700</u>

*Future Implications* – N/A

**RECOMMENDATION**

It is recommended that the Governing Board approve the Census Outreach Sponsorship Agreement, between Chaffey Community College and the Foundation for California Community Colleges, in the amount of \$2,700 for the period of January 27, 2020 through August 31, 2020.

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



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

May 28, 2020  
Board Meeting Date

TOPIC DEPARTMENT OF VETERANS AFFAIRS GRANT

Communication No. IV.E.3.e

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 receipt of Veterans Affairs (VA) grant funds in the amount of \$5,085 for the 2019-2020 fiscal year.

BACKGROUND

The Department of Veterans Affairs pays an annual reporting fee to partially reimburse the District for the costs incurred in certifying VA students. By law these funds are to be used to support the work of the office responsible for certification of VA students including, but not limited to, office supplies and equipment, and travel to VA sponsored training.

BUDGET IMPLICATIONS

*Funding Source* – Department of Veterans Affairs

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

48xxx	Income	<u>\$5,085</u>
55xxx	Other Services	<u>\$5,085</u>
	Total	<u>\$5,085</u>

*Future Implications* – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the receipt of Veterans Affairs (VA) grant funds in the amount of \$5,085 for the 2019-2020 fiscal year.

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

May 28, 2020

Board Meeting Date

TOPIC HIGHER EDUCATION EMERGENCY RELIEF FUND (HEERF) PROJECT – INSTITUTIONAL ALLOCATION

Communication No. IV.E.3.f

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 U.S. Department of Education Higher Education Emergency Relief Fund (HEERF) Project - Institutional Allocation, in the amount of \$5,723,242, for the period of April 22, 2020 through April 21, 2021.

BACKGROUND

The Purpose of the Higher Education Relief Fund Project is to address the pressing financial need of students due to the disruption of campus operations from coronavirus. These funds are primarily intended to cover institutional costs associated with significant changes to the delivery of instruction due to the coronavirus; however, institutions may also elect to use funds to provide direct student aid.

BUDGET IMPLICATIONS

*Funding Source* – U.S. Department of Education

*Status of Funds* – The 2019-2020 restricted general fund budget will be increased in the amount of \$5,723,242 as indicated below:

48xxx	Income	\$5,723,242
51xxx	Academic Salaries	\$ 900,000
53xxx	Benefits	243,933
54xxx	Supplies	775,000
55xxx	Other Services	2,654,309
56xxx	Capital Outlay	650,000
57xxx	Student Aid	<u>500,000</u>
	Total	<u>\$5,723,242</u>

*Future Implications* – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the U.S. Department of Education Higher Education Emergency Relief Fund (HEERF) Project - Institutional Allocation, in the amount of \$5,723,242, for the period of April 22, 2020 through April 21, 2021.

Prepared by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
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**

May 28, 2020  
Board Meeting Date

TOPIC **HIGHER EDUCATION EMERGENCY RELIEF FUND (HEERF) PROJECT – STUDENT AID ALLOCATION**

Communication No. IV.E.3.g

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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 U.S. Department of Education Higher Education Emergency Relief Fund (HEERF) Project - Student Aid Allocation, in the amount of \$5,723,242, for the period of April 20, 2020 through April 19, 2021.

BACKGROUND

The Purpose of the Higher Education Relief Fund Project is to address the pressing financial need of students due to the disruption of campus operations from coronavirus. Funds shall not be used for any purpose other than the direct payment of grants to students for their expenses related to the disruption of campus operations due to coronavirus, such as food, housing, course materials, technology, health care, and child-care.

BUDGET IMPLICATIONS

*Funding Source* – U.S. Department of Education

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

48xxx	Income	<u>\$5,723,242</u>
57xxx	Student Financial Aid	<u>\$5,723,242</u>
	Total	<u>\$5,723,242</u>

*Future Implications* – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the U.S. Department of Education Higher Education Emergency Relief Fund (HEERF) Project - Student Aid Allocation, in the amount of \$5,723,242, for the period of April 20, 2020 through April 19, 2021.

Prepared by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
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**

May 28, 2020  
Board Meeting Date

TOPIC **TEMPORARY INTERFUND BORROWING**

Communication No. IV.E.3.h

SUPPORTS BOARD POLICY

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

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

PROPOSAL

To approve Resolution 52820 authorizing interfund borrowing between all funds held by the San Bernardino County Treasurer for the Chaffey College District for the 2020-2021 fiscal year.

BACKGROUND

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

BUDGET IMPLICATIONS

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

*Status of Funds* – N/A

*Future Implications* – N/A

RECOMMENDATION

It is recommended the Governing Board approve Resolution 52820 authorizing interfund borrowing between all funds held by the San Bernardino County Treasurer for the Chaffey College District for the 2020-2021 fiscal year.

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

CHAFFEY COMMUNITY COLLEGE SCHOOL DISTRICT

RESOLUTION NO. 52820

**RESOLUTION TO AUTHORIZE TEMPORARY BORROWING BETWEEN FUNDS  
OF THE SCHOOL DISTRICT**

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the Chaffey Community College School District hereby authorizes, for fiscal year 2020-2021, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

(ALL FUNDS)

2. The Governing Board of the Chaffey Community College School District hereby authorizes the Superintendent or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

*PASSED AND ADOPTED by the Governing Board on May 28, 2020, by the following vote:*

*AYES:*

*NOES:*

*ABSENT:*

*STATE OF CALIFORNIA    )*

*) ss*

*COUNTY OF SAN BERNARDINO    )*

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

*WITNESSED my hand this 28th day of May, 2020.*

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*Lee McDougal  
Clerk/Secretary of the Governing Board*

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

May 28, 2020  
Board Meeting Date

TOPIC **TRANSFER PATHWAYS MAPPER PROJECT GRANT**

Communication No. IV.E.3.i

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**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 California State University Office of the Chancellor Transfer Pathways Mapper Project grant, in the amount of \$12,500, for the period of March 31, 2020 through December 31, 2020.

**BACKGROUND**

The purpose of the Transfer Pathways Mapper Project - Grantee will support the California State University (CSU) System to accomplish the goals of the CSU system's Graduation Initiative 2025, including graduating more students, reducing time to completion, and closing the equity gap. Funds can be used for the following: 1) Each campus should plan to attend two project-wide meetings. Funds in this subaward can be used for travel and lodging at these events per campus policy; 2) Each CSU-CCC partnership will hold two CPMs throughout the year. Funds in this subaward can be used to host one of the two meetings, with the expectation that the CSU partner campus will host the other. Funds may be used for meals, room rentals, and materials, etc., per campus policy; and 3) Campuses may provide incentives for the campus/faculty lead and discipline faculty.

**BUDGET IMPLICATIONS**

*Funding Source* – California State University Office of the Chancellor

*Status of Funds* – The 2019-2020 restricted general fund budget will be increased by \$12,500 as indicated below:

48xxx	Income	\$12,500
55xxx	Other Services	\$12,500

*Future Implications* – N/A

**RECOMMENDATION**

It is recommended that the Governing Board approve the California State University Office of the Chancellor Transfer Pathways Mapper Project, in the amount of \$12,500, for the period of March 31, 2020 through December 31, 2020.

Prepared by:	Eric Bishop, Associate Superintendent, Student Services and Legislative Engagement
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**

May 28, 2020  
Board Meeting Date

TOPIC VOCATIONAL EDUCATION AND TRAINING SERVICES CONTRACT

Communication No. IV.E.3.j

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 Vocational Education and Training Services fee-for-service contract with the County of San Bernardino in amount of \$2,500,000 effective July 1, 2020 through June 30, 2021.

BACKGROUND

The Workforce Preparation Program is designed to bridge the gap between the employer’s need for trained labor and the participant’s need for employment at livable wages with opportunity for career ladder advancement. The vocational education and services provided by this contract are in the following areas: Computer/Office Skills/Office Technology, Computer Office Skills(Limited English), Construction Laborer, Construction Laborer (Limited English), and Forklift Operation training.

BUDGET IMPLICATIONS

*Funding Source* – San Bernardino County Department of Human Services.

*Status of Funds* – Income and expenditures of \$2,500,000 for this contract will be included in the 2020-21 restricted general fund tentative budget.

*Future Implications* – The contract has an option of four (4) additional one-year extensions.

RECOMMENDATION

It is recommended that the Governing Board approve the Vocational Education and Training Services fee-for-service contract with the County of San Bernardino in amount of \$2,500,000 effective July 1, 2020 through June 30, 2021.

