



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

Thursday, June 24, 2021  
Board Room, Marie Kane  
Center for Student Services/Administration

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 June 24, 2021 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>

The College plans to hold the meeting both via Zoom and live in the Board Room, Marie Kane Center for Student Services/Administration for those who wish to attend in person. It will be limited to 25% seating capacity due to COVID-19 restrictions.

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 June 24, 2021*. 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. Please identify if your comment is for the open session agenda or the closed session 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. 2021-2022 Chaffey College Vision for Success Performance Outcomes
2. 2021-2022 Tentative Budget

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. Foundation

D. REPORTS

1. Closed Session Actions
2. Monitoring
  - a. 2021-2022 Chaffey College Vision for Success Performance Outcomes
  - b. Annual Measure P Financial Audit
  - c. Curriculum Monitoring Report

E. CONSENT AGENDA

1. Governance Process
  - a. Approval of Minutes, May 27, 2021
  - b. Board Policies for Adoption
  - c. Board Resolution Changing Future Regular Election Dates to Coincide with the California Primary Elections
2. Business/Fiscal Affairs
  - a. 2021-2022 Tentative Budget
  - b. Approval to Authorize the Prequalification of Bidders Process
  - c. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
  - d. Fontana Campus Master Plan
  - e. Higher Education Emergency Relief Fund III (HEERF III) Project – Institutional Allocation
  - f. Higher Education Emergency Relief Fund III (HEERF III) Project – Student Aid Allocation
  - g. Memorandum of Understanding Between the Chaffey Joint Union High School District and Members of the West End Corridor, Chaffey Regional Adult Education Consortium
  - h. Sole Source Purchase of Equipment: Apple Products
3. Human Resources
  - a. Allocation Model of Equal Employment Opportunity Fund
  - b. Management Personnel Plan/Employment Contract
  - c. Memorandum of Understanding – Chaffey Community College District and California School Employees Association (CSEA), Chapter 431

F. ACTION AGENDA

1. Business/Fiscal Affairs
  - a. 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, July 22, 2021.*

**Complete agenda may be viewed at [www.chaffey.edu/leadership/governingboard.php](http://www.chaffey.edu/leadership/governingboard.php)**

# REPORTS

# **MONITORING**

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

(Information)

June 24, 2021

Board Meeting Date

TOPIC 2020-21 CHAFFEY COLLEGE VISION FOR SUCCESS PERFORMANCE OUTCOMES

Communication No. IV.D.2.a

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SUPPORTS BOARD POLICY

This item supports Board Policy 1250 (Board Goals for Student Success).

PROPOSAL

To receive the 2020-21 Chaffey College Vision for Success performance outcomes for information.

BACKGROUND

In July 2017, the California Community Colleges (CCC) Chancellor's Office released *Vision for Success: Strengthening the California Community Colleges to Meet California's Needs*. Citing the economic and educational needs of California, this document established a vision for improvement, including clear goals and a set of commitments needed to reach those goals.

The Vision for Success deliberately included just a handful of concrete student outcome goals in order to establish a clear message about what matters most, and a clear and simple focus for the system as a whole. The ultimate aim of the CCCs is to help students complete their educational goals—whether a degree, certificate, transfer, or good job. The Vision for Success goals reflect this ultimate mission, as well as the need to serve the State of California efficiently and equitably. The Vision for Success metrics replace the Student Success Scorecard which was reported annually to the Governing Board thru 2019.

In July 2018, the Governor and the Legislature established a new funding formula for the CCCs [AB 1809, Chapter 33, Statutes of 2018]. That legislation also sought to more strongly link financial planning with broader educational planning. Specifically, it established that districts must take certain actions, including the adoption of college-level performance goals that:

- 1) Are aligned with the systemwide goals in the Vision for Success,
- 2) Are measurable numerically, and
- 3) Specify the timeline for improvement.

