



AGENDA
MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT
Thursday, October 22, 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/leadership/governingboard.php>

Public comments for this meeting will only be accessible via email and should be sent to 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 October 22, 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 (2:00 p.m.)
- II. **CLOSED SESSION**
 - A. PUBLIC COMMENTS ON CLOSED SESSION AGENDA
 - B. RECESS TO CLOSED SESSION
- III. **STUDY SESSION**
 - A. CONVENE IN OPEN SESSION
 - B. AGENDA
 1. Environmental Sustainability Update
 2. Maintenance and Operations Update
- IV. **REGULAR SESSION**
 - A. RECONVENE IN REGULAR SESSION
 1. Pledge of Allegiance
 - B. PUBLIC COMMENTS
 - C. COMMUNITY LINKAGES
 1. Governing Board
 2. Legislative Update
 3. Presentations
 4. Foundation
 - D. REPORTS
 1. Closed Session Actions
 2. Monitoring
 - a. Library/Cybraries Monitoring Report

E. CONSENT AGENDA

1. Governance Process
 - a. Approval of Minutes, September 24, 2020
 - b. Approval of Minutes, October 16, 2020
2. General Institution
 - a. Accreditation Mid-Term Report
3. Business/Fiscal Affairs
 - a. Budget Increase – Restricted General Fund
 - b. Title V Developing Hispanic-Serving Institutions (HIS) Grant – FY 2020-2025
 - c. Quarterly Budget Transfer Report

F. ACTION AGENDA

1. Business/Fiscal Affairs
 - a. Contract, Purchase Order, and Warrant Lists
 - b. Emergency Repair of Boilers

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, November 18, 2020.

Complete agenda may be viewed at www.chaffey.edu/leadership/governingboard.php

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

October 22, 2020

Board Meeting Date

TOPIC LIBRARY/CYBRARIES MONITORING REPORT

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

BP 4040 Library Services - The District shall have library services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.

ACTIVITIES THAT ADDRESS THE BOARD POLICY

The Library/Cybraries Monitoring Report provides a summary of the 2019-2020 activities of the Rancho Library, Chino Cybrary and Fontana Cybrary locations in support of the quality of the institution's instructional programs and student success by providing library services, instruction and resources that are sufficient in quantity, depth and variety to facilitate educational offerings at all campus locations as well as distance education.

MEANS OF ASSESSMENT

The Library/Cybraries Monitoring Report is derived from annual statistics for entrances, circulation, online database usage, service desk transactions, collection size as well as student surveys from library orientation sessions and online student sessions. The Library's annual in-person student survey was scheduled for April 2020, but was disrupted and unable to be distributed due to the pandemic.

SUMMARY OF EVIDENCE

The Library continues to provide valuable resources and support for all Chaffey College students. 824,588 Database Searches and 650,120 Database retrievals were done during the reporting cycle. In addition, 265,556 visits to the Library website occurred. 423 Bibliographic Instructions sessions (workshops) were conducted by faculty Librarians, totaling 10,766 student participants. 15,526 research questions were also fielded by the support team during the reporting cycle.

Due to the pandemic and the uncertainty in the spring semester which caused disruption in previously scheduled library research sessions, as well as creating additional challenges for students in staying focused on the remaining spring semester, there was an overall drop in student usage across almost all areas of the Library. The one area where there were strong increases was in the database usage and article retrievals. Database usage increased from 778,620 in 2018-19 to 824,588 in 2019-20 an increase of 6%. Article retrievals increased from 391,740 to 650,120 in 2019-20 an increase of 66%, which shows that the librarians' decision at the start of the pandemic to solely focus on acquisitions of crucial online resources, such as the new SWANK feature films database and textbook purchases was well founded.

In terms of Collection, students have access to over 33 databases; 189,297 eBooks; and 80,319 print books. 5,261 textbook loans occurred during the reporting cycle—somewhat limited by the suspension of on-campus services as a result of the pandemic. In addition, 14,613 other types of resources were checked-out by students.

LIBRARY/CYBRARIES MONITORING REPORT

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The Library faculty and staff are constantly exploring and developing innovative outreach and support strategies. 24/7 Librarian Chat is now available to answer student research questions. The Library team leads the effort for Open Educational Resources that provide students with low-cost/no-cost course materials. In addition, the Library supports a variety of student engagement efforts: OBOC Poetry Contest, Zine Fest, and resources for different “Awareness” month programming.

STUDENT SURVEYS

The Library’s annual in-person student survey was scheduled for April 2020, but was unable to be distributed due to the pandemic. The survey will be redesigned and implemented in spring 2021 to ensure library services and new online deliveries are working for students.

USE OF RESULTS FOR PLANNING

OUTREACH AND DISTRIBUTION OF SERVICES:

Goal 1: *Extend equity of access to Library services to better meet the needs of the Chino, Fontana and Distance Education communities.*

As indicated by student surveys, extended operational hours, and additional librarian faculty and staff to implement them are needed in the Chino and Fontana Cybraries to maintain current operational hours as well improve evenness of services at our desks. Providing support to classes meeting outside normal operational hours, online or through Turning Point are also being explored.

Goal 2: *Realign collection management strategy to improve relevancy of and access to Library resources to better support student needs and instruction programs.*

The Library team has made progress on improving the currency and relevance of collections, circulation rates continue to drop as our searches and retrievals of online resources continue to increase. Especially in light of the COVID-19 situation, the team is working to optimize access to online resources and ensure those online resources meet the breadth and depth of student information needs.

Goal 3: *Develop best practices for Library instruction modalities to better ensure quality, engagement, and retention of information literacy concepts.*

With the ease of quickly searching for information online and information being shared through social media, students are having to navigate an overload of information in their daily lives, so the need for students to develop their ability to assess resources for credibility has become even more critical applicable throughout subject disciplines, as well as engaging with students utilizing various online modalities. The importance of offering librarian research assistance using Cranium Cafe and QuestionPoint (the 24/7 librarian chat) has become an integral part of supporting students. Librarians will need to continue to create new activity-based instruction and specific information literacy workshops that are tailored to student need and subject disciplines. This will also build in the library liaison subject areas, which aligns with Guided Pathways.

OUTREACH AND DISTRIBUTION OF SERVICES:

VIP 1: *Extend equity of access to Library services to better meet the needs of the Chino, Fontana and Distance Education communities.*

The Library continues to work to increase faculty and staff coverage at the Cybrary locations. With the increase in minimum wage and reduction in contingent workers, reliance on short-term workers to fill operational hour gaps is more problematic—particularly on evenings and weekends.

Our department continues to offer extended hours for key days during the last two weeks of fall and spring terms at all three Library locations to better support students during Finals Week.

Chino and Fontana - Library entrances and circulation rates of equipment/materials have dropped compared to the previous year, as is the case at the Rancho Library as well. Part of this overall decline is explained by the suspension of on-campus services during the pandemic.

Distance Education - Statistics continue to climb in all categories for Distance Education prior to the pandemic. And now all Library services are online until face-to-face operations can safely resume. The virtual presence will be one way to deal with staffing and access issues after the pandemic—keeping a strong online presence to ensure that students always have access to services without requiring them to only engage in those learning opportunities by coming to a campus.

PHYSICAL IMPROVEMENTS

VIP 2: *Modify library spaces to support the capacity for collaborative learning and intellectual engagement.*

Supplemental Instruction has moved into Rancho building, using two of the study rooms and conference room in the east wing as well as the partitioned area upstairs in the west wing. The Rancho Library also received 21 new computers which are in the process of being installed downstairs in the east wing of the building. We plan to reevaluate our priorities for modifying spaces and relocating collections inside the building this upcoming year. Planning on the new Library/Learning Commons will begin in the 2020-2021 year.