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 and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President



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

May 28, 2020  
Board Meeting Date

TOPIC QUARTERLY BUDGET TRANSFER REPORT

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Communication No. IV.E.3.k

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Budget Transfer Board Report for the period of January 1, 2020 through March 31, 2020.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the Budget Transfer Board Report for the period of January 1, 2020 through March 31, 2020.

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

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

**From 01/01/2020 To 03/31/2020**

**May 28, 2020 Board Meeting**

<b>BUDGET TRANSFERS</b>	<b>FROM</b>	<b>TO</b>
<b><u>Fund 10: General Fund Unrestricted</u></b>		
1000 Academic Salaries	31,825	
2000 Classified Salaries		60,014
3000 Benefits	5,380	
4000 Supplies & Materials		8,766
5000 Other Operating Expenses & Services		273,928
6000 Capital Outlay		154,814
7000 Other Outgo	460,317	
	<hr/>	<hr/>
<b>Total Transfer Fund 10 Unrestricted</b>	<b>497,522</b>	<b>497,522</b>
<b><u>Fund 10: General Fund Restricted</u></b>		
1000 Academic Salaries	51,766	
2000 Classified Salaries	509,588	
3000 Benefits	178,845	
4000 Supplies & Materials		152,518
5000 Other Operating Expenses & Services		494,816
6000 Capital Outlay		175,723
7000 Other Outgo	82,858	
	<hr/>	<hr/>
<b>Total Transfer Fund 10 Restricted</b>	<b>823,057</b>	<b>823,057</b>
<b><u>Fund 33: Children's Center</u></b>		
4000 Supplies & Materials		5,700
5000 Other Operating Expenses & Services	5,700	
	<hr/>	<hr/>
<b>Total Transfer Fund 33</b>	<b>5,700</b>	<b>5,700</b>
<b><u>Fund 41: Capital Projects Fund</u></b>		
5000 Other Operating Expenses & Services		49,555
6000 Capital Outlay	49,555	
	<hr/>	<hr/>
<b>Total Transfer Fund 41</b>	<b>49,555</b>	<b>49,555</b>

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

**From 01/01/2020 To 03/31/2020**

**May 28, 2020 Board Meeting**

<b>BUDGET TRANSFERS</b>	<b>FROM</b>	<b>TO</b>
<b><u>Fund 43: Measure P Bond Fund - Non-Taxable*</u></b>		
2000 Classified Salaries		21,926
3000 Benefits		9,074
4000 Supplies & Materials		99,717
5000 Other Operating Expenses & Services		658,933
6000 Capital Outlay	7,746,350	
7000 Other Outgo	21,716	
<b>Total Transfer Fund 43</b>	<b>7,768,066</b>	<b>789,650</b>
 <b><u>Fund 47: Measure P Bond Fund - Taxable*</u></b>		
7000 Other Outgo		6,978,416
<b>Total Transfer Fund 47</b>	<b>0</b>	<b>6,978,416</b>
 <b><u>Fund 71: Associated Students Fund</u></b>		
4000 Supplies & Materials		463
7000 Other Outgo	463	
<b>Total Transfer Fund 71</b>	<b>463</b>	<b>463</b>
 <b>Total Transfers All Funds</b>	 <b>9,144,363</b>	 <b>9,144,363</b>

\*Transfer from non-taxable bond fund 43 to set up taxable bond fund 47.

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

May 28, 2020

Board Meeting Date

TOPIC QUARTERLY FINANCIAL STATUS REPORT FOR THE PERIOD ENDING MARCH 31, 2020

Communication No. IV.E.3.I

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Quarterly Financial Status Report for the period ending March 31, 2020.

BACKGROUND

The Quarterly Financial Status Report is provided to apprise the Governing Board of the district’s fiscal condition and is presented for approval, as required by the Chancellor’s Office of the California Community Colleges. The report is consistent with the 2019-2020 adopted budget.

BUDGET IMPLICATIONS

*Funding Source* – The unrestricted general fund budget.

*Status of Funds* – The report is within appropriations indicated in the 2019-2020 adopted budget.

*Future Implications* – N/A

RECOMMENDATION

It is recommended the Governing Board approve the Quarterly Financial Status Report for the period ending March 31, 2020.

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

California Community Colleges  
 QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q  
 Fiscal Year 2019-2020

District: (920) Chaffey Community College

Quarter Ended: March 31, 2020

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
<b>Revenues:</b>				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	102,248,246	104,076,905	112,620,680	123,868,955
Other Financing Sources (Objects 8900)	43,467	12,995	14,634	39,801
Total Unrestricted Revenues	102,291,713	104,089,900	112,635,314	123,908,756
<b>Expenditures:</b>				
(Objects 1000-6000)	98,620,033	102,597,274	109,452,792	115,262,636
Other Outgo (Objects 7100, 7200 7300, 7400, 7500, & 7600)	1,344,707	1,354,847	2,282,214	3,732,650
Total Unrestricted Expenditures	99,964,740	103,952,121	111,735,006	118,995,286
Revenues Over(Under)Expenditures	2,326,973	137,779	900,308	4,913,470
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	26,659,492
% of GF Balance to GF Expenditures	20.72%	20.05%	19.46%	22.40%

II. Annualized Attendance FTES:

This data is being captured in CCFS-320 and is no longer required here.

Annualized FTES	
(Excluding apprentices and non-resident)	

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	37,780,984	44,645,204	51,000,017	60,588,704
Cash, borrowed funds only	0	0	0	0
Total Cash	37,780,984	44,645,204	51,000,017	60,588,704

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)
<b>Revenues:</b>				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	118,894,834	119,894,834	103,677,436	86.5%
Other Financing Sources (Objects 8900)	25,000	25,000	39,801	159.2%
Total Unrestricted Revenues	118,919,834	119,919,834	103,717,237	86.5%
<b>Expenditures:</b>				
Unrestricted General Fund Expenditures (Objects 1000-6000)	120,962,406	121,586,933	80,985,785	66.6%
Other Outgo (Objects 7100, 7200, 7300, 7500, & 7600)	3,357,177	3,732,650	1,768,537	47.4%
Total Unrestricted Expenditures	124,319,583	125,319,583	82,754,322	66.0%
Revenues Over(Under) Expenditures	(5,399,749)	(5,399,749)	20,962,915	
Adjusted Fund Balance, Beginning	21,746,022	21,746,022	21,746,022	
Fund Balance, Ending	16,346,273	16,346,273	42,708,937	
% of UGF Fund Balance to UGF Expenditures	13.15%	13.04%		

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 Total Cost		Academic-Permanent Total Cost		Academic-Temporary Total Cost		Classified/Confidential Total Cost	
	Increase	%	Increase	%	Increase	%	Increase	%
Year 1			-		-			
Year 2			-		-			
Year 3			-		-			

\*As specified in Collective Bargaining Agreement or other Employment Contract

**BENEFITS**

Contract Period Settled (Specify)	Management Total Cost		Academic-Permanent Total Cost		Academic-Temporary Total Cost		Classified/Confidential Total Cost	
	Increase	%	Increase	%	Increase	%	Increase	%
Year 1								
Year 2								
Year 3								

c. Provide an explanation on how the district intends to fund salary and benefit increases and also identify the revenue source/object codes.

d. Did any contracts settled in this time period cover part-time, temporary faculty? YES  NO

d.1 Does the contract include minimum standards for the terms of reemployment preference and evaluation for part-time, temporary faculty in order to remain eligible to receive Student Equity and Achievement Program funds?

d.2 Does the collective bargaining agreement achieve parity between compensation for full-time and part-time, temporary faculty? YES  NO

\*As a condition for receiving Student Equity and Achievement Programs funds, negotiations between districts and the exclusive representative for part-time, temporary faculty must include minimum standards for the terms of reemployment preference and evaluation as outlined in Education Code section 87482.3. Education Code section 78222(d)(2) links the negotiation requirement to receipt of funds for the Student Equity and Achievement Program.

VI. Did the district have significant events for the quarter (include incidence of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)? YES  NO

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

VII. Does the district have significant fiscal problems that must be addressed this year? YES  NO   
 Next Year? YES  NO

**CERTIFICATION**

Chaffey Community College District

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

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

\_\_\_\_\_  
 District Chief Business Officer Date

\_\_\_\_\_  
 District Superintendent Date

Quarter Ended: March 31, 2020

Governing Board Meeting Date: May 28, 2020

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

May 28, 2020  
Board Meeting Date

TOPIC MANAGEMENT PERSONNEL PLAN/EMPLOYMENT CONTRACTS

Communication No. IV.E.4.a

SUPPORTS BOARD POLICY

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

**Board Policy 7260, Classified Supervisors, Managers, and Administrators** – If a classified administrator is employed by an appointment or contract, the appointment or contract shall be subject to the same conditions as applicable to educational administrators.