*MEANS OF ASSESSMENT:* Utilizing the 2016-17 academic year as the baseline, the California Community College Chancellor's Office identified five specific, measurable student outcome five-year goals:

- 1) *Completion:* Systemwide, increase by at least 20 percent the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific job skill sets that prepare them of in-demand jobs by 2021-22.
- 2) *Transfer:* Systemwide, increase by 35 percent the number of CCC students transferring annually to a UC or CSU by 2021-22.
- 3) *Unit Accumulation:* Systemwide, decrease the number of units accumulated by CCC students earning associate degrees, from an average of approximately 87 total units to an average of 79 total units by 2021-22.

- 4) *Workforce*: Systemwide, increase the percent of exiting career technical education (CTE) students who report being employed in their field of study, from the most recent statewide average of 69% to 76% by 2021-22.
- 5) *Equity*: Systemwide, reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40% by 2021-22 and fully closing those achievement gaps for good by 2026-27.

Consistent with AB 1809, Chaffey College has established local performance outcome goals that align with the systemwide Vision for Success goals. Local Vision for Success goals adopted by Chaffey College are aspirational, equaling or exceeding five-year systemwide goals:

- 1) *Goal 1A; Completion*: Chaffey College will increase the total number of completed associate degrees from 1,889 in 2016-17 to 3,778 in 2021-22, an increase of 100%.
- 2) *Goal 1B; Completion*: Chaffey College will increase the total number of completed CCCCO-approved certificates from 1,066 in 2016-17 to 2,132 in 2021-22, an increase of 100%.
- 3) *Goal 2A; Transfer*: Chaffey College will increase the total number of completed ADT degrees from 678 in 2016-17 to 1,356 in 2021-22, an increase of 100%.
- 4) *Goal 2B; Transfer*: Chaffey College will increase the total number of transfers to UC/CSU from 1,037 in 2016-17 to 1,400 in 2021-22, an increase of 35%.
- 5) *Goal 3A; Unit Accumulation*: Chaffey College will decrease the average number of units earned per completed associate degree from 89 in 2016-17 to 79 in 2021-22, a decrease of 11.2%.
- 6) *Goal 4C; Workforce*: Chaffey College will increase the percent of exiting CTE students who report being employed in their field of study from 64.5% in 2016 to 80% in 2021-22, an increase of 24.0%.

To address the systemwide goal of ameliorating observed achievement gaps on performance outcome measures among traditionally underrepresented groups, Chaffey College examines disaggregated data and identifies any student groups that are disproportionately impacted. While there are some limitations based upon data source(s) and/or size of the student population, traditionally underrepresented groups that are examined include but are not limited to: race/ethnicity; gender; age group; first generation status; economically disadvantaged status; students with disabilities; foster youth; LGBTQIA+; and veterans.

**SUMMARY OF EVIDENCE:** In examining 2020-21 Vision for Success outcomes, Chaffey College has experienced the following gains relative to the CCC system:

Goal	Description	Chaffey Performance	Statewide Performance
1A	Increase all students who earn an associate degree	28.3%	25.4%
1B	Increase all students who earn a CO-approved certificate	14.9%	52.7%
2A	Increase all students who earn an associate degree for transfer	116.7%	61.9%
2B	Increase all students who transfer to a CSU or UC institution	27.5%	6.9%
3A	Decrease average number of units accumulated by degree earners	6.0%	2.0%
4C	Increase all students with a job closely related to their field of study	68.2%	70.8%

**USE OF RESULTS FOR PLANNING:** Chaffey incorporates findings from the Vision for Success goals into a number of district functions. In addition to sharing Vision for Success performance outcomes with the Governing Board, numerous committees (e.g., College Planning Council, Guided Pathways Steering

Committee, Community Education Advisory Committee, President’s Equity Council, etc.) utilize Vision for Success outcomes in their planning and evaluation processes. District initiatives (e.g., Title V and Title III grants, Guided Pathways, etc.) utilize Vision for Success metrics in developing strategies to actively promote student success and to mitigate disproportionate impact by student demographic characteristics. Vision for Success performance outcome data is also used to inform on-going education and facilities master planning.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board receive the 2020-21 Vision for Success performance outcomes for review and discussion.