SHIFTING RESOURCES

VIP 3: *Formulate collection management strategy to improve suitability of Library resources for current Chaffey programs.*

Deselection Assessment of Rancho Collection - Library faculty continue to make progress on deselection assessment of the Rancho print collection. Over 15,000 titles to date have been analyzed for possible withdrawal. Lists based on subject areas slated for deselection have been sent to instructional faculty in the subject areas for final input and were then withdrawn if there were no objections. Since the transition to the new Library Services Platform (LSP) will occur in December/January, the deselection assessment has taken a higher priority this academic year and will continue to do so moving forward.

Diversifying Book Collection - Library faculty continue to update the print collection with new titles. But the online transition has shifted focus to greater access to online resources and subscription services for videos.

Serial Needs Assessment - Library liaisons continue to contact faculty in instructional departments to obtain more information about serial (journal/magazine/newspaper) needs and submitted information gathered via Google form. Results are examined to see if any current physical holdings or e-access to serials are available, priority is then determined.

PEDAGOGY

VIP 4: *Develop best practices for Library instruction modalities to better ensure quality, engagement, and retention of information literacy concepts.*

Specialized Workshops - Two specialized workshops, in addition to the general research workshop, are being offered through the Success Centers at all three campuses. Led by librarian faculty, workshops

include “Finding & Evaluating Scholarly Articles” and “Fake News: Fact Checking like a Pro”. All of the library workshops are now included on the official Success Center verification form, so that students can be certain that the workshops will count towards their supplemental learning requirement.

Credible Sources Review – In order to better meet the specificities of student needs, Librarians work directly with a copy of student assignments and information on the sources students plan to use. A librarian will go over their sources and offer suggestions as to reliability.

LIBRARY FUTURE PLANS

Equity of Access - Chino, Fontana, and Online: In order to maintain minimal staffing levels, let alone offer the full breadth of our services or expansion of our hours, full-time clerk positions are still needed as requested previously over the past few Program Review cycles. Budget augmentation for additional part-time faculty is also needed to both support staffing operational hours in our physical locations as well as to support expanded online instruction.

Equity of Access and COVID-19: Chaffey College Library staff strives to provide equitable access to its physical holdings in our collections. It is necessary and prudent as the Library plans through this PSR cycle and the eventual reopening of campus services to follow the recommended steps provided by the American Library Association during this pandemic crisis. Managing inventory and handling materials is a daily function of staff. The challenge of working with collections is compounded by inconclusive information on how the virus survives on surfaces and how different types of materials can be handled to mitigate exposure. An enhanced understanding of how to apply best practices in the context of health officials’ guidance is essential to ensure patron and employee safety in handling collections and engaging with the public.

Library Platform: The current Catalog platform is outdated. The program is in the process of moving towards a Library Services Platform adopted by the California Community Colleges that is also used by the CSU/UC systems. Statewide funding is no longer available, requiring local resources to pay for the platform access. Moving to this platform also requires an OCLC subscription, a standard in the library field. The new platform will allow provide a one-stop gateway for students to state-level resources as well as tailored gateways to local resources—decreasing access obstacles for students.

Feature Films: The Library previously had minimal collections of feature films and, prior to March 2020 online transition, no online subscription access. Book budget funds have been re-deployed to bolster online resources.

Instruction: Two specialized Library workshops were developed and offered through the Success Centers at all three campuses in order to support students learning more in-depth information literacy concepts, while also integrating the use of worksheets to support activity-based learning and increase learning retention. Offerings include “Finding & Evaluating Scholarly Articles” and “Fake News: Fact Checking like a Pro”. All library workshops were included on the official Success Center verification form, so that students can be certain that the workshops will count towards their supplemental learning requirement. Due to the pandemic, the librarians quickly pivoted and began offering the workshops via Zoom starting in the second half of spring 2020.

Library Instruction Activities were developed to use during one shot library instruction sessions, initially in order to support student success in the shortened English sequence and in response to AB705, but were quickly scaled out and customized to other disciplines. Using activity-based instruction allows for students to delve more deeply into research strategies and critical thinking skills, providing a more hands-on, interactive experience and increased information retention. The Activities include: “Thesis Statement & Keyword/Synonyms Activity”, “Fake News and Fact Checking” and “Scholarly Peer-Reviewed Journals”. A librarian also worked with faculty in several disciplines (Radiologic Technology, Nursing, Dental Assisting,

LIBRARY/CYBRARIES MONITORING REPORT

October 22, 2020

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Gerontology, Anthropology, Biology, and English) to customize the Scholarly activity to the subject area and information need of the class. This also aligns with Guided Pathways integrating the library liaison model by customizing instructional content based on the subject area and information needs.

In response to instructor concerns about the credibility and relevancy of sources used by students for research assignments, librarians launched a Credible Sources Check in spring 2019. Students provide a copy of their assignment with the sources they plan to use and using the librarian developed worksheet which walks students through evaluating their sources by finding and examining various pieces of information in order to assess for credibility. Once students have completed the worksheet, a librarian reviews their assessment and provides feedback on their assessment, as well as helping students to locate more credible and reliable information if there is a need. Some faculty have included the Credible Sources Check as either extra credit or as a required part of the research assignment process.

Archives: During the spring 2019 semester, the archives were used 33 times (3 unique users). The number of unique users increased during the fall 2019 semester, to 21. The archives were used by 13 unique users during the spring 2020 semester - a number which we anticipate would have been much higher, if the COVID-19 closure had not occurred.

LIBRARY FACULTY HIGHLIGHTS

Terezita Overduin is a new addition to the Chaffey College Library. She comes to us from CSU Bakersfield, where she was the Outreach and User Experience Librarian for 3 years. She has published her research activities in the Journal of Web Librarianship and Collaborative Librarianship, and she works to continue to improve the student experience in libraries. At Chaffey, she has contributed to the work on Poe, the Panther Librarian by helping to develop new content for the program. Terezita has also created a video series for students on how to use various library databases. She's also worked to utilize the LibWizard platform to create online interactive tutorials. Over summer 2020, she participated in the Faculty Leadership Online Workshop Series (FLOWS) and the Faculty Summer Institute. Terezita has also been selected as a member of the Faculty Inquiry Team for the 2020-2021 academic year.

Carol Hutte, continues to serve as the Open Educational Resource Liaison. She has presented workshops to faculty on OER and Zero-Cost resources for Distance Education and for the Faculty Success Center. Carol has also spearheaded library initiatives to support ZTC and the reduction of barriers for student access to course materials including facilitating the purchase of a Swank subscription to several feature films with input from classroom faculty. She continues to develop tailored research guides, activities and videos to support classroom faculty, particularly in her liaison areas that include the School of Allied Health and Math and Science. She is embedded in several courses in her liaison areas as well as in English and Communication Studies to support student success in regards to information literacy. Carol continues to serve on the Technology Committee and joined the Curriculum Committee as the librarian representative this fall.

Mellanie Reeve, Library Coordinator, applied for and received Innovation Award funds from the English department in order to better support students' success by increasing librarian online support and adding LibChat, the 24/7 Librarian Chat student support service, which has been invaluable during the pandemic. She implemented the Librarians' Cranium Café system in fall 2019. When the college moved online at the start of the pandemic, she worked to develop Chaffey Chat by repurposing the Library's LibChat system and created training. Mellanie oversaw the Library's print and ebook collection development budget and system. She setup Gobi, an online print and ebook ordering system. She continues to partner with the Rancho Language Success Center (LSC) in offering activity-based Library workshops and expanded the LSC/Library workshops to be offered evenings and weekends. Mellanie was selected to be a member of Chaffey's FLOWS program.

LIBRARY/CYBRARIES MONITORING REPORT

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Shelley Marcus, our Fontana-based librarian, in order to promote student participation and interdepartmental collaboration, spearheaded the Chaffey College poetry contest, co-sponsored by the Library, the One Book One College Committee, and the English Department. Students submit a poem based on the college book. Shelley is now converting the Readers' Advisory project, which she originated at the Fontana campus, to an online format. Recreational reading has been shown to improve student skills and all-around success. She has created many Zoom research sessions, tailored to specific assignments in various disciplines. Shelley took on overseeing the Library's print and eBook Collection Development in spring 2020.