PROPOSAL

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

	<u>Proposed Contract Expiration Date</u>
<u>Level I</u>	
Acting Vice President, Student Services/ Executive Director, Equity, Outreach and Communications	June 30, 2021
<u>Level II</u>	
Dean, Chino Campus	June 30, 2022
Dean, Counseling, Enrollment Pathways, Kinesiology, Nutrition and Athletics	June 30, 2022
Dean, Mathematics and Science	June 30, 2022
Dean, Social & Behavioral Sciences	June 30, 2022
Dean, Student Affairs	June 30, 2022
Dean, Student Support Services and Programs, and Student Life	June 30, 2022
Executive Director, Foundation/Governmental Relations	June 30, 2022
Interim Dean, Visual and Performing Arts	June 30, 2021
Interim Dean, Institutional Effectiveness and Intersegmental Partnerships	June 30, 2021
<u>Level III</u>	
Director, Athletics	June 30, 2022
Director, Economic Development	June 30, 2022
Interim Director, Extended Opportunity Programs and Services (EOPS)/CARE/CALWORKS	June 30, 2021
Interim Director, Grant Management and Research	June 30, 2021
General Counsel	June 30, 2021

**BACKGROUND**

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

**BUDGET IMPLICATIONS**

*Funding Source* – Restricted and unrestricted general fund  
*Status of Funds* – The personnel costs associated with these positions are included in the 2019-20 budget and will be included in the 2020–21 tentative budget.  
*Future Implications* – It is anticipated that these costs will be ongoing.

**RECOMMENDATION**

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

Prepared by:	<u>Susan Hardie, Executive Director, Human Resources</u>
Reviewed by:	<u>Lisa Bailey, Associate Superintendent, Business Services and Economic Development</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>



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

May 28, 2020  
Board Meeting Date

TOPIC **MEMORANDUMS OF UNDERSTANDING – CHAFFEY COMMUNITY COLLEGE DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 431**

Communication No. IV.E.4.b

SUPPORTS BOARD POLICY

**Board Policy 7140, Collective Bargaining** – The superintendent/president shall:

- Conduct collective bargaining in a manner that is fair, applies principles of interest-based bargaining, and complies with Governing Board-established parameters.
- Approve collective bargaining contracts.

PROPOSAL

It is recommended that the Governing Board approve the attached memorandums of understanding between the Chaffey Community College District and California School Employees Association (CSEA), Chapter 431.

BACKGROUND

The District recognizes the importance of maintaining safe facilities and operations, for the benefit of the students, faculty, staff and communities we serve. The District and CSEA convened to negotiate the effects of issues related to COVID-19. The attached MOUs reflect the agreed upon provisions for the period of March 17, 2020, through June 30, 2020.

BUDGET IMPLICATIONS

*Funding Source* – Unrestricted general fund

*Status of Funds* – The estimated personnel costs associated with these MOUs are \$198,075 (salary \$180,808; benefits \$17,267) for the 2019-20 year. These costs are unanticipated, but funds have been identified and are included in the 2019-20 budget.

*Future Implications* – It is anticipated that these costs will not be on-going.

RECOMMENDATION

It is recommended the Governing Board approve the attached memorandums of understanding between the Chaffey Community College District and California School Employees Association (CSEA), Chapter 431.

Prepared by:	Susan Hardie, Director, Human Resources
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

**District Proposal #2**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN  
THE CHAFFEY COMMUNITY COLLEGE DISTRICT  
AND  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAFFEY COLLEGE  
CHAPTER #431**

**COVID-19 RESPONSE**

**March 17, 2020**

This memorandum is agreed between The Chaffey Community College District (District) and the California School Employees Association and its Chaffey College Chapter 431 (together "CSEA") concerning the District's response to the coronavirus (COVID-19) epidemic.

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its teachers and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with COVID-19. Care should be taken to identify potential exposure and prevent the spread of the disease.

To these ends, the District and CSEA agree as follows:

- (1) The District will inform CSEA immediately should it learn of a confirmed COVID-19 infection of any District employee or student.
- (2) The District will communicate to employees information regarding public health measures, hygiene, and sanitation to help prevent the spread of the virus and will ensure, to the extent possible under the circumstances, that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer). CSEA will cooperate with the District in any necessary public health actions.
- (3) CSEA will support efforts to maintain funding pursuant to California Code of Regulations §58146 in the event of a closure of any District facilities due to an epidemic.
- (4) Effective at noon, March 17, 2020, only classified employees identified as critical infrastructure employees will need to report to work from March 17, 2020 through March 29, 2020, as needed. Except as set forth in (4)(a), all classified employees who are not critical infrastructure employees will not need to report to work until March 30, 2020. Classified employees who are not identified as critical infrastructure employees will remain in paid status and will not need to use any accruals from March 17, 2020 to March 29, 2020. Any classified employee who is currently on a leave unrelated to COVID-19 will continue to use his/her accrued leave.
  - a. All classified employees who do not need to report to work until March 30, 2020, may, if necessary, be called to return to work during their regular hours before March 30, 2020. During normal work hours, employees must be available to receive calls from the District. If called to return to work, employees must report within two hours or as

directed by the supervisor, whichever is later. Classified employees who are called into work between March 17 and March 29, 2020 shall be regarded as critical infrastructure employees. If an employee has been called into work between March 17 and March 29, 2020, and fails to report, he/she shall be required to use sick or other accruals for absences.

- b. Classified critical infrastructure employees include, but are not limited to the following: all Distance Education Support Staff, all Campus Police, some IT Support Staff, some Maintenance and Operation Support Staff, some accounting, budgeting, purchasing, and warehouse staff, and some student services staff.
- (5) Critical infrastructure employees who are required to report to work from March 17, 2020 to March 29, 2020 shall be paid at a rate of one and one half (1½) of their present rate of pay for the time actually worked.
- (6) If the District deems a member to be a critical infrastructure employee and that employee meets the COVID-19 restrictions identified by the CDC or Governor, or is determined by a doctor to be immunocompromised, the District may require other classified employees to temporarily perform work outside of classification. The District shall pay any reassigned critical infrastructure employee at least 5% or at the first step on the range for the time that they are performing this work, whichever is higher.
- (7) During the period of March 17, 2020 through March 29, 2020, management and other contracted services may perform bargaining unit work, if necessary.
- (8) This MOU is being entered into solely under the context and circumstances of the COVID-19 epidemic and is non-precedent setting.
- (9) The District and CSEA agree to meet to negotiate over any additional effects including an extension of the current provisions contemplated in this MOU, if the coronavirus pandemic or related emergency declaration is extended beyond that which is currently known or contemplated.
- (10) This MOU and all of the provisions herein end on March 29, 2020 unless otherwise extended through a written agreement between the District and CSEA.

It is agreed and understood that this agreement is subject to all approvals required by CSEA's 610 policy.


Dated this <sup>17<sup>th</sup></sup> 16<sup>th</sup> day of March, 2020


Association:

  
Monica Han  
President, CSEA Pomona Chapter #431

  
Noah Snyder  
Labor Relations Representative

District:

  
Lisa Bailey  
Associate Superintendent, Business Services and  
Economic Development

  
Susan Hardie  
Director, Human Resources

**District Counter Proposal #3**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN  
THE CHAFFEY COMMUNITY COLLEGE DISTRICT  
AND  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAFFEY COLLEGE  
CHAPTER #431**

**COVID-19 RESPONSE UPDATED**

**March 25, 2020**

This memorandum is agreed between The Chaffey Community College District (District) and the California School Employees Association and its Chaffey College Chapter 431 (together "CSEA") concerning the District's response to the coronavirus (COVID-19) epidemic.

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its faculty and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with COVID-19. Care should be taken to identify potential exposure and prevent the spread of the disease.

To these ends, the District and CSEA agree as follows:

- (1) The District will inform CSEA immediately should it learn of a confirmed COVID-19 infection of any District employee or student.
- (2) The District will communicate to employees information regarding public health measures, hygiene, and sanitation to help prevent the spread of the virus and will ensure, to the extent possible under the circumstances, that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer). CSEA will cooperate with the District in any necessary public health actions.
- (3) CSEA will support efforts to maintain funding pursuant to California Code of Regulations §58146 in the event of a closure of any District facilities due to an epidemic.
- (4) Effective March 30, 2020, only classified employees identified as critical infrastructure employees will either need to: (1) report to work remotely from March 30, 2020 through May 3, 2020, as needed; or, (2) report to the physical work site, as needed. A district manager or administrator will notify classified employees if they are considered a critical infrastructure employee and need to report to work (remotely or physical work site).