	Laura Hope, Associate Superintendent of Instruction and Institutional Effectiveness
Submitted by:	Jim Fillpot, Dean, Institutional Research, Policy and Grants
Recommended by:	Henry D. Shannon, Superintendent/President

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

(Information)

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TOPIC **ANNUAL MEASURE P FINANCIAL AUDIT**

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Communication No. IV.D.2.b

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SUPPORTS BOARD POLICY

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

PROPOSAL

To present the 2019-2020 annual Measure P financial audit reports for information as prepared by Eide Bailly LLP.

BACKGROUND

Section 1(b)(3)(D) of Article XIII A of the California Constitution requires the District to conduct an annual independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects. The audit for the 2019-2020 has been reviewed by the Citizen's Oversight Committee.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

The 2019-2020 annual Measure P financial audit prepared by Eide Bailly, LLP is presented for information only.

Prepared by:	<u>Patrick Cabildo, Internal Auditor</u>
Submitted by:	<u>Lisa Bailey, Associate Superintendent, Business Services and Economic Development</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>



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

(Information)

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TOPIC     **CURRICULUM MONITORING REPORT**    

Communication No. IV.D.2.c

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SUPPORTS BOARD POLICY

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

ACTIVITIES THAT ADDRESS THE BOARD POLICY

AB 1725 and Section 52300(c) of Title 5 define the role of the Faculty Senate in assuming primary responsibility for making recommendations in areas of curriculum and academic standards. The Curriculum Monitoring Report provides a summary of the 2020-21 actions of the district's Curriculum Committee.

MEANS OF ASSESSMENT

The detailed report is attached.

SUMMARY OF EVIDENCE

During the fall 2020 and spring 2021 terms, the Curriculum Committee reviewed proposals for:

- 48 New Courses
- 305 Course Modifications
- 315 Distance Education Courses
- 24 Correspondence Courses
- 1 Course Reactivation
- 99 Course Deactivations
- 4 New Programs
- 156 Modified Programs
- 31 Deactivated Programs

USE OF RESULTS FOR PLANNING

In addition to completing the above curriculum review, the Curriculum Committee has been working to ensure that all curriculum has been reviewed in accordance with the appropriate six-year cycle.

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

## Curriculum 2020-2021

COURSES – NEW COURSES			
	Discipline	Course ID	Title
1.	Accounting	ACCTG-485	Bookkeeping
2.	Aviation Maintenance Technology	AMT-15A	Introduction to Aviation Maintenance for Airframe and Powerplant I
3.	Aviation Maintenance Technology	AMT-15B	Introduction to Aviation Maintenance for Airframe and Powerplant Laboratory
4.	Aviation Maintenance Technology	AMT-25A	Powerplant: Aircraft Reciprocating Engines I
5.	Aviation Maintenance Technology	AMT-25B	Powerplant: Aircraft Reciprocating Engines Laboratory
6.	Aviation Maintenance Technology	AMT-26A	Powerplant: Engine Instrumentation, Lubrication, Electrical I
7.	Aviation Maintenance Technology	AMT-26B	Powerplant: Engine Instrumentation, Lubrication, Electrical Laboratory
8.	Aviation Maintenance Technology	AMT-27A	Powerplant: Reciprocating Engine Fuel & Auxiliary Systems I
9.	Aviation Maintenance Technology	AMT-27B	Powerplant: Reciprocating Engine Fuel & Auxiliary Systems Laboratory
10.	Aviation Maintenance Technology	AMT-35A	Airframe Structures: Fabrication, Inspection and Repair I
11.	Aviation Maintenance Technology	AMT-35B	Airframe Structures: Fabrication, Inspection and Repair Laboratory
12.	Aviation Maintenance Technology	AMT-36A	Airframe Primary Systems I
13.	Aviation Maintenance Technology	AMT-36B	Airframe Primary Systems Laboratory
14.	Aviation Maintenance Technology	AMT-37A	Airframe Secondary Systems I
15.	Aviation Maintenance Technology	AMT-37B	Airframe Secondary Systems Laboratory
16.	Art	ART-13	History of Graphic Design
17.	Art	ART-84	Motion Graphic Animation
18.	Computed Tomography	CT-410	Patient Care and Procedures in Computed Tomography
19.	Computed Tomography	CT-420	Physics Instrumentation in Computed Tomography
20.	Computed Tomography	CT-430	Cross-Sectional Anatomy and Pathology in Radiology
21.	Computed Tomography	CT-497	Computed Tomography Work Experience
22.	Dental	DENTAL-601	Dental Skills
23.	Health Science	HS-30	Beginning Medical Terminology
24.	Health Science	HS-601	Nursing Skills Directed Study
25.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-612	Intermediate Refrigeration
26.	Mathematics	MATH-542	Essentials of Intermediate Algebra
27.	Music	MUSIC-19	Introduction to Logic and Live
28.	Nursing: Associate Degree	NURADN-15	Nursing Process 1
29.	Nursing: Associate Degree	NURADN-28	Nursing Process 2