William Araiza, our Chino based librarian, supports Chaffey College's Turning Point program through the model "Library in a Box", which provides research material to both California's Institute for Women (CIW) and California's Institute for Men (CIM). William continues to outreach and work with faculty to develop meaningful projects that support enrichment and subject mastery by delivering quality resources to students to further their classroom objectives. William has partnered with teaching faculty in their distance education courses. As a librarian he helps faculty members develop library support content, co-teach, provide research consultations, hold virtual office hours online and assist in the identification and linking of course content. He is trained with instructional technology and has familiarity with tutorial and instructional video creation. He has used the pandemic to create new and innovative libguides and digital collections to support our campus communities.

Selene Pineda, continues to help grow the "Poe, the Panther Librarian" online program. This program is a Librarian-led embedded instruction in Canvas courses using tutorials and videos on various information literacy topics. Selene continues promoting library services and resources such as the Awareness and Celebration online guides and displays. Selene continues working with underrepresented and special populations and managing the library's social media. Collaborating with Distance Education as a DE Co-Facilitator, Selene created the DE Happenings newsletter and helped develop the Student Support Hub in Canvas which allows students access to online resources and services such as the Library, Success Centers, and Counseling. Additionally, Selene reviewed two online courses that helped complete the process for Chaffey becoming a Local-POCR (Peer Online Course Review) certified campus, which allows Chaffey to align and ensure course quality and increase student success.

Prepared by:	<u>Robert Rundquist, Interim Dean, Institutional Effectiveness and Intersegmental Partnerships</u>
Submitted by:	<u>Laura Hope, Associate Superintendent, Instruction and Institutional Effectiveness</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

Chaffey College Libraries

ANNUAL REPORT

2019-2020

RESEARCH INSTRUCTION IMPACT

Develop critical thinking skills & increase student success



824,588

Database Searches

650,120

Database Retrievals



423

Instruction Sessions

10,766

Students Taught



265,556

Website Visits



13,526

Reference Questions Answered



COLLECTIONS

Explore perspectives, support diversity & foster global awareness



14,613

Items Circulated



5,261

Textbook Loans



33

Databases



80,319

Print Books



189,297

eBooks

INNOVATIVE OUTREACH & STUDENT SUPPORT

Dynamic engagement



CREDIBLE SOURCES REVIEW & INSTRUCTION ACTIVITIES

Library faculty collaborate with teaching faculty to provide engaging research activities for students.



OBOC POETRY CONTESTS

Student poetry contest in collaboration with One Book One College.



EMBEDDED LIBRARIAN

Chaffey librarians post in Canvas to provide student support and subject specific research help.



POE, THE PANTHER LIBRARIAN

Librarian-led embedded instruction and support in Canvas Discussions using tutorials and videos.



ONLINE VIDEOS & TUTORIALS

Subject specific research videos and tutorials created by librarians to support online students.



NEW 24/7 LIBRARIAN CHAT

Librarians from Chaffey and nationally are available 24/7 to answer students' research questions.



OPEN EDUCATIONAL RESOURCES / ZERO TEXTBOOK COST

Assist/train faculty on locating good quality, low/no-cost course materials.



PRIORITIZED eRESOURCES PURCHASES

Shifted to only purchasing eTextbooks and Databases during the pandemic, added Swank feature films to better support Cinema and online instruction.



LIBRARY / LANGUAGE SUCCESS CENTER WORKSHOPS

Scholarly Journals and Fake News activity based instruction, developed online during the pandemic.



AWARENESS MONTHS & BOOK DISPLAYS

Quality resources highlighting awareness months, diverse perspectives, and new book collections.



ZINE FEST

Showcase & workshop for zines & library zine collection. A Library, Wignall, & OBOC collaboration.



LIBRARIANS IN CRANIUM CAFE

Chaffey librarians are available to support students in Cranium Cafe.



CHAFFEY CHAT

The Library's Chat system was scaled out and repurposed to create the Chaffey Chat during the pandemic.



ONLINE RESEARCH & TOPIC GUIDES

Quality resource guides created on current issues curated by Librarians.



Reference Librarian Faculty Highlights

Terezita Overduin: Rancho Library & Online

Terezita Overduin is a brand-new addition to the Chaffey College Library. She comes to us from CSU Bakersfield, where she was the Outreach and User Experience Librarian for 3 years. She has published her research activities in the Journal of Web Librarianship and Collaborative Librarianship, and she works to continue to improve the student experience in libraries. At Chaffey, she has contributed to the work on Poe, the Panther Librarian by helping to develop new content for the program. She has also created a video series for students on how to use various library databases. She's also worked to utilize the LibWizard platform to create online interactive tutorials. Over Summer 2020, she participated in the Faculty Leadership Online Workshop Series (FLOWS) and the Faculty Summer Institute. Terezita has also been selected as a member of the Faculty Inquiry Team for the 2020-2021 academic year.

Carol Hutte: Rancho Library & Online

Carol Hutte, continues to serve as the Open Educational Resource Liaison. She has presented workshops to faculty on OER and Zero-Cost resources for Distance Education and for the Faculty Success Center. Carol has also spearheaded library initiatives to support ZTC and the reduction of barriers for student access to course materials including facilitating the purchase of a Swank subscription to several feature films with input from classroom faculty. She continues to develop tailored research guides, activities and videos to support classroom faculty, particularly in her liaison areas that include the School of Allied Health and Math and Science. She is embedded in several courses in her liaison areas as well as in English and Communication Studies to support student success in regards to information literacy. Carol continues to serve on the Technology Committee and joined the Curriculum Committee as the librarian representative this fall.

Mellanie Reeve, Coordinator: Rancho Library & Online

Mellanie Reeve applied for and received Innovation Award funds from the English department in order to better support students' success by increasing librarian online support and adding LibChat, the 24/7 Librarian Chat student support service, which has been invaluable during the pandemic. She implemented the Librarians' Cranium Café system in fall 2019. When the college moved online at the start of the pandemic, she worked to develop Chaffey Chat by repurposing the Library's LibChat system and created the training. Mellanie oversaw the Library's print and ebook collection development budget and system and setup Gobi, an online print and ebook ordering system. She continues to partner with the Rancho Language Success Center (LSC) in offering activity based Library workshops and expanded the LSC/Library workshops to be offered evenings and weekends. Mellanie was selected to be a member of Chaffey's FLOWS program.

Shelley Marcus: Fontana Library & Online

Shelley Marcus, in order to promote student participation and interdepartmental collaboration, spearheaded the Chaffey College poetry contest, co-sponsored by the Library, the One Book One College Committee, and the English Department. Students submit a poem based on the college book. Shelley is now converting the Readers' Advisory project, which she originated at the Fontana campus, to an online format. Recreational reading has been shown to improve student skills and all-around success. She has created many Zoom research sessions, tailored to specific assignments in various disciplines. Shelley took on overseeing the Library's print and eBook Collection Development in spring 2020.

William Araiza: Chino Library & Online

William supports Chaffey College's Turning Point program through the model "Library in a Box", which provides research material to both California's Institute for Women (CIW) and California's Institute for Men (CIM). William continues to outreach and work with faculty to develop meaningful projects that support enrichment and subject mastery by delivering quality resources to students to further their classroom objectives. William has partnered with teaching faculty in their distance education courses. As a librarian he helps faculty members develop library support content, co-teach, provide research consultations, hold virtual office hours online and assist in the identification and linking of course content. He is trained with instructional technology and has familiarity with tutorial and instructional video creation. He has used the pandemic to create new and innovative libguides and digital collections to support our campus communities.