Except as set forth in (4)(a), all classified employees who are not critical infrastructure employees will not need to report to work until May 4, 2020. Classified employees who are not identified as critical infrastructure employees will remain in paid status and will not need to use any accruals from March 30, 2020 to May 4, 2020.

Any classified employee who is currently on a leave unrelated to COVID-19 will continue to use his/her accrued leave.

All classified employees who do not need to report to work (remotely or to the physical work site) until May 4, 2020 may, if necessary, be called to return to work (remotely or to the physical work site) during their regular hours before May 4, 2020. During normal work hours, all employees must be available to receive calls and/or emails from District administrators regarding COVID-19 updates or work-related matters. If called to return to work (remotely or to the physical work site), employees must report within two hours or as directed by the supervisor, whichever is later. Classified employees who are called into work (remotely or to the physical work site) between March 30 and May 4, 2020 shall be regarded as critical infrastructure employees during the time that they are working. If an employee has been called into work between March 30 and May 4, 2020 and fails to report, he/she shall be required to use sick or other accruals for absences.

- (5) Critical infrastructure employees who are required to physically report to their regular assigned work location from March 30, 2020 to May 4, 2020 shall be compensated at 5% above their regularly hourly rate for the time actually worked while at the District work location.
- (6) If the District deems a member to be a critical infrastructure employee, and that employee meets the COVID-19 restrictions identified by the CDC or Governor, or is determined by a certified health care professional to be immunocompromised, the District may require other classified employees to temporarily perform work outside of classification. The District shall pay any reassigned critical infrastructure employee at least 5% or at the first step on the range for the time that they are performing this work, whichever is higher.
- (7) During the period of March 30, 2020 through May 3, 2020, management, confidential, temporary, and other contracted services may perform bargaining unit work, if necessary.
- (8) Employees identified to work remotely are expected to have the necessary equipment to do so. Those who do not will report their equipment needs and the equipment request shall be reviewed by the manager on a case-by-case basis.
- (9) At the District's sole discretion, the District may provide remote desk top access, for those employees temporarily assigned to work remotely.
- (10) The District will comply with all federal and state leave laws regarding COVID-19 that apply to community college classified employees.
- (11) Members considered to be immunocompromised or that meet restrictions identified by the CDC or Governor and that are identified as critical infrastructure employees shall be allowed to work from home, if the District determines that the work can be performed from home. Members that are immunocompromised or that meet restrictions identified by the CDC or the Governor and not able to work on campus shall not have leave deducted from their leave balance due to their immunocompromised status or status meeting the restrictions identified by the CDC or Governor.
- (12) The District will direct members to practice social distancing which includes working at least six (6) feet apart from the next workspace.

- (13) This MOU is being entered into solely under the context and circumstances of the COVID-19 epidemic and is non-precedent setting.
- (14) The District and CSEA agree to meet to negotiate over any additional effects including an extension of the current provisions contemplated in this MOU, if the coronavirus pandemic or related emergency declaration is extended beyond that which is currently known or contemplated.
- (15) This MOU and all of the provisions herein end on May 4, 2020 unless otherwise extended through a written agreement between the District and CSEA. In the event the Governor lifts or eases the current shelter in place directive before May 4, 2020, the District has the right to require that all classified employees return to work under the status quo working terms and conditions that are set forth in the current CSEA-District collective bargaining agreement. In the event that this occurs, the District will adhere to all of the social distancing directives set forth by the Governor or the CDC.

It is agreed and understood that this agreement is subject to all approvals required by CSEA's 610 policy.

Dated this 25<sup>th</sup> day of March, 2020

Association:

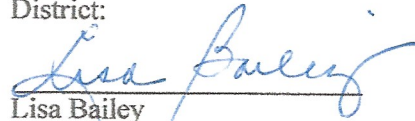


Monica Han  
President, CSEA Chaffey College Chapter #431



Noah Snyder  
Labor Relations Representative

District:



Lisa Bailey  
Associate Superintendent, Business Services and  
Economic Development



Susan Hardie  
Director, Human Resources

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CHAFFEY COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAFFEY COLLEGE  
CHAPTER #431  
COVID-19 RESPONSE UPDATED

May 5, 2020

This memorandum is agreed between The Chaffey Community College District ("District") and the California School Employees Association and its Chaffey College Chapter #431 (together "CSEA") concerning the District's response to the coronavirus (COVID-19) epidemic.

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its faculty and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with COVID-19. Care should be taken to identify potential exposure and prevent the spread of the disease.

To these ends, the District and CSEA agree as follows:

1. The District will inform CSEA immediately should it learn of a confirmed COVID-19 infection of any District employee or student.
2. The District will communicate to employees information regarding public health measures, hygiene, and sanitation to help prevent the spread of the virus and will ensure, to the extent possible under the circumstances, that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer). The District shall take all necessary steps to comply with recommended social distancing guidelines. The District shall supply employees with face coverings and disposable gloves. CSEA will cooperate with this communication effort.
3. CSEA will support efforts to maintain funding pursuant to California Code of Regulations Section 58146 in the event of a closure of any District facilities due to an epidemic.

Effective May 4, 2020, all classified employees will remain in paid status for the duration of this MOU which is from May 4 through, June 30, 2020. During this time, employees will either need to 1) report to work remotely as needed; or 2) report on-site, as needed. Classified employees who are required to work on-site from May 4 through June 30, 2020, shall be compensated at 5% above their regular hourly rate for the time actually worked while at the on-site location. A district manager will notify classified employees by District email of their work assignments.

The district will provide a weekly list of all bargaining unit members that have worked at a District work site to CSEA.

During normal work hours, all employees not working on-site must be available to timely receive and respond to work-related communications and directions, if able, as appropriate to the assignment.

When called to return to work on-site, employees must report within three (3) hours or as directed by the supervisor, whichever is later.

If an employee has been called into work during the period of May 4, 2020 through June 30, 2020, and fails to report, he/she shall be required to use sick or other accruals for absences.

Bargaining unit members shall use video conferencing and other technology in a similar manner as if they were working on-site. Bargaining unit members shall be trained on such technology and software prior to implementation. Bargaining unit members working remotely should take frequent ergonomic breaks, consistent with the District's training.

Any classified employee who is currently on a leave unrelated to COVID-19 will continue to use his/her accrued leave.

4. If an employee is working on-site and meets the COVID-19 restrictions as identified by the CDC or Governor, or is determined by a certified health care professional to be immunocompromised, the employee will be permitted to work remotely. If under the age of 65, the employee must provide documentation from a certified health care professional, to the Office of Human Resources within 30 days. The District may require other classified employees to temporarily perform work outside of classification. Members required to temporarily perform work outside of classification shall be compensated in accordance with Article 18 – Temporary Assignments.
5. Managers shall communicate with bargaining unit members via district email, video conferencing, and/or phone. Employees shall be offered training on computer-based phone systems, Zoom, and other applicable technology and software in order to communicate with students, vendors, and/or other employees prior to implementation. Upon prior notification,



group meetings conducted via Zoom may be recorded for training purposes only. Individual meetings shall not be recorded.

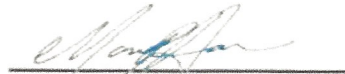
6. Employees who have questions about the Federal "Families First Coronavirus Response Act" HR 6201 can access information on the District's Human Resources website at the following: <https://www.chaffey.edu/humres/Families%20First%20Coronavirus%20Response%20Act.pdf>. This flier is also posted on the HR Public z-drive (intranet) and at various break areas at the District campuses.
7. During the period of May 4, 2020 through June 30, 2020, management and confidential employees may perform bargaining unit work, if necessary. The District will bargain future decisions to contract out bargaining unit work when applicable and required by law.
8. Employees identified to work remotely are expected to have the necessary equipment to do so. In the event employees do not have the necessary equipment, employees will report their equipment needs, and the equipment request shall be reviewed by the manager on a case-by-case basis. Employees who need supplies from the District may arrange with their manager to retrieve such supplies from their work site. Ergonomic support shall be coordinated by the Office of Human Resources.
9. At the District's sole discretion, when needed, the District shall provide remote desk top access, for those employees temporarily assigned to work remotely.
10. The District will comply with all federal and state leave laws regarding COVID-19 that apply to community college classified employees, including members rights to leave per HR 6021, the Families First Coronavirus Response Act.
11. Members that are immunocompromised or that meet restrictions identified by the CDC or the Governor and not able to work on site or remotely shall not have leave deducted from their leave balance due to their immunocompromised status meeting the restrictions identified by the CDC or Governor.
12. The District will direct members to follow San Bernardino County Health Department guidelines and to practice social distancing which includes working at least six (6) feet apart from the next workspace.
13. Disagreements arising from the enforcement of this agreement shall be referred to the grievance procedure as outlined in Article 21 – Grievance Procedure of the collective bargaining agreement.
14. This MOU is being entered into solely under the context and circumstances of the COVID-19 epidemic and is non-precedent setting.