30.	Nursing: Associate Degree	NURADN-29	Maternal-Newborn Nursing
31.	Nursing: Associate Degree	NURADN-35	Nursing Process 3
32.	Nursing: Associate Degree	NURADN-39	Family-Child Nursing
33.	Nursing: Associate Degree	NURADN-47	Nursing Process 4
34.	Nursing: Associate Degree	NURADN-49	Mental Health Nursing
35.	Nursing Assistant	NURAST-405L	Nursing Assistant Skills Laboratory
36.	Nursing Assistant	NURAST-415	Professional Development for the Nursing Assistant
37.	Nursing Assistant	NURAST-600	Nursing Assistant
38.	Nursing Assistant	NURAST-600L	Nursing Assistant Laboratory
39.	Nursing Assistant	NURAST-605L	Nursing Skills Laboratory
40.	Nursing Assistant	NURAST-615	Professional Development for the Nursing Assistant
41.	Nursing Assistant	NURAST-620	Home Health Aide
42.	Nursing Assistant	NURAST-620L	Home Health Aide Laboratory
43.	Public Health	PH-401	Community Health Worker Principles I
44.	Public Health	PH-402	Community Health Worker Principles II
45.	Public Health	PH-497ABCD	Public Health Career Experience Internship
46.	Photography	PHOTO-450	Color Photography Portfolio
47.	Radiologic Technology	RADTEC-601	Radiology Skills Directed Study
48.	Theatre	THEATRE-31	Introduction to Design

**COURSES – MODIFICATIONS**

	<b>Discipline</b>	<b>Course ID</b>	<b>Title</b>
1.	Accounting	ACCTG-435	Payroll Accounting
2.	Accounting	ACCTG-70	Cost Accounting
3.	Accounting Financial Services	ACCTGFS-30	Personal Finance
4.	Accounting Financial Services	ACCTGFS-453	U.S. and California Income Tax Preparation
5.	Aviation Maintenance	AMT-15	Introduction to Aviation Maintenance for Airframe and Powerplant
6.	Aviation Maintenance	AMT-25	Powerplant: Aircraft Reciprocating Engines
7.	Aviation Maintenance	AMT-26	Powerplant: Engine Instrumentation, Lubrication, Electrical
8.	Aviation Maintenance	AMT-27	Reciprocating Engine Fuel & Auxiliary Systems
9.	Aviation Maintenance	AMT-28A	Powerplant: Reciprocating Engine Inspection
10.	Aviation Maintenance	AMT-28B	Powerplant: Electrical Systems
11.	Aviation Maintenance	AMT-28C	Powerplant: Turbine Engine Auxiliary Systems
12.	Aviation Maintenance	AMT-35	Airframe Structures: Fabrication, Inspection and Repair
13.	Aviation Maintenance	AMT-36	Airframe Primary Systems
14.	Aviation Maintenance	AMT-37	Airframe Secondary Systems
15.	Aviation Maintenance	AMT-38A	Airframe Structure: Structure Fabrication
16.	Aviation Maintenance	AMT-38B	Airframe Structure: Hydraulic Systems