Selene Pineda: Rancho Library & Online

Selene Pineda continues to help grow the "Poe, the Panther Librarian" online program. This program is a Librarian-led embedded instruction in Canvas courses using tutorials and videos on various information literacy topics. Selene continues promoting library services and resources such as the Awareness and Celebration online guides and displays. Selene continues working with underrepresented and special populations and managing the library's social media. Collaborating with Distance Education as a DE Co-Facilitator, Selene created the DE Happenings newsletter and helped develop the Student Support Hub in Canvas which allows students access to online resources and services such as the Library, Success Centers, and Counseling. Additionally, Selene reviewed two online courses that helped complete the process for Chaffey becoming a Local-POCR (Peer Online Course Review) certified campus, which allows Chaffey to align and ensure course quality and increase student success.

Chaffey College Libraries ANNUAL REPORT

2019-2020

STUDENT LEARNING OUTCOMES

Students develop research strategies and skills to fulfill information needs.

Students demonstrate ability to access information resources, library technology services, and facilities to conduct research.

Students demonstrate ability to critically evaluate information and its sources.

Students apply and demonstrate ethical and responsible use of information and library resources.

ACCESS

Expand opportunities & eliminate barriers



247,186
Visits to the Library

WAYFINDING
3,186
Help students find resources on campus

Open **6** Days / Week
151 Hours / Week

Monday-Saturday & Evening Hours

2,555
Group Study Room Sessions

STUDENT VOICES



“I was concerned about my ability to speak to a librarian in the case I needed help late at night. I am grateful for all the resources that are available to us, even during these tough times.”

“The tools I learned are the library resources, ebooks online, and how to stay motivated. Successful going forth in my pursuit to get my degree.”

“Thank you for the information and encouragement to use the library resources.”

“Thanks for the help and helping me think of the topic I want for my essay! I wasn't sure yet, but this helped me make my decision and find good resources, thank you!”

“Wow! This course was so helpful. I haven't been in school in 25 years and these programs sure do make it so much easier to cite and research. Thank You!”

“Thank you for the assistance and the helpful tutorials on how to use the library more.”

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 12, 2020
Board Meeting Date

TOPIC APPROVAL OF MINUTES, SEPTEMBER 24, 2020

Communication No. IV.E.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the September 24, 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 September 24, 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, September 24, 2020, virtually via videoconference. Board President Ovitt called the meeting to order at 2:11 p.m.

Members present: Ms. Brugger, Mr. McDougal, Ms. McLeod, Mr. Ovitt,
Ms. Roberts, Ms. Sanders (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 2:02 p.m. Closed session was adjourned at 2:51 p.m.

STUDY SESSION

2020-2021 Adopted Budget Presentation – Associate Superintendent of Business Services and Economic Development Lisa Bailey introduced Anita Undercoffer, executive director, budgeting and fiscal services, and thanked President Ovitt, Dr. Shannon and Ms. Undercoffer and her staff for their work during difficult budget times. Ms. Undercoffer’s presentation included: Chaffey College budget update for prior year 2019-20; full-time equivalent students; budget to actuals; decreased expenses because of COVID-19; revenue and expense trend actuals; state budget 2020-2021 approved budget; May Revise vs. approved state budget; effects of COVID-19; economic outlook – best case and worst case scenarios; 2020-2021 Chaffey adopted budget development – income and expense adjustments; unrestricted general fund budget projections, and challenges and strategies.

Trustee Ovitt asked what would happen if the COVID-19 pandemic situation turns around. Dr. Shannon responded that the College has to plan for spring classes now based on what is known at this time, and the College would not be able to pivot back to face-to-face classes right away. Associate Superintendent Laura Hope expanded on Dr. Shannon’s response explaining that the College would not reverse course on online classes, but may add short-term courses. Also, it is against Title V guidelines to change the conditions of the classes once

students have registered. President Ovitt suggested that athletics may be able to return if this was the case.

Marketing Report (formerly Marketing and Outreach, now referred to as Equity, Outreach and Communications) - Vice President Alisha Rosas presented on equity and the Center for Culture and Social Justice; Panther Care Program; enrollment support including streaming digital ads; bus advertising; digital poster campaigns; bilingual radio ads, email campaigns; website redesign; new website; media relations; community advancement, awards and recognition; Report to the Community; and looking ahead. She thanked Panther Care Manager Albert Rodriguez for his work with the Panther Care program, and Nilsa Robertson for her work on the new website.

REGULAR SESSION

The regular session reconvened at 4:02 p.m., and Trustee Roberts led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

There were no public comments.

COMMUNITY LINKAGES

GOVERNING BOARD

Student Trustee Lauren Sanders reported the following activities: special delegate assembly; Robert's Rules training; Black Caucus California Community Colleges Conference planning meetings; Street Positive Fatherhood event; SSSCC trustee caucus meeting; Region IX executive meeting; and the College Council meeting at Chaffey College.

Trustee McLeod had no report.

Trustee McDougal reported he played in the Children's Fund golf tournament; and attended the Chaffey College Chino Oversight Committee meeting and Housing Partners, Inc. meeting.

Trustee Roberts had no report.

Trustee Brugger reported that she made her monthly donations to the College, and attended the San Bernardino County Senior Disabled Fund meeting.

Board President Ovitt reported attending the following: The Children's Fund golf tournament; Rancho Cucamonga Police and Fire Recognition event, and Chaffey College budget and agenda review meetings.

LEGISLATIVE UPDATE

Dr. Janeth Rodriguez, director, alumni and community relations, provided a presentation which included updates on AB 3137 – California College Promise: Members of the Armed Forces of the United States; Prop16; District local measures; and District state and local elections.

FOUNDATION

Dr. Lisa Nashua, executive director of the Foundation, provided a written report which included: 2020-21 scholarship application review, Foundation for California Community Colleges, AAUW, Black Minds Matter Scholarship, Eugene Boring and Jeryl Ann Boring Trust, Inland Empire Community Foundation fall support, journalism program support, private funders Wells Fargo and the James Irvine Foundation Grant for the InTech Center, and the date of May 24, 2021 secured for the Chaffey College Foundation golf tournament.

REPORTS

CLOSED SESSION ACTIONS

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

Employment or Ratification of:

Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.
Leticia Romo to the temporary, unclassified, professional expert position of director, student equity and engagement, effective October 1, 2020, through June 30, 2021, under the terms and conditions of the employment agreement.

David Slover to the temporary, unclassified, professional expert position of football coordinator, out-of-season, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the amended employment agreement.

Appointment of:

The Governing Board approved the amended reduced workload assignment for Mercedes Limón, instructor, Spanish, from .53 FTE to .5332 FTE for the 2020–21 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.

MONITORING

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

Budget Monitoring Report

Equity, Outreach and Communications Monitoring Report for 2019-20

INFORMATIONAL

Accreditation Mid-Term Report

PUBLIC HEARINGS

BUSINESS SERVICES

A public hearing was held on the 2020-2021 proposed budget.

No comments were made.

Communication No. IV.E.1.b 2020-2021 budget adoption.

The Governing Board adopted the 2020-2021 budget and approved Resolution 92420 on a motion of Ms. McDougal, and second by Ms. Roberts.

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

CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, August 27, 2020, through Inclusion of Additional Student Populations to the College Equity Plan).

GOVERNANCE PROCESS

The minutes of the August 27, 2020, regular Board meeting were approved as presented.

BUSINESS/FISCAL AFFAIRS

The Governing Board approved Amendment 02 to increase the Upward Bound (UB) Program grant by \$10,064 for the 2020-2021 fiscal year.

The Governing Board approved the partnership with the California Workforce Association/California Training Initiative for an amount not-to-exceed \$25,000 for the purposes of offering high-quality technical assistance and training services to the workforce development system. The Agreement shall be effective as of July 1, 2020 ("Effective Date") and shall continue in effect through June 30, 2021.