15. The District and CSEA agree to meet to negotiate over any additional effects including an extension of the current provisions contemplated in this MOU, if the coronavirus pandemic or related emergency declaration is extended beyond that which is currently known or contemplated.
  
16. This MOU and all of the provisions herein end on July 1, 2020 unless otherwise extended through a written agreement between the District and CSEA. In addition, in the event the Governor lifts or eases the current shelter in place directive before July 1, 2020, the District has the right to require all classified employees return to work under the current CSEA-District collective bargaining agreement and will bargain additional effects, if any, of the return to work. In the event that this occurs, the District will continue to provide the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer). Further, the District will continue to adhere to all of the social distancing and other directives set forth by the Governor or the CDC or San Bernardino County Health Department.

It is agreed and understood that this agreement is subject to all approvals required by CSEA's 610 policy.

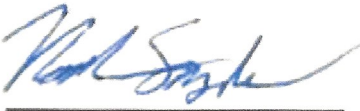
Dated this 5<sup>th</sup> day of May 2020.

Association:



Monica Han

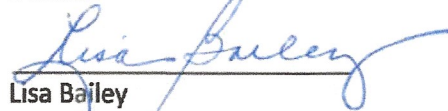
President, CSEA Chaffey College Chapter #431



Noah Snyder

Labor Relations Representative

District:



Lisa Bailey

Associate Superintendent, Business Services  
and Economic Development

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

May 28, 2020

Board Meeting Date

TOPIC      **MEMORANDUMS OF UNDERSTANDING – CHAFFEY COMMUNITY COLLEGE DISTRICT AND CHAFFEY CHILD DEVELOPMENT CENTER FACULTY ASSOCIATION (CDCFA)**

Communication No.    IV.E.4.c

SUPPORTS BOARD POLICY

**Board Policy 7140, Collective Bargaining** – The superintendent/president shall:

- Conduct collective bargaining in a manner that is fair, applies principles of interest-based bargaining, and complies with Governing Board-established parameters.
- Approve collective bargaining contracts.

PROPOSAL

It is recommended that the Governing Board approve the attached memorandums of understanding between the Chaffey Community College District and Chaffey Child Development Center Faculty Association (CDCFA).

BACKGROUND

The District recognizes the importance of maintaining safe facilities and operations, for the benefit of the students, faculty, staff, and communities we serve. The District and CDCFA convened to negotiate the effects of issues related to COVID-19. The attached MOUs reflect the agreed upon provisions for the period of March 18, 2020, through December 18, 2020.

BUDGET IMPLICATIONS

*Funding Source* – Unrestricted general fund

*Status of Funds* – The total estimated personnel benefit costs associated with these MOUs are \$82,224. The estimated benefits costs are \$18,272 for the 2019-20 year. These costs are unanticipated, but funds have been identified and are included in the 2020-21 budget. The estimated personnel benefit costs will be \$63,952 for the 2020-21 year. Funds for 2020-21 will be included in the 2020-21 budget.

*Future Implications* – It is anticipated that these costs will not be on-going.

RECOMMENDATION

It is recommended the Governing Board approve the attached memorandums of understanding between the Chaffey Community College District and Chaffey Child Development Center Faculty Association (CDCFA).

Prepared by:	Susan Hardie, Director, Human Resources
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

**MEMORANDUM OF UNDERSTANDING BETWEEN  
CHAFFEY COMMUNITY COLLEGE DISTRICT AND CHAFFEY CDC FACULTY ASSOCIATION  
REGARDING COVID-19 AND FURLOUGHS**

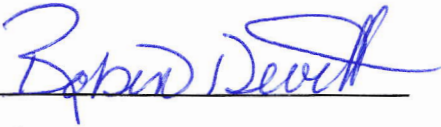
The Chaffey Community College District ("District") and Chaffey CDC Faculty Association ("Association") enter this Memorandum of Understanding ("MOU") regarding COVID-19 and the mutual decision to furlough permanent unit members through December 18, 2020.

The Parties agree to the following:

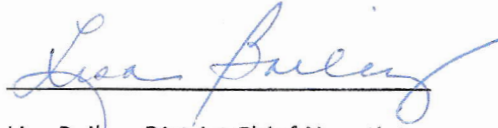
1. As a result of the COVID-19 crisis and in an attempt to protect the health and safety of the Chaffey Community, the District temporarily closed its Child Development Center on March 18, 2020; Child Development Center teachers have remained in paid status since that date.
2. Due to the move to remote instruction and student services in order to continue to protect the health and safety of the Chaffey Community, the Child Development Center will be closed from May 22, 2020 through August 11, 2020, which is the summer session. The Child Development Center will remain closed through the fall 2020 semester.
3. The District and the Association have mutually agreed to furlough permanent unit members from August 12, 2020 through December 18, 2020.
4. While on furlough, Association unit members are not expected to report to work or perform any of their job functions or duties.
5. While on furlough, Association unit members will not receive their salary from the District; however, Association unit members will continue to receive their District medical, dental, vision and life insurance benefits during the time of the furlough.
6. Association unit members will not continue to earn or accrue sick time during the time of the furlough.
7. Association unit members will not continue to earn CalSTRS or CalPERS service credit (i.e., the District will not pay into CalSTRS/CalPERS) during the time of the furlough.
8. The District agrees not to contest Association unit members' application for unemployment insurance benefits made during the time of the furlough, but will respond truthfully to inquiries from the California Employment Development Department. The District makes no representation regarding the availability of benefits upon application. The Association and its unit members understand that the determination as to eligibility for unemployment insurance benefits is made by the State of California Employment Development Department. Any denial of benefits has no bearing on the validity of this MOU.
9. When the District reopens its Child Development Center on or around January 4, 2021, all permanent Association unit members that were furloughed will have the first right to re-

employment at the Child Development Center. Upon return, furloughed employees will resume at the salary and step level where they left off on the first day of this furlough.

10. This MOU expires on December 18, 2020. After the expiration of this MOU, the current 2018-2021 Agreement between the District and Association will return to full effect and this MOU shall be null and void. However, if the District decides not to reopen its Child Development Center by January 4, 2021, the District agrees to meet and confer with the Association in advance regarding the effects of that decision.



Robin Devitt, CCFA Chief Negotiator



Lisa Bailey, District Chief Negotiator

5-17-2020

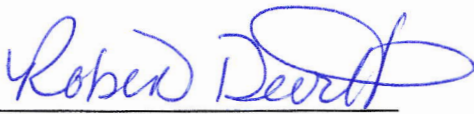
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5-17-2020

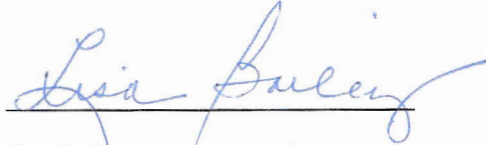
Date

**MEMORANDUM OF UNDERSTANDING BETWEEN  
CHAFFEY COMMUNITY COLLEGE DISTRICT AND CHAFFEY CDC FACULTY ASSOCIATION  
REGARDING COVID-19**

The Chaffey Community College District ("District") and Chaffey CDC Faculty Association ("Association") enter this Memorandum of Understanding ("MOU") regarding COVID-19. Due to the move to remote instruction in order to continue to protect the health and safety of the Chaffey Community, the Child Development Center will remain closed through the fall 2020 semester. Temporary Child Development Center teachers (Ingrid Solorzano and Michelle De La Cruz) shall not, therefore, be offered a contract to work beyond May 21, 2020 through the fall 2020 semester. However, the parties agree that the two temporary, Child Development Center unit members, who are employed at the time this Agreement is executed, shall receive one additional month (through June 30, 2020) of paid District medical, dental, vision, and life insurance benefits.



Robin Devitt, CDCFA Chief Negotiator



Lisa Bailey, District Chief Negotiator

5-17-2020

Date

5-17-2020

Date

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

May 28, 2020  
Board Meeting Date

TOPIC **MEMORANDUMS OF UNDERSTANDING – CHAFFEY COMMUNITY COLLEGE DISTRICT AND CHAFFEY COLLEGE FACULTY ASSOCIATION (CCFA)**

Communication No. IV.E.4.d

SUPPORTS BOARD POLICY

**Board Policy 7140, Collective Bargaining** – The superintendent/president shall:

- Conduct collective bargaining in a manner that is fair, applies principles of interest-based bargaining, and complies with Governing Board-established parameters.
- Approve collective bargaining contracts.