17.	Aviation Maintenance	AMT-38C	Airframe Structure: Aircraft Secondary Systems and Components
18.	Anthropology	ANTHRO-1	Introduction to Biological Anthropology
19.	Anthropology	ANTHRO-1L	Laboratory for Biological Anthropology
20.	Anthropology	ANTHRO-2	Introduction to Archaeology
21.	Anthropology	ANTHRO-3	Introduction to Social and Cultural Anthropology
22.	Art	ART-474	Identity System Design
23.	Art	ART-50	Introduction to Sculpture
24.	Art	ART-89	Student Invitational Exhibition
25.	Astronomy	ASTRON-27	Life in the Universe
26.	Automotive Technology	AUTOTEC-430	Engine Rebuilding - Upper Engine
27.	Automotive Technology	AUTOTEC-431	Engine Rebuilding - Lower Engine
28.	Automotive Technology	AUTOTEC-435	High Performance Engine Rebuilding and Blueprinting
29.	Biology	BIOL-20	Human Anatomy
30.	Biology	BIOL-23L	General Microbiology Laboratory
31.	Biology	BIOL-30	Beginning Medical Terminology
32.	Biology	BIOL-40	Introduction to Cell and Molecular Biology
33.	Biology	BIOL-424	Anatomy and Physiology
34.	Biology	BIOL-424L	Anatomy and Physiology Laboratory
35.	Business	BUS-10	Introduction to Business
36.	Business	BUS-49	Business Decisions Using Basic Quantitative Tools
37.	Business	BUS-61	Introduction to Global Business
38.	Business	BUS-88	Business Communication
39.	Business: Legal Studies	BUSL-10	Introduction to Law and the Legal Process
40.	Business: Legal Studies	BUSL-28A	Business Law I
41.	Business: Legal Studies	BUSL-28B	Business Law II
42.	Business: Legal Studies	BUSL-400	Introduction to Paralegal Studies
43.	Business: Legal Studies	BUSL-401	Legal Research and Writing
44.	Business: Legal Studies	BUSL-402	Civil Litigation
45.	Business: Legal Studies	BUSL-403	Evidence
46.	Business: Legal Studies	BUSL-406	Advanced Legal Research and Writing
47.	Business: Legal Studies	BUSL-408	Bankruptcy and Debtor/Creditor Relations
48.	Business: Legal Studies	BUSL-409	Family Law
49.	Business: Legal Studies	BUSL-410	International Business Law
50.	Business: Legal Studies	BUSL-411	Estate Planning and Probate Law
51.	Business Legal Studies	BUSL-411	Estate Planning and Probate Law
52.	Business: Legal Studies	BUSL-412	Immigration Law
53.	Business Legal Studies	BUSL-412	Immigration Law
54.	Business: Legal Studies	BUSL-413	Workers' Compensation Law