The Governing Board approved the determination that Proposition 55 Education Protection Account funds in the estimated amount of \$18,599,347 be used to partially fund instructional faculty salaries and benefits for the 2020-2021 fiscal year.

The Governing Board approved the Participation Agreement No. 2017/20-20-B (P15 R2-XX, P31 R2-XX, P32 R2-XX, and P33 R2-XX) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$101,634 for the period of July 1, 2020 through June 30, 2021.

The Governing Board approved the Participation Agreement No. 2017/20-20-O (Center of Excellence) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$48,000 for the period of July 1, 2020 through June 30, 2021.

HUMAN RESOURCES

The Governing Board amended the Chaffey Community College District's 2020 Conflict of Interest Code to include the changes/additions/deletions as indicated on the attached list (this list has been made part of the meeting minutes.)

STUDENT SERVICES

The Governing Board approved to modify the Chaffey College Equity Plan to make it more inclusive by adding in the aforementioned student populations.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

The Governing Board authorized the District to enter into eleven, five-year term, on-call design services agreements in the amount not to exceed \$3,000,000 for each agreement with 19Six Architects of Corona, California, Carrier/Johnson & Culture of San Diego, California, DLR Group, Inc. of Riverside, California, Hammel, Green, & Abrahamson, Inc. of Santa Monica, California, HMC Architects of Ontario, California, Lionakis of Sacramento, California, LPA, Inc. of Irvine, California, M. Arthur Gensler Jr. & Associates of Los Angeles, California, Marlene Imirzian & Associates Architects, Ltd. of Escondido, California, SGH Architects of Redlands, California and The Hill Partnership, Inc. of Newport Beach, California, for Request for Qualifications No. 2021PW5 Architectural Services Pool on the motion of Mr. McDougal, second of Ms. Brugger.

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

Nays: None

The Governing Board authorized the District to reject all bids for Bid No. 2021PW6, HVAC Replacement Project and to re-bid the Project on the motion of Ms. Roberts, second of Mr. McDougal.

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

Nays: None

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

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

Nays: None

CEO/STAFF REPORTS

Dr. Henry Shannon, superintendent/president, presented the Board with copies of his monthly report. The report highlighted: The Upward Bound grant, Title V Developing Hispanic-Serving Institutions Program Grant, Chromebook distribution to students, virtual instruction next semester at CSUs, cyber attacks, and updates from Equity, Outreach and Communications, Instruction, and the Office of Student Services.

Faculty Senate had no report.

Classified Senate President Trisha Albertsen submitted a newsletter entitled *The Caring Classified* which included senator spotlights; the backpack project; Caring Campus; home highlights; and supporting senate. This newsletter was created by Classified Senate members Alyssa Kraus, Hope Ell, Joseph Cascio, Sarah Schmidt and Trisha Albertsen.

CSEA President Monica Han provided a CSEA newsletter called *The Classified Scoop*, which focused on classified employees Jackie Contreras, counseling department, and Kelly Kindred, math Success Center.

CCFA President Jonathan Ausubel had two requests: The Black Minds Matter Scholarship – Faculty Association has committed \$2,000 and Mr. Ausubel asked that everyone else combined match this amount; and he urged the Board to adopt a resolution similar to the one which was adopted by CCFA in support of Proposition 15. He asked that the resolution be agendized for a future meeting.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

President Gary Ovitt congratulated longtime Trustee Katie Roberts who announced her retirement/resignation effective November 1, 2020. President Ovitt asked Julie Sanchez, executive assistant, to share some background on Ms. Roberts, as well as some of the wonderful contributions she has made to Chaffey College as a member of the Governing Board for the past 19 years.

Dr. Janeth Rodriguez read resolutions and proclamations received for Katie Roberts from local politicians including: Norma Torres, Judy Chu, Pete Aguilar, James Ramos, Freddy Rodriguez, Freddie Chen, and the cities of Chino, Chino Hills, Upland, Montclair, Fontana, and Ontario.

ADJOURNMENT

The meeting was adjourned at 4:50 p.m. in memory of Supreme Court Justice Ruth Bader Ginsburg.

There will be a Special Governing Board meeting on Tuesday, October 6, and the next regular meeting of the Chaffey Community College District Governing Board will be Thursday, October 22, 2020, via videoconference.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2020

Board Meeting Date

TOPIC **APPROVAL OF MINUTES, OCTOBER 6, 2020 SPECIAL BOARD MEETING**

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the March 16, 2020, special board meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the March 16, 2020, special board meeting.

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

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

A special meeting of the Chaffey Community College District Governing Board was held on Tuesday, October 6, 2020. Board President Ovitt called the meeting to order at 2:00 p.m.

Members present: Ms. Brugger, Mr. McDougal, Ms. McLeod, and Mr. Ovitt,
Ms. Sanders (Advisory)

Members absent: None

PUBLIC COMMENTS

Julie Sanchez, executive assistant to the superintendent/president, read public comments requesting the Board vote to hold a special election to fill the Board seat vacancy in District 2 received by Chaffey College CSEA employees Monica Han, Sal Acosta, Laura Crespo, Elyna Carranza, Cynthia Barney, Sapna Jethani, and Sarah Schmidt.

ACTION AGENDA

Organization

The Governing Board voted (by roll call) to proceed with the provisional appointment process for filling the Board vacancy in District 2 on the motion of Mr. McDougal, second of Ms. Brugger.

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

The Governing Board authorized Dr. Shannon or his designee to publish a vacancy announcement, commence accepting applications, and ensure the process set forth in Chaffey AP 2110 is carried out on the motion of Mr. McDougal, second of Ms. Brugger.

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

The Governing Board voted to set November 12, 2020, as the deadline to submit applications to fill the vacant Board seat.

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

President Ovitt discussed holding a special meeting for interviewing applicants between November 13 and November 30. Mr. McDougal suggested that the special meeting be held after 6:30 p.m. to allow those who work during the day to participate in the interview process. Dr. Shannon's office will work with Ryan Church to get the notice out requesting applications and to set up the interviews.

ADJOURNMENT

The meeting was adjourned at 2:22 p.m.

The next regular meeting of the Chaffey Community College District Governing Board will be October 22, 2020.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2020
Board Meeting Date

TOPIC ACCREDITATION MID-TERM REPORT

Communication No. IV.E.2.a

SUPPORTS BOARD POLICY

Board Policy 3200 Accreditation - The Superintendent/President shall:

- Ensure the District complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges (ACCJC) and of other District programs that seek special accreditation.
- Keep the Governing Board informed of approved accrediting organizations and the status of accreditations.
- Ensure that the Governing Board is involved in any accreditation process in which Board participation is required.
- Provide the Governing Board with a summary of any accreditation report and any actions taken, or to be taken, in response to recommendations in an accreditation report.

PROPOSAL

To present the Governing Board with the Chaffey College Mid-Term Accreditation Report for approval.

BACKGROUND

The Accrediting Commission of Community and Junior Colleges (ACCJC) requires Chaffey College to submit a mid-term follow up report in October of 2020, as a response to the evaluation conducted in 2016. In the self-review that Chaffey conducted, the college identified several internal goals, as well as three major areas, that needed to be supported: equity, communication, and sustainability. These three themes constituted the "Quality Focus Essay" required by the Accrediting Commission. The Mid-Term Accreditation Report provides a follow-up to the self-identified improvement plans and the directions identified in the Quality Focus Essay.

MEANS OF ASSESSMENT

The means of assessment for Chaffey's mid-term report is based on the guide published by ACCJC for the components expected to be part of the document.

USE OF RESULTS FOR PLANNING

The results of Chaffey's Mid-Term Report will be used as part of the college's Institutional Self-Evaluation Report due in 2023.

BUDGET IMPLICATIONS

No budget implications apply to this item.

RECOMMENDATION

It is recommended that the Governing Board accept the Chaffey College Mid-Term Accreditation Report for approval.