PROPOSAL

It is recommended that the Governing Board approve the attached memorandums of understanding between the Chaffey Community College District and Chaffey College Faculty Association (CCFA).

BACKGROUND

The District recognizes the importance of maintaining safe facilities and operations, for the benefit of the students, faculty, staff, and communities we serve. The District and CCFA convened to negotiate the effects of issues related to COVID-19. The attached MOUs reflect the agreed upon provisions for the period of March 13, 2020, through January 5, 2021.

BUDGET IMPLICATIONS

*Funding Source* – Unrestricted general fund

*Status of Funds* – The total estimated personnel costs associated with these MOUs are \$1,060,224. The estimated personnel costs \$480,974 (salary \$399,314; benefits \$81,660) for the 2019-20 year. These costs are unanticipated, but funds have been identified and are included in the 2019-20 budget. The estimated personnel costs will be \$579,250 (salary \$481,250; benefits \$98,000) for the 2020-21 year. Funds for 2020-21 will be included in the 2020-21 budget.

*Future Implications* – It is anticipated that these costs will not be on-going.

RECOMMENDATION

It is recommended the Governing Board approve the attached memorandums of understanding between the Chaffey Community College District and Chaffey College Faculty Association (CCFA).

Prepared by:	Susan Hardie, Director, Human Resources
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CHAFFEY COMMUNITY COLLEGE DISTRICT  
AND  
CHAFFEY COLLEGE FACULTY ASSOCIATION  
REGARDING COVID-19 CORONAVIRUS

The Chaffey Community College District ("District") and Chaffey College Faculty Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the issues related to the coronavirus COVID-19 ("coronavirus").

The parties recognize that staff may need to self-quarantine, become quarantined, and/or the District may need to close a school or schools on an emergency basis to slow the spread of illness arising from the coronavirus during the 2019-20 school year.

This MOU and all of the provisions herein commence on March 13, 2020 and end on May 20, 2020 (with the exception of item 13 below which will expire on July 31, 2020) unless otherwise extended through a written agreement between the District and the Association. At the end of this agreement, unit members return to work under the status quo working terms and conditions that are set forth in the current Association-District Collective Bargaining Agreement ("CBA").

The parties agree to the following:

1. Effective March 23, 2020, all faculty will be working remotely through the spring 2020 semester. This assignment is inclusive of but not limited to instruction, student support, and office hours.
2. All faculty shall be provided a \$250 stipend in recognition for self-directed preparation and/or training for online delivery of courses and services for the spring 2020 semester. In accordance with Ed Code Section 87482.5 such staff development compensation shall not be used for the purposes of calculating eligibility for contract or regular status.
3. All part-time instructional faculty shall be compensated \$100 in recognition for course conversion of face-to-face/hybrid to online of each lecture course taught. All part-time instructional faculty shall be compensated \$200 in recognition for course conversion of face-to-face/hybrid to online of each lab/activity or lecture/lab course taught. In accordance with Ed Code Section 87482.5 such professional ancillary activity compensation shall not be used for the purposes of calculating eligibility for contract or regular status.
4. Any faculty who need standard hardware (laptops, headsets, webcam) to support their online assignment shall be supported by the District. The costs associated with maintaining an ergonomic and remote work environment shall be the responsibility of the employee. However, the District will provide guidance and/or technical support to employees who have inquiries regarding ergonomic work environments. Any other requests will be considered by the appropriate associate superintendent on a case-by-case basis.
5. All faculty whose courses were converted to online delivery will provide to the first level manager 24 hours of "student access" to course shells on a mutually agreed upon date during the spring 2020 semester.
6. Any part-time faculty whose courses were suspended as a result of external mandates shall be given priority consideration for reemployment during the summer 2020 semester.



MEMORANDUM OF UNDERSTANDING  
REGARDING COVID-19 CORONAVIRUS

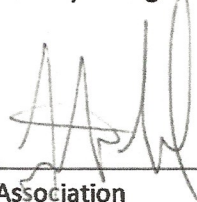
7. All faculty who have a Flex obligation on April 21, 2020 will also be provided 4-7 hours of flex credit in recognition for preparation for online delivery of courses and services during the spring 2020 semester.
8. Faculty with C1, C2, or C3 status who have not yet been evaluated and received an overall satisfactory evaluation rating during the fall 2019 semester shall not be evaluated in the spring 2020 semester.
9. Evaluations for all faculty whose observations and student evaluations have been completed will be extended through the 16<sup>th</sup> week of the spring 2020 semester to conclude the evaluation meetings. The evaluatee will be given the opportunity to initial, sign, and submit electronically. They may also submit the fully executed evaluation by US mail.
10. The part-time faculty evaluation process will be modified as follows: during the spring 2020 semester part-time faculty evaluations that are required but not yet completed shall be conducted using a modified narrative evaluation form without an overall rating, (see Appendix A) applying existing time frames. Part-time faculty whose observation occurred after March 30, 2020 shall be reevaluated in the fall 2020 semester.
11. Part-time faculty evaluations that occurred after March 30, 2020 will not be considered as part of the tier advancement process.
12. Contract regular faculty who were in the process of being evaluated in the spring 2020 semester shall have their evaluations completed in the fall 2020 semester. The evaluation committee will use all of the completed materials as of March 30, 2020 and any additional outstanding materials.
13. The deadline for submission of column advancement documentation shall be extended to July 31, 2020. This will be an extension only for 2020.
14. The deadlines for completing the following processes shall be extended to May 15, 2020: applications for small department grants, coordinator evaluations, and announcements for coordinator positions.

This MOU is being entered into solely under the context and circumstances of the COVID-19 pandemic and is non-precedent setting.

The District and Association agree to meet to negotiate any additional effects including an extension of the current provisions contemplated in this MOU, if the Coronavirus pandemic or related emergency declaration is extended beyond that which is currently known or contemplated.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this 7<sup>th</sup> day of April 2020.

Chaffey College Faculty Association



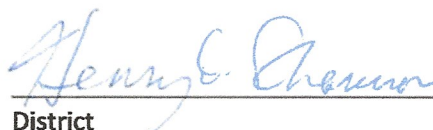
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Association

APRIL 7, 2020

Date

Chaffey Community College District



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District

April 9, 2020

Date

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CHAFFEY COMMUNITY COLLEGE DISTRICT  
AND  
CHAFFEY COLLEGE FACULTY ASSOCIATION  
REGARDING COVID-19 CORONAVIRUS

The Chaffey Community College District ("District") and Chaffey College Faculty Association ("Association") enter this Memorandum of Understanding ("MOU") regarding the issues related to the coronavirus COVID-19 ("coronavirus").

The parties recognize that staff may need to self-quarantine, become quarantined, and/or the District may need to close a campus or campus sites on an emergency basis to slow the spread of illness arising from the coronavirus during the summer session 2020. While Article 19.1 states that Distance education assignments shall be on a voluntary basis, the District and the Association mutually agree to suspend the first two paragraphs included in Article 19.1 through the end of the fall 2020 semester. At the end of this agreement, unit members return to work under the status quo working terms and conditions that are set forth in the current Association-District Collective Bargaining Agreement ("CBA").

All faculty scheduled to work remotely during summer 2020 must be Canvas certified by the District by May 29, 2020. All faculty scheduled to work remotely during fall 2020 must be Canvas certified and ergonomically trained by June 30, 2020.

**SUMMER 2020 SESSION**

The parties agree to the following:

1. Effective June 1, 2020, all faculty with summer assignments will work remotely through August 7, 2020. This assignment is inclusive of instruction and student support.
2. All faculty shall be provided access to both guided and self-directed training/course preparation for remote course and services delivery. Additionally, the District is committing to the continuation of discipline-specific FOSAs who will act as coaches.
3. Canvas certification must demonstrate basic competencies in the District's current Learning Management System (LMS). Certification can be accomplished in one of the following ways:
  - Completion of District-approved training
  - Certification through a District-approved provider, the purchase of the training will be reimbursed upon completion
  - Certification from an accredited college

**FALL 2020 SEMESTER**

The parties agree to the following:

1. Effective August 12, 2020, faculty will work remotely through January 5, 2021. This assignment is inclusive of all activity listed under 18.2.3 as well as instruction, student support, and office hours.
2. All faculty shall be provided access to both guided and self-directed Canvas training/course preparation for remote course and services delivery. Additionally, the District is committing resources including but not limited to the following:

MEMORANDUM OF UNDERSTANDING  
REGARDING COVID-19 CORONAVIRUS

- The continuation of discipline specific FOSAs who will act as coaches.
  - Expanded access to test proctoring software.
  - Focused training for Mathematics and Sciences instruction, including expertise from other colleges to assist with design and assessment methodologies.
  - Expanded access to virtual laboratory tools.
  - Ergonomic support in coordination with Human Resources on a case-by-case basis.
  - Ergonomics as directed by Human Resources and Canvas certification training as required will be compensated \$125.
3. All instructional faculty shall be compensated \$100 in recognition for course conversion of face-to-face/hybrid to online of each lecture course section taught during the fall 2020 semester. All instructional faculty shall be compensated \$200 in recognition for course conversion of face-to-face/hybrid to online of each lab/activity or lecture/lab course section taught during the fall 2020 semester. This compensation does not apply to sections that were converted to online prior to spring 2020.