55.	Business: Legal Studies	BUSL-435	The Law of Marketing and Business Competition
56.	Business Management	BUSMGT-42	Human Resource Management
57.	Business Management	BUSMGT-430	Warehouse Management and Material Handling
58.	Business Management	BUSMGT-45	Small Business Ownership and Management
59.	Business Management	BUSMGT-466	Introduction to Project Management
60.	Business Management	BUSMGT-470	Essentials of Facilities Management
61.	Business Management	BUSMGT-48	Quality Management Principles
62.	Business Management	BUSMGT-480	Principles of Supervision
63.	Business Marketing	BUSMKT-13	Professional Selling
64.	Business Marketing	BUSMKT-405	International Marketing
65.	Business Technology	BUSTEC-400	Job Search and Interviewing Techniques
66.	Business Technology	BUSTEC-40A	Beginning Computer Keyboarding
67.	Business Technology	BUSTEC-40B	Computer Keyboarding: Speed and Accuracy Development
68.	Business Technology	BUSTEC-471	Administrative Office Management
69.	Business Technology	BUSTEC-50	Filing and Records Management
70.	Business Technology	BUSTEC-61	Microsoft Office PowerPoint
71.	Business Technology	BUSTEC-63	Microsoft Office Excel - Comprehensive
72.	Business Technology	BUSTEC-64	Microsoft Office Access-Comprehensive
73.	Child Development Education	CDE-23	Introduction to Children with Special Needs
74.	Child Development Education	CDE-24	Introduction to Curriculum Theory
75.	Child Development Education	CDE-24W	Practicum I: Supervised Occupational Work Experience
76.	Child Development Education	CDE-25	Advanced Curriculum Theory
77.	Child Development Education	CDE-25W	Practicum II: Supervised Occupational Work Experience
78.	Child Development Education	CDE-3	Observation and Assessment
79.	Child Development Education	CDE-415	Dynamics of Play
80.	Child Development Education	CDE-416	Brain Research and the Implications for Classroom Teaching
81.	Child Development Education	CDE-6	Teaching in a Diverse Society
82.	Child Development Education	CDE-7	Curriculum Development: The Creative Arts
83.	Child Development Education	CDE-8	Curriculum Development: Math and Sciences
84.	Chemistry	CHEM-24A	General Chemistry I
85.	Chemistry	CHEM-76A	Organic Chemistry I
86.	Chemistry	CHEM-76B	Organic Chemistry II
87.	Chemistry	CHEM-9	Health Science Chemistry
88.	Chinese	CHIN-18	Chinese Civilization and Culture
89.	Computer Information System	CIS-1	Introduction to Computer Information Systems
90.	Computer Information Systems: Networking	CISNTWK-12	Introduction to Network Security Administration
91.	Computer Information Systems: Networking	CISNTWK-20	Introduction to Cybersecurity: Ethical Hacking
92.	Computer Information Systems: Networking	CISNTWK-435	Introduction to the Linux Operating System
93.	Criminal Justice	CJ-52	Control and Supervision of Inmates
94.	Criminal Justice	CJ-53	Correctional Law

95.	Computer Science	COMPSCI-2	Programming Concepts and Methodology II
96.	Computer Science	COMPSCI-3	Computer Architecture and Organization
97.	Computer Science	COMPSCI-4	Discrete Structures
98.	Communication Studies	COMSTD-12	Mass Communication and Society
99.	Culinary Arts	CUL-22	Restaurant and Catering Operations
100.	Culinary	CUL-22	Restaurant and Catering Operations
101.	Culinary	CUL-441	Advanced Professional Baking
102.	Culinary	CUL-445	Cake Decorating and Pastry Art
103.	Dental	DENTAL-415L	Dental Chairside Skills I Lab
104.	Dental	DENTAL-425L	Dental Materials Lab
105.	Dental	DENTAL-435L	Infection Control in Dentistry Lab
106.	Dental	DENTAL-445L	Oral Radiology Lab
107.	Dental	DENTAL-455	Dental Office Procedures
108.	Dental	DENTAL-455L	Dental Office Procedures Lab
109.	Dental	DENTAL-460	Clinical Experience I
110.	Dental	DENTAL-465	Clinical Experience II
111.	Dental	DENTAL-465L	Clinical Experience II Lab
112.	Dental	DENTAL-475	Dental Specialty Skills
113.	Dental	DENTAL-475L	Dental Specialty Skills Lab
114.	Dental	DENTAL-480	Dental Chairside Skills II
115.	Dental	DENTAL-480L	Dental Chairside Skills II Lab
116.	Dental	DENTAL-490	Advanced Clinical Procedures
117.	Dental	DENTAL-490L	Advanced Clinical Procedures Lab
118.	Drafting	DRAFT-20	Computer-Aided Drafting and Design
119.	Drafting	DRAFT-21	Mechanical Design I
120.	Drafting	DRAFT-41	Mechanical Design and Drafting II
121.	Drafting	DRAFT-43	Advanced CAD Modeling and Applications
122.	Drafting	DRAFT-50	Architectural Design I
123.	Drafting	DRAFT-51	Architectural Design II
124.	Drafting	DRAFT-53	Architectural Applications of CAD
125.	Drafting	DRAFT-78	Advanced Mechanical Design Applications
126.	Education	ED-10	Elementary Classroom Fieldwork
127.	Engineering Technology	EGTECH-10	Introduction to Engineering Design/Graphics
128.	Engineering Technology	EGTECH-12	Principles of Engineering
129.	Engineering Technology	EGTECH-14	Electronics for Engineering Technologists I
130.	Engineering Technology	EGTECH-16	Computer Integrated Manufacturing - CNC Material Removal
131.	Engineering Technology	EGTECH-30	Introduction to Additive Manufacturing - 3D Printing
132.	Emergency Medical Technician	EMT-11	Emergency Medical Technician
133.	Engineering	ENGIN-11	Introduction to Engineering
134.	Engineering	ENGIN-26	Engineering Graphics and CAD
135.	Engineering Technology	ENGIN-30	Engineering Application of Digital Computation
136.	Engineering	ENGIN-50	Engineering Statics
137.	Engineering Technology	ENGIN-52	Engineering Dynamics
138.	Engineering Technology	ENGIN-60	Materials of Engineering