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

October 22, 2020
 Board Meeting Date

TOPIC **BUDGET INCREASE – RESTRICTED GENERAL FUND**

Communication No. IV.E.3.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the budget increase of \$177,637 to the 2020-2021 restricted general fund budget for the corrections to the Disabled Programs & Services (DPS) allocation and the Individual Training Account (ITA) Program Referrals budget.

BACKGROUND

The adopted restricted budgets were based on estimates. Per notification from the Chancellor’s Office, the District is receiving an additional \$77,637 for the DPS allocation. In addition, the ITA Program Referrals budget is being adjusted to support increased projected County income, due to increased demand for training caused by COVID-19.

<u>Program</u>	<u>Current Budgeted Allocation</u>	<u>Adjustments</u>	<u>Revised Allocation</u>
Disabled Programs & Services (DPS)	\$1,520,165	\$77,637	\$1,597,802
ITA Referral Program	<u>135,000</u>	<u>100,000</u>	<u>235,000</u>
Total	<u>\$1,655,165</u>	<u>\$177,637</u>	<u>\$1,832,802</u>

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office.

Status of Funds – The 2020-2021 restricted general fund budget will be increased as indicated below for these programs:

48xxx	Income	\$177,637
54xxx	Supplies	\$20,000
55xxx	Other Services	80,000
56xxx	Capital Outlay	<u>77,637</u>
	Total	\$177,637

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$177,637 to the 2020-2021 restricted general fund budget for the corrections to the Disabled Programs & Services (DPS) allocation and the Individual Training Account (ITA) Program Referrals budget.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2020

Board Meeting Date

TOPIC TITLE V DEVELOPING HISPANIC-SERVING INSTITUTIONS (HSI) GRANT – FY 2020-2025

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 approve the Title V Developing Hispanic-Serving Institutions Program Grant from the United States Department of Education in the amount of \$3,000,000 for the period of October 1, 2020 through September 30, 2025.

BACKGROUND

Chaffey College successfully competed for the 2020 Developing Hispanic-Serving Institutions (HSI) Grant, emphasizing improvements for Hispanic and low-income students, and was awarded a total of three million dollars over five-years. The proposed Title V HSI project incorporates five primary activities including: 1) Dual Enrollment – combining financial literacy and quantitative reasoning; 2) Distance Education – creating a comprehensive digital ecosystem to support student academic performance and workspace readiness; 3) Work-Based Learning – providing internships, apprenticeships and other work-based learning experiences that align with in-demand industry sectors and occupations; 4) General Education Reform – clarifying completion pathways and integrating workforce skills preparation for all students; and 5) Professional Development – facilitating professional learning opportunities and technical assistance to support effective implementation and institutional systemic change.

BUDGET IMPLICATIONS

Funding Source – United States Department of Education/Office of Postsecondary Education

Status of Funds – The 2020-2021 restricted general fund budget will be increased as indicated below for the first year of this five-year grant:

48xxx	Income	<u>\$600,000</u>
51xxx	Academic Salaries	\$107,774
52xxx	Classified Salaries	187,821
53xxx	Benefits	150,120
54xxx	Supplies	61,935
55xxx	Other Services	<u>92,350</u>
	Total	<u>\$600,000</u>

Future Implications – Funds for years two, three, four and five of the grant will be included in the 2021- 2022 through 2024-2025 restricted general fund budgets, at a rate of \$600,000 each fiscal year.

RECOMMENDATION

It is recommended the Governing Board approve the Title V Developing Hispanic-Serving Institutions Program Grant from the United States Department of Education in the amount of \$3,000,000 for the period of October 1, 2020 through September 30, 2025.

Prepared by:	Robert Rundquist, Dean, Institutional Effectiveness and Intersegmental Partnerships
Submitted by:	Jim Fillpot, Dean, Institutional Research and Resource 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

October 22, 2020
Board Meeting Date

TOPIC QUARTERLY BUDGET TRANSFER REPORT

Communication No. IV.E.3.c

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 Reports for the 2019-2020 fiscal yearend closing and the period of July 1, 2020 through September 30, 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 Reports for the 2019-2020 fiscal year-end closing and the period of July 1, 2020 through September 30, 2020.

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

CHAFFEY COMMUNITY COLLEGE DISTRICT
BUDGET BOARD REPORT
From 07/01/2020 To 09/30/2020
October 22, 2020 Board Meeting

BUDGET TRANSFERS	FROM	TO
<u>Fund 10: General Fund Unrestricted</u>		
1000 Academic Salaries	94,000	
2000 Classified Salaries	163	
4000 Supplies & Materials	6,353	
5000 Other Operating Expenses & Services		126,290
6000 Capital Outlay	9,774	
7000 Other Outgo	16,000	
	126,290	126,290
Total Transfer Fund 10 Unrestricted	126,290	126,290
<u>Fund 10: General Fund Restricted</u>		
1000 Academic Salaries	54,765	
2000 Classified Salaries		3,538
3000 Benefits	20,344	
4000 Supplies & Materials		43,192
5000 Other Operating Expenses & Services		15,341
6000 Capital Outlay		13,038
	75,109	75,109
Total Transfer Fund 10 Restricted	75,109	75,109
<u>Fund 43: Measure P Bond Fund</u>		
4000 Supplies & Materials		5,000
5000 Other Operating Expenses & Services	5,000	
	5,000	5,000
Total Transfer Fund 43	5,000	5,000
Total Transfers All Funds	206,399	206,399

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2020

Board Meeting Date

TOPIC CONTRACT, PURCHASE ORDER, AND WARRANT LISTS

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

The attached reports represent all contracts, purchase orders, and district warrants for the month of September 2020.

BUDGET IMPLICATIONS

Funding Source – All Funds

Status of Funds – Funding for these contracts, purchase orders, and warrants are included in the 2020-2021 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 LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2021CS58	Ai-Media, Inc.	Youngstown, OH	For a not-to-exceed amount, to provide as-needed live captioning, streaming, and post-production for the Human Resources department for the period of July 01, 2020 through June 30, 2021, as approved by Human Resources. ²	3,950.00	Restricted General Fund
2020CS649	B2B Direct, Inc.	San Diego, CA	For a not-to-exceed amount, to provide on-site survey of petroleum product storage of underground tank at the maintenance yard on the Rancho Cucamonga Campus. Review storage and containment methods, develop SPCC Plan in compliance with Code of Federal Regulations (40 CFR Par 112), and recommend proper spill response kits, for the period of May 18, 2020 through October 21, 2020, as approved by Facilities Department.	9,900.00	Unrestricted General Fund
2021CS131	Carole Frances Lung-Bazile	Huntington Beach, CA	For a not-to-exceed amount, artist will pick up "Fashion Conscious" artworks for exhibition held September 8, 2020, from Wignall Museum, as approved by Visual and Performing Arts.	150.00	Unrestricted General Fund
2021CS119	Career America, LLC	Boulder, CO	For a not-to-exceed amount, to participate in a Master Services agreement between the Foundation for California Community Colleges and Ocelot for up to 75 user licenses to enable live chats for chatbot departments for the period of October 01, 2020 through June 30, 2022, as approved by Student Services. ³	8,750.00	Restricted General Fund
2021CS108	Center for Autism & Related Disorders	Woodland Hills, CA	For a not-to-exceed amount, to provide a single case service agreement for services that include; in-home therapy, school shadowing and report writing, parent training, workshops, testing, evaluations, and consultations for the period of July 01, 2020 through June 30, 2021, as approved by Student Services.	3,000.00	Unrestricted General Fund
2021CS123	Daniel Solorzano	Alhambra, CA	For a not-to-exceed amount, provide two workshops on Racial Macroaggressions and Racial Micro-affirmations on September 16, 2020 and September 18, 2020, as approved by Special Populations and Equity Program. ⁴	5,000.00	Restricted General Fund

¹ Funding for all contracts and change orders on this list are included in the 2020-2021 adopted district budgets.