In accordance with Ed Code Section 87482.5 such staff development compensation shall not be used for the purposes of calculating eligibility for contract or regular status.

4. All faculty whose courses were converted to online delivery for fall 2020 will provide to the first level manager 24 hours of "student access" to course shells on a mutually agreed upon date during the fall 2020 semester to ensure that the section has been converted. This review is not conducted as part of the contractual evaluation process.
5. Supply requests needed to supplement instruction will be submitted to the dean for approval. Protocol will follow shortly to determine the process of supply attainment.
6. For fall 2020 each faculty member will be compensated \$50 in recognition for additional costs associated with remote instruction and service and ergonomic supplies for items not covered in item 5.
7. For the fall 2020 schedule of classes full time faculty will be provided with the option to identify specific courses as synchronous or asynchronous which will be represented in the schedule of classes.
8. The dean will contact individual faculty who were originally scheduled to teach large sized sections (1.5 or 2.0) to determine if they want those to be a single designation. If the faculty member does not respond to the deans inquiry by the deadline the section will remain as originally scheduled.
9. All faculty who have a Flex obligation during fall 2020 will be provided 4-7 hours of flex credit in recognition for preparation for online delivery of courses and services during the fall 2020 semester. Online verification will be required.
10. Contract regular faculty who are scheduled to be evaluated in fall 2020 shall have the option of having that evaluation conducted in the fall 2020 or spring 2021.
11. Faculty with C1, C2, C3, or C4 status will be evaluated in accordance with Article 20.5 of the current District/CCFA Agreement.

MEMORANDUM OF UNDERSTANDING  
REGARDING COVID-19 CORONAVIRUS

12. Part-time faculty who were scheduled in 2019-2020 and were not evaluated prior to March 30, 2020 will be evaluated in accordance with the current District/CCFA Agreement.
13. Part-time faculty who were scheduled to be evaluated in 2020-21 shall have the option of having that evaluation conducted in the fall 2020 or spring 2021.
14. In accordance with Article 18.3.6, full-time faculty who fall short of their minimum load requirements during the fall 2020 semester shall have their assignments adjusted within two years.

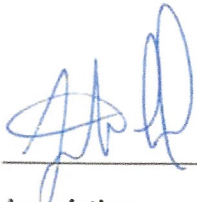
This MOU is being entered into solely under the context and circumstances of the COVID-19 pandemic and is non-precedent setting.

The District and Association agree to meet to negotiate any additional effects including an extension of the current provisions contemplated in this MOU, if the Coronavirus pandemic or related emergency declaration is extended beyond that which is currently known or contemplated.

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum of Understanding this 19<sup>th</sup> day of May 2020.

Chaffey College Faculty Association

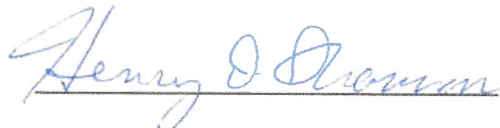
Chaffey Community College District



Association

5/19/2020

Date



District

May 19, 2020

Date

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

May 28, 2020

Board Meeting Date

TOPIC      **APPROVAL TO CONTRACT BY ON CALL PROFESSIONAL SERVICES AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES**

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Communication No.    IV.F.1.a

SUPPORTS BOARD POLICY

Supports and complies with Policies 2700 Conflict of Interest, 6100 Delegation of Authority, 6330 Purchasing, 6340 Contracts, and 6600 Capital Construction.

PROPOSAL

To authorize the District to enter into two, five-year term, on-call professional services agreements in the amount not to exceed \$5,000,000 each with Bernards Bros., Inc. of Ontario, California and Safework, Inc. of Irvine, California, for Request for Qualifications/Proposals (RFQ/P) No. 2020PW579 Construction Management Services. The District is hiring two firms to perform construction and project management services and add necessary staffing augmentation 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 construction and project management services and add necessary staffing augmentation for all locations. On April 6, 2020, the district released RFQ/P 2020PW579 Construction Management Services. The RFQ/P 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. Sixteen firms submitted proposals by the RFQ/P deadline on April 24, 2020. District staff evaluated each proposal based on the evaluation criteria as identified in the RFQ/P. Upon completion of the due diligence review, Bernards Bros., Inc. of Ontario, California and Safework, Inc. of Irvine, California were determined by staff to be the best qualified to perform construction management services and provide necessary staffing augmentation 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, five-year term, on-call professional services agreements in the amount not to exceed \$5,000,000 for each agreement with Bernards Bros., Inc. of Ontario, California and Safework, Inc. of Irvine, California for Request for Qualifications/Proposals No. 2020PW579 Construction Management Services.

Attachment: RFQ/P 2020PW579: Construction Management Services Firm Proposals

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

## RFQ 2020PW579 – Construction Management Services

Firm Name	City	State
AECOM Technical Services	Ontario	CA
ANSER Advisory Management	Santa Ana	CA
Arcadis US Inc.	Los Angeles	CA
Bernards	Ontario	CA
California Construction Management Ontario	Ontario	CA
Cordoba Corporation Los Angeles	Los Angeles	CA
Cumming Management Group Los Angeles	Los Angeles	CA
Gardiner & Theobald Los Angeles	Los Angeles	CA
JGM, Inc. San Bernardino	San Bernardino	CA
JLL Irvine	Irvine	CA
Ledesma & Meyers	Rancho Cucamonga	CA
NEFF Construction, Inc.	Ontario	CA
Safeworks, Irvine	Irvine	CA
Simpson & Simpson Management	Alhambra	CA
Tilden-Coil Construction	Riverside	CA
Vanir Construction Management	San Bernardino	CA

\*Sixteen firms submitted proposals by the RFQ deadline on April 24, 2020

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

May 28, 2020  
Board Meeting Date

TOPIC CONTRACT, PURCHASE ORDER, AND WARRANT LISTS

Communication No. IV.F.1.b

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 April 2020.

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 D. Shannon, Superintendent/President

## CONTRACT AND CHANGE ORDER LIST<sup>1</sup>

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2020CS546	Anthony Blacksher	Perris, CA	For a not-to-exceed amount, perform at Hip-Hop Studies Summit on February 28, 2020, as approved by Special Populations and Equity Program.	\$350.00	Unrestricted General Fund
2020CS576	B'Jon Carter	Long Beach CA	For a not-to-exceed amount, perform at Hip-Hop Studies Summit on February 28, 2020, as approved by Special Populations and Equity Program.	350.00	Unrestricted General Fund
2020CS526	Brian Bourdreaux	Upland CA	For a not-to-exceed amount, provide photography services for several events at the Rancho Cucamonga Campus, for the period of February 3, 2020 through June 30, 2020, as approved by Marketing and Public Relations.	1,000.00	Unrestricted General Fund
2020CS54	Brian Vanderzanden	Beaumont, CA	Amendment 1 to increase the not-to-exceed amount for additional training services for District's business clients and community partners, as approved by Economic Development.	22,927.00	Unrestricted General Fund
2020PW452	Brandow & Johnston	Los Angeles, CA	Amendment 2 to increase the not-to-exceed amount to provide additional structural engineering services for the Kline Center Building (A, B, and C site), located in Ontario, CA, as approved by Administrative Services.	13,500.00	Measure P Bond Fund
2020CS594	Eide Bailly	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide assistance in the filing of Continuing Disclosure Reports for bond issuances from 2002 through 2019, as approved by Business Services and Economic Development.	11,400.00	Unrestricted General Fund
2020CS487	Feeding America	Riverside, CA	For a not-to-exceed amount, to deliver and distribute perishable and non-perishable food for students at the Rancho Cucamonga, Fontana and Chino Campuses, for the period of May 1, 2020 through June 30, 2020, as approved by Special Populations and Equity Program. <sup>2</sup>	18,520.84	Restricted General Fund
2020PW440	Geocon West, Inc.	Irvine, CA	Amendment 1 to increase the not-to-exceed amount for additional Phase 2 Environmental Site Assessment services and to extend the term end date from February 28, 2020 to April 30, 2020, as approved by Administrative Services.	8,850.00	Measure P Bond Fund
2020CS242	The Business Cavalry	San Pedro, CA	Amendment 1 to increase the not-to-exceed amount for additional training service, as approved by Economic Development. <sup>3</sup>	35,000.00	Restricted General Fund
2020PW98	HMC Group	Ontario, CA	Amendment 1 to increase the not-to-exceed amount to provide additional services to design a campus mall and development of the area between the eastern edge of the New Instructional Building and Eucalyptus Avenue at the Chino Campus, as approved by Administrative Services.	38,767.00	Capital Projects and Measure L/P Bond Funds

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

<sup>2</sup> Funded by Hunger Free Campus Initiative Donation funds.