139.	English	ENGL-1A	Composition
140.	English	ENGL-1B	Advanced Composition and Critical Thinking
141.	English	ENGL-33	Introduction to Poetry
142.	English	ENGL-35	Literary Magazine Production
143.	English	ENGL-68	Mythology
144.	English	ENGL-74	Asian-American Literature
145.	English	ENGL-76	African-American Literature
146.	English	ENGL-7A	Creative Writing: Short Fiction
147.	English	ENGL-7B	Creative Writing: Fiction
148.	English	ENGL-7D	Creative Writing: Poetry
149.	English	ENGL-7E	Creative Writing: Nonfiction
150.	Fashion Design	FASHD-20	History of Fashion
151.	Fashion Design	FASHD-40	Beginning Clothing Construction
152.	Fashion Design	FASHD-42	Advanced Clothing Construction
153.	Fashion Design	FASHD-428	Computer-Aided Design
154.	Fashion Design	FASHD-445	Fitting and Alterations of Patterns and Apparel
155.	Fashion Design	FASHD-45	Design Fundamentals for Fashion and Interiors
156.	Fashion Design	FASHD-470	Apparel Production
157.	Fashion Design	FASHD-471	Advanced Patternmaking
158.	Fashion Design	FASHD-472	Computer-Aided Patternmaking
159.	Fashion Design	FASHD-480	Design Collection
160.	Fashion Design	FASHD-482	Industry Internship: Fashion Design
161.	Fashion Design	FASHD-61	Pattern Drafting I
162.	Fashion Design	FASHD-65	Fashion Illustration
163.	Fashion Design	FASHD-72	Fashion Draping
164.	Fashion Merchandising	FASHM-10	Introduction to the Fashion Industry
165.	Fashion Merchandising	FASHM-11	Fashion Retail Merchandising and Management
166.	Fashion Merchandising	FASHM-12	Visual Merchandising
167.	Fashion Merchandising	FASHM-15	Image and Fashion Selection
168.	Fashion Merchandising	FASHM-482	Industry Internships: Fashion Merchandising
169.	Fashion Merchandising	FASHM-60	Textiles
170.	Fire Technology	FIRETEC-420	Fire Inspector 1A - Duties and Administration
171.	Fire Technology	FIRETEC-421	Fire Inspector 1B, Fire and Life Safety
172.	Fire Technology	FIRETEC-422	Fire Inspector 1C - Field Inspection
173.	Fire Technology	FIRETEC-423	Fire Inspector 1D: Field Inspection-California Specific
174.	Geography	GEOG-5	Physical Geography Laboratory
175.	Gerontology	GERO-22	Dying and Death
176.	Gerontology	GERO-400	Principles of Caregiving: Older Adults and Their Care
177.	Gerontology	GERO-455	Resources and Services for Older Adults
178.	Gerontology	GERO-463	Social Work Designee/Assistant Training
179.	Gerontology	GERO-497ABCD	Gerontology Career Experience Internship
180.	Gerontology	GERO-600	Principles of Caregiving: Older Adults and Their Care
181.	Gerontology	GERO-655	Resources and Services for Older Adults
182.	Gerontology	GERO-663	Social Work Designee/Assistant Training
183.	Gerontology	GERO-98ABC	Independent Study: Gerontology
184.	Guidance	GUID-507	Opening Doors to Student Effectiveness