² Funded by Staff Diversity funds.

³ Funded by State COVID-19 Response Block Grant-Federal funds.

⁴ Funded by Student Equity budget.

2020PW565A	DLR Group, Inc.	Riverside, CA	Task Order #1 to update the master plan for the Fontana Campus including the five parcels recently purchased. The services include facilities assessment, space planning, enrollment projections, facilities management, meeting facilitation, campus website support, survey and design analysis, conceptual design, preliminary cost estimating, and cost benefit analysis for options including remodeling, changes of use and new construction for the period of September 10, 2020 through September 28, 2021, as approved by Measure P Construction Program Management.	323,385.00	Measure P Bond Fund
2021CS137	Dolores Wiarco Dweck	Highlands Ranch, CO	For a not-to-exceed amount, conduct a two-hour virtual cooking workshop for the Chaffey faculty, staff and students as part of the Hispanic Heritage month on September 25, 2020, as approved by Special Populations and Equity Program. ⁵	1,000.00	Restricted General Fund
2021CS70	Ellucian	Reston, VA	For a not-to-exceed amount, to renew maintenance agreement for Mobile Foundation Services, for the period of August 01, 2020 through July 31, 2021, as approved by Administrative Services.	22,463.00	Unrestricted General Fund
2021CS124	Gilbert Holmes	Upland, CA	For a not-to-exceed amount, to provide coaching, mentoring and consulting services for Student Services for the period of July 01, 2020 through June 30, 2021, as approved by Student Services.	15,000.00	Unrestricted General Fund
2021CS114	Gold Arc, Inc.	Pomona, CA	For a not-to-exceed amount, to repair as-needed services on automatic doors at the Rancho, Fontana, and Chino campuses and off-campus centers, for the period of July 01, 2020 through June 30, 2021, as approved by Facilities Department.	6,000.00	Unrestricted General Fund
2021CS122	GMS Elevator Service, Inc.	San Dimas, CA	For a not-to-exceed amount, to provide monthly Hydraulic Service to elevators located at the Rancho, Chino, Chino IT, and Chino Education Center for the period of July 01, 2020 through June 30, 2020, as approved by Facilities Department.	21,600.00	Unrestricted General Fund
2020PW98	HMC Group	Ontario, CA	Amendment #3 – to provide additional services to perform fire flow test for Chino Campus hydrants to complete the design for Chino Instructional Building, as approved by Measure P Construction Program.	1,485.00	Measure P Bond Fund
2021CS120	Jeff Garvin	Chino Hills, CA	For a not-to-exceed amount, to provide a Q&A Zoom presentation for his book, Symptoms of Being Human, as part of the “As Part of One Book, One College” event held on October 07, 2020, as approved by Language Arts Department.	500.00	Unrestricted General Fund
2021CS121	J. Harris Industrial Water Treatment, Inc.	Oxnard, CA	For a not-to-exceed amount, to provide monthly rental and preventative maintenance for the Chemistry UHP DI System for the Rancho Cucamonga campus for the period of September 10, 2020 through June 30, 2021, as approved by Math and Science Department.	3,843.66	Unrestricted General Fund

⁵ Funded by Student Equity budget.

2020PW509	J.M. Carden Sprinkler Company, Inc.	Los Angeles, CA	For a not-to-exceed amount, to provide fire hydrant testing on all hydrants located at the Chino campus and Community Center, for the period of February 03, 2020 through March 31, 2020 as approved by Facilities Department.	3,350.00	Measure P Bond Fund
2021CS95	John Hammersla	San Diego, CA	For a not-to-exceed amount, to deliver a report to the college's program development committee that addresses key considerations in offering a Surgical Technologist Program, for the period of September 01, 2020 through December 31, 2020, as approved by Health Sciences. ⁶	6,960.00	Restricted General Fund
2021CS133	Jose Ledezma	San Bernardino, CA	For a not-to-exceed amount, to provide a virtual musical and cultural presentation for Hispanic Heritage Month on September 15, 2020, as approved by Special Populations and Equity Program. ⁷	1,000.00	Restricted General Fund
2021CS47	Jose Victoria	Menifee, CA	Amendment #1 – to redistribute the not-to-exceed amount between ETP and CAI services, as approved by Economic Development. ⁸	No Cost Impact	Restricted General Fund
2021PW84A	Leighton Consulting, Inc.	Rancho Cucamonga, CA	Task Order #1 - to perform a hazardous materials survey and submit a report for the Fontana Campus for the period of August 21, 2020 through August 21, 2021, as approved by Measure P Construction Program Management.	14,652.00	Measure P Bond Fund
2021PW84B	Leighton Consulting Inc.	Rancho Cucamonga, CA	Task Order #2 to perform a hazardous materials survey and submit a report for the Fontana parcel located at Sierra Avenue and Underwood Drive for the period of August 14, 2020 through November 30, 2020, as approved by Measure P Construction Program Management.	8,148.00	Measure P Bond Fund
2021PW84C	Leighton Consulting Inc.	Rancho Cucamonga, CA	Task Order #3 to perform a hazardous material survey and submit a report for the Chino Campus, for the period of August 19, 2020 through August 25, 2021, as approved by Measure P Construction Program Management.	23,116.00	Measure P Bond Fund
2021CS113	Lorbel, Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide preventative maintenance service of uninterruptible power supply, battery and generator on the Rancho Campus for the period of August 25, 2020 through August 24, 2021, as approved by Technical Services.	5,900.00	Unrestricted General Fund
2020PW564	LPA, Inc.	Irvine, CA	Amendment #1 – to increase the on-call professional services agreement for architect, criteria architect and commissioning services in order to issue Task Order #1, as approved by Administrative Services.	2,000,000.00	Capital Projects Fund

⁶ Funded by Strong Workforce budget.

⁷ Funded by Student Equity budget.

⁸ Funded by Economic Development grant funds.

2020PW564A	LPA, Inc.	Irvine, CA	Task Order #1 – to provide criteria and bridging design services for the new Library/Learning Commons located on the Rancho Cucamonga Campus. The services include project development, schematic design, criteria, and bridging documents to obtain Design-Build Entity (DBE) proposals. Services also include support through the procurement phase and review of the DBE design documents for conformance with district standards and project requirements as expressed in the bridging documents, for the period of September 01, 2020 through February 28, 2025 as approved by Measure P Construction Program.	1,167,710.00	Measure P Bond Fund
2021CS64	Monica Thurston	Carson, CA	For a not-to-exceed amount, to deliver a report to the college's program development committee that addresses key considerations in offering a Health Information Technology program for the period of August 03, 2020 through September 30, 2020, as approved by Health Sciences. ⁹	13,950.00	Restricted General Fund
2021CS88	Nicole Seisler	Los Angeles, CA	For a not-to-exceed amount, to provide a one-hour Q&A Zoom presentation as part of the Wignall Museum fall 2020 virtual series, "Home Edition" on November 30, 2020, as approved by Visual and Performing Arts.	150.00	Unrestricted General Fund
2020PW501	Safework, Inc.	Irvine, CA	Amendment 1 – to extend the contract ending date from June 30, 2020 to December 31, 2020, as approved by Measure P Construction Program Management.	No Cost Impact	Measure P Bond Fund
2021CS127	Salytics	Pasadena, CA	For a not-to-exceed amount, to work with the Center of Excellence and outside project contractors to ensure timely delivery of quality products including data identification, data analysis, project input and narrative writing for the period of September 15, 2020 through June 30, 2021, as approved by the Center of Excellence. ¹⁰	30,000.00	Restricted General Fund
2021CS128	Scott McLeod Plumbing	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide emergency plumbing services at the Chino, Fontana, Rancho Cucamonga, and off-site campuses for the period of July 01, 2020 through June 30, 2021, as approved by Facilities Department.	12,000.00	Unrestricted General Fund
2020PW555A	SiteScan	Rancho Cucamonga, CA	Task Order #1 - to perform an underground utility locating investigation of the Fontana parcel located at Sierra Avenue and Underwood Drive for the period of August 14, 2020 through October 31, 2020, as approved by Measure P Construction Program Management.	15,670.00	Measure P Bond Fund
2021CS59	Southland Industries	Garden Grove, CA	For a not-to-exceed amount, to repair the existing hydronic water underground piping north of the MACC building located on the Rancho Cucamonga campus for the period of March 01, 2020 through August 31, 2020, as approved by Facilities Department.	53,600.00	Capital Projects Fund

⁹ Funded by Strong Workforce budget.