<sup>3</sup> Funded by Economic Development grant funds.



2020CS111	Immaculata Studios, LLC	Coram, MT	Amendment 2 to increase the not-to-exceed amount for additional advertising services, as approved by Marketing and Public Relations.	\$21,500.00	Unrestricted General Fund
2020CS581	Jean Honny	Riverside, CA	For a not-to-exceed amount, to provide services and complete a summary of recommendations and required documentation for the Dental Hygiene Program initiation, in collaboration with District employees, for the period of March 1, 2020 through October 1, 2020, as approved by Health Sciences. <sup>4</sup>	7,400.00	Restricted General Fund
2020CS595	Jessica Wimbley	Sacramento, CA	For a not-to-exceed amount, participate as a guest Curator during the "Biomythography" exhibition for the Wignall Museum of Contemporary Art, beginning February 10, 2020 through April 10, 2020, as approved by Visual and Performing Arts.	500.00	Unrestricted General Fund
2020CS519	John Jennings	Riverside, CA	For a not-to-exceed amount, provide services as a keynote speaker for Hip Hop Studies Summit held on February 28, 2020, as approved by Special Populations and Equity Program. <sup>5</sup>	500.00	Restricted General Fund
2020CS582	Kelikani Consulting, LLC.	Beaumont, CA	For a not-to-exceed amount, to provide video editing video services for "Transforming the Student Experience," as approved by Marketing and Public Relations.	240.00	Unrestricted General Fund
2020CS535	Lisa Vinebaum	Chicago, IL	For a not-to-exceed amount, visiting artist will participate/provide lecture in Fashion-Conscious, Reception for the Artists on January 15, 2020, as approved by Visual and Performing Arts.	150.00	Unrestricted General Fund
2020PW592	Mobile Modular Management Corp	Mira Loma, CA	To assume the five-year lease term for a mobile modular building previously used by Kitchell to provide office space for Measure P program and project management services on the Rancho Cucamonga Campus, as approved by Administrative Services.	30,050.20	Measure P Bond Fund
2020PW274B	Place Works, Inc.	Santa Ana, CA	Task Order 2 to the District's RFQ #2020PW274 California Environmental Quality Act (CEQA). Professional will prepare a comprehensive, project-level environmental Impact Report (EIR) encompassing impacts resulting from planning, and construction for all projects under Phase 1 through Phase 5 that includes all New Buildings, Renovation & Modernization as well as tenant improvement of existing buildings, site work and campus improvement scope of work, for the period of March 18, 2020 through August 31, 2021, as approved by Administrative Services.	254,179.00	Measure P Bond Fund
2020CS198	Precision Security & Protective Services	Santa Ana, CA	Amendment 1 to increase the not-to-exceed amount for additional security services, as approved by Chino Campus.	3,278.00	Unrestricted General Fund

<sup>4</sup> Funded by Strong Workforce budget.

<sup>5</sup> Funded by Student Equity budget.

2020PW395A	Psomas	Los Angeles, CA	Task 1 to the District's RFQ # 2020PW395 Underground Utilities Locate Service Pool. Professional will perform substructure utility detecting, surveying and mapping to locate and document the horizontal and vertical location of underground utilities including domestic and firewater, gas, power, waste, sewer, storm drain, communications, cable/TV/telecom, for all four (4) quadrants covering the Rancho Cucamonga Campus, through August 31, 2020, as approved by Administrative Services.	\$232,570.00	Measure P Bond Fund
2020CS75	Richard Cortez	Rancho Cucamonga, CA	Amendment 3 to increase the not-to-exceed amount for additional training services, as approved by Economic Development. <sup>6</sup>	23,957.50	Restricted General Fund
2020CS591	Robert Eyer	Petaluma, CA	For a not-to-exceed amount, conduct a Webinar on economic recovery using Zoom on April 24, 2020, as approved by Economic Development. <sup>7</sup>	1,000.00	Restricted General Fund
2020CS597	Saemee Lyu	Pomona, CA	For a not-to-exceed amount, the following services will be provided: review of syllabus, self-evaluation, tests and handouts; and to conduct and complete classroom observations, for the period of February 7, 2020 through March 13, 2020, as approved by Chino Campus.	250.00	Unrestricted General Fund
2020CS598	Shannon Smith	Pomona, CA	For a not-to-exceed amount, provide announcing services for all Men and Women's Basketball home contests, for the period of February 12, 2020 through March 4, 2020, as approved by Kinesiology, Nutrition and Athletics.	275.00	Auxiliary Services Fund
2020CS81	Solomon Law, APC	Los Angeles, CA	Amendment 2 to increase the not-to-exceed amount, to provide additional workplace investigation services, as approved by Human Resources.	30,000.00	Unrestricted General Fund
2020CS588	Study Smart Tutors, Inc.	Playa Vista, CA	For a not-to-exceed amount, provide American College Testing preparation classes for Upward Bound program students, for the period of December 1, 2019 through March 31, 2020, as approved by Upward Bound. <sup>8</sup>	5,550.00	Restricted General Fund
2020CS578	TechSmith Corporation	Okemos, MI	Year 1 of a 3-Year Site License Agreement to amend TechSmith's standard End User License Agreement for software Camtasia for Windows and Mac, as approved by Instruction and Institutional Effectiveness. <sup>9</sup>	41,229.18	Restricted General Fund
2020PW408	Terracon Consultants, Inc.	Colton, CA	Amendment 1 extend the term end date from December 31, 2019 to February 15, 2020 due to additional time needed to complete work related to the Phase I Environmental Site Assessment, part of Measure P Projects, as approved by Administrative Services.	No Cost Impact	Measure P Bond Fund

<sup>6</sup> Funded by Economic Development grant funds.

<sup>7</sup> Funded by Economic Development grant funds.

<sup>8</sup> Funded by Upward Bound grant funds.

<sup>9</sup> Funded by Economic Development grant funds.

2020CS561	Tobin Construction	Alta Loma, CA	For a not-to-exceed amount, to provide general contracting services in the Old Administration Building, Rooms 103A and 107. The scope of work includes removing interior wall and door, install new beam to support ceiling rafter and to tie in existing light fixture in adjacent room, installing drywall and plywood mount boards on wall for new data and phone lines, for the period of March 31, 2020 through June 30, 2020, as approved by Special Populations and Equity Programs. <sup>10</sup>	\$13,600.00	Restricted General Fund
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***List reflects contracts entered into and change orders to existing contracts through April 30, 2020.<sup>11</sup>***

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<sup>10</sup> Funded by Student Equity budget.

<sup>11</sup> 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 April 2020

### GENERAL FUNDS ( 10 )

PAYROLL	7,571,023.43	
COMMERCIAL	<u>4,473,477.72</u>	
<b>TOTAL FUND ( 10 )</b>		12,044,501.15

**SCHEDULED MAINTENANCE FUND ( 42 )** 64,179.00

**BUILDING FUND (40 and 43)** 13,271,465.73

**EARLY RETIREMENT FUND ( 61 )** 915.03

**VACATION LIABILITY (69)** -

**CAPITAL OUTLAY PROJECT FUND ( 41 )** 204,618.17

### CHILD DEVELOPMENT FUND ( 33 )

PAYROLL	95,995.46	
COMMERCIAL	<u>263,219.37</u>	
<b>TOTAL FUND ( 33 )</b>		359,214.83

**TOTAL ALL FUNDS** \$ 25,944,893.91

### PAYROLL WARRANT/ADVICE NUMBERS

126819-126920      429266-432559      (Void 126919, 429544-430351, 431832-432195)

### COMMERCIAL WARRANT NUMBERS

1015155-1015208      1729557-1730218

### PURCHASE ORDER NUMBERS

BPO's	14527-14532	\$	74,200.00	
PO's	54413-54502	\$	857,695.61	(Void 54428)