185.	History	HIST-19	History of Ethnic Relations in the United States
186.	History	HIST-21	The Sixties in American History
187.	History	HIST-25	Women in United States History
188.	History	HIST-4	History of Slavery
189.	History	HIST-40	Retrospective of World War II
190.	History	HIST-50	African-American History I
191.	History	HIST-51	African-American History II
192.	History	HIST-9	History of Asian Civilizations I
193.	Homeland National Security	HNS-10	Introduction to Homeland Security
194.	Homeland National Security	HNS-11	Intelligence Analysis and Security Management
195.	Homeland National Security	HNS-12	Transportation and Border Security
196.	Hospitality Management	HOTFS-482	Industry Internship: Hospitality Management
197.	Humanities	HUMAN-20	The Holocaust: History and Philosophy
198.	Humanities	HUMAN-5	Arts and Ideas: Antiquity to Renaissance
199.	Humanities	HUMAN-6	Arts and Ideas: Renaissance to Modern
200.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-600	Introduction to Heating, Ventilation, and Air Conditioning
201.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-601	HVACR Piping Practices, Brazing, and HVACR tools
202.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-602	HVAC Electrical Systems
203.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-603	Environmental Protection Agency Certification
204.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-604	Refrigerants, Recovery, Vacuum, and Charging
205.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-605	HVAC Heat Pumps and Basic Troubleshooting
206.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-606	HVAC Air Distribution, Installation, Flues and Ducts
207.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-607	HVAC Gas Heat
208.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-608	HVAC Electric heat, Oil heat, and Hydronic Heating
209.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-609	Advanced Commercial HVAC Systems and Solar
210.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-610	HVAC DDC, Pneumatic, and Building Automation Controls
211.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-611	HVAC Management Topics
212.	Interior Design	ID-10	Introduction to Interior Design
213.	Interior Design	ID-16	Quick Sketching for Interior Designers
214.	Interior Design	ID-21	Space Planning



215.	Interior Design	ID-27	Computer Drafting & Design for Interiors
216.	Interior Design	ID-30	Interior Design Studio
217.	Interior Design	ID-482ABCD	Internships in Interior Design
218.	Industrial Electrical Technology	IET-414	Advanced Programmable Logic Controllers
219.	Industrial Electrical Technology	IET-484ABCD	Industrial Electricity Internship
220.	Industrial Electrical Technology: Mechatronics	IETMECH-400	Introduction to Mechatronics
221.	Industrial Electrical Technology: Mechatronics	IETMECH-401	Robotics and Sequencing
222.	Industrial Electrical Technology: Mechatronics	IETMECH-402	Mechatronics Troubleshooting
223.	Industrial Maintenance Mechanic	INDMM-602	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills
224.	Industrial Maintenance Mechanic	INDMM-603	Trade Math and Drawings, Material Handling, and Mobile Equipment
225.	Journalism	JOUR-10	Newswriting
226.	Journalism	JOUR-30	Student Media Practicum I
227.	Kinesiology: Activity	KINACT-1	Beginning Tennis
228.	Kinesiology: Activity	KINACT-2	Advanced Tennis
229.	Kinesiology: Activity	KINACT-