¹⁰ Funded by Center of Excellence grant funds.

2021CS23	South Orange County Community College	Mission Viejo, CA	For a not-to-exceed amount, to provide training to companies in partnership with Saddleback College using Employment Training Panel funds. Training to be held at Saddleback College or approved sites, including management of attendance, documentation of hours, support certification of retention and employee/training wage information, for the period of July 01, 2020 through June 30, 2021, as approved by Economic Development. ¹¹	62,000.00	Restricted General Fund
2021CS139	Steris Corporation	Mentor, OH	For a not-to-exceed amount, to provide scheduled preventive maintenance and remote monitoring for the Autoclave 20" Century Vac equipment located on the Chino Campus, for the period of July 01, 2020 through June 30, 2021, as approved by Math and Science Department.	9,939.20	Unrestricted General Fund
2021CS140	Steris Corporation	Mentor, OH	For a not-to-exceed amount, to provide scheduled preventive maintenance and remote monitoring for the Autoclave 20" Century VAC equipment located on the Rancho Cucamonga Campus, for the period of July 01, 2020 through June 30, 2021, as approved by Math and Science Department	10,206.52	Unrestricted General Fund
2021CS106	Tarah Fleming	San Rafael, CA	For a not-to-exceed amount, to consult, prepare and facilitate virtual workshops on Advancing Equity Work & Allied Behavior Skills for the period of July 23, 2020 through May 20, 2021, as approved by Instruction and Institutional Effectiveness.	8,000.00	Unrestricted General Fund
2021CS118	Trane US Inc	Brea, CA	For a not-to-exceed amount, to repair a Central Plant Centrifugal Chiller located at the Rancho Cucamonga Campus for the period of July 01, 2020 through May 30, 2021, as approved by Facilities Department.	3,833.00	Scheduled Maintenance Fund
2021CS111	Trelisa Glazatov	Fontana, CA	For a not-to-exceed amount, to provide consulting services for the New World of Work implementation project for the period of September 01, 2020 through December 31, 2020, as approved by Instruction and Institutional Effectiveness. ¹²	15,000.00	Restricted General Fund
2021PW107	Trinity Construction	Upland, CA	For a not-to-exceed amount, to provide labor, materials and equipment to board up windows and doors, excavate as needed to locate water supply, cap feed and back-fill as needed and the installation of one power pole on the Fontana property located on Sierra Avenue in Fontana for the period of August 28, 2020 through November 30, 2020, as approved by Measure P Construction Program Management.	10,750.00	Measure P Bond Fund
2021PW102	Valued Engineering	Upland, CA	For a not-to-exceed amount, to perform a Design Topographic Survey for property located on Sierra Avenue in Fontana for the period of August 14, 2020 through October 31, 2020, as approved by Measure P Construction Program Management.	11,500.00	Measure P Bond Fund

¹¹ Funded by Economic Development grant funds.

¹² Funded by Online Education Initiative grant.

2019CS203	Waxie Sanitary Supply	San Diego, CA	Amendment #3 – to exercise the second of four one-year renewal options and extend the term ending date to June 30, 2021, as approved by Facilities Department.	200,000.00	Unrestricted General Fund
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List reflects contracts entered into and change orders to existing contracts through September 30, 2020.¹³

¹³ Funding for all contracts and change orders on this list are included in the 2020-2021 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE

WARRANT REGISTER REPORT

FOR THE MONTH OF SEPTEMBER 2020

GENERAL FUNDS (10)

PAYROLL	6,573,131.17	
COMMERCIAL	<u>11,749,030.77</u>	
TOTAL FUND (10)		18,322,161.94

SCHEDULED MAINTENANCE FUND (42) 41,590.31

BUILDING FUND (40 and 43) 170,377.23

EARLY RETIREMENT FUND (61) 1,329.19

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 120,728.65

CHILD DEVELOPMENT FUND (33)

PAYROLL	2,398.56	
COMMERCIAL	<u>10,513.87</u>	
TOTAL FUND (33)		12,912.43

TOTAL ALL FUNDS **\$ 18,669,099.75**

PAYROLL WARRANT/ADVICE NUMBERS

127207-127258 438904-440361

COMMERCIAL WARRANT NUMBERS

1015601-1015843 1736461-1737930

PURCHASE ORDER NUMBERS

BPO's	14796-14833	\$	113,802.52
PO's	54819-54910	\$	1,081,061.88

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2020
Board Meeting Date

TOPIC EMERGENCY REPAIR OF BOILERS

Communication No. IV.F.1.b

SUPPORTS BOARD POLICIES

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

PROPOSAL

It is recommended that the Governing Board of the District ratify the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from damage to all twelve (12) boilers in the Central Plant on the Rancho Cucamonga Campus, and the award of a contract to Enviser of Garden Grove, CA for repairs necessary to remediate the same by installing four (4) replacement boilers, for a total cost not-to-exceed \$392,136

BACKGROUND

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

Over the course of the past few years, the Governing Board has been provided updates related to current pipe conditions and failures of what appears to be a poorly installed and compromised underground closed loop water system, which is connected to the Central Plant located at the Rancho Cucamonga Campus. Piping contractors hired to make recent repairs to the underground pipe have reported that the initial pipe installations were not performed to industry standards (in their professional opinion), and pipe and valve failures are the unfortunate result. Piping contractors have expressed concern that the entire underground loop system is compromised and future and ongoing leaks are inevitable and may negatively impact boilers and boiler operations. Underground pipe leaks are only discovered once they have surfaced and become visible. Most recently, the Board authorized an emergency contract for repairs of such failures in the closed loop water system on April 19, 2019.

As a result of ongoing underground hot water loop leaks, debris and mud contamination entered and circulated in the underground hot water loop piping resulting in damage to all 12 Central Plant boilers. Even with stringent protocols in place to inspect and flush boilers on regular preventative maintenance cycles all boilers have been impacted and failed and now require immediate replacement.

The recent boiler failures are being treated as emergency repairs (health and safety) to ensure adequate heating is provided to office and classroom space prior to seasonal cold winter weather. Enviser has been contacted to commence the emergency repair work, and will be installing four replacement boilers as part of a contingency plan which temporarily provides adequate heating to the Rancho Cucamonga Campus

EMERGENCY REPAIR OF BOILERS

October 22, 2020

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infrastructure connected to Central Plant. Upon completion of a larger campus-wide boiler replacement project, the Central Plant boiler room will be abandoned and the four replacement boilers being installed now will be removed from Central Plant and relocated and utilized in the larger campus-wide boiler project.

BUDGET IMPLICATIONS

Funding Source – Measure L Bond Fund; Project 5.9.1-603 Infrastructure, Boiler Replace; total project budget is \$500,000

Current Status of Funds – Funds of \$392,136 for these repairs are included in the 2020-2021 Measure L bond fund budget, which includes the transfer of \$500,000 from the bond reserve for the purpose of this project.

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board, by a four-fifths vote, ratify the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from damage to all twelve (12) Central Plant boilers, on the Rancho Cucamonga Campus, and the award of a contract to Enviser of Garden Grove, CA for repairs necessary to remediate the same by installing four (4) replacement boilers, for a total cost not-to-exceed \$392,136.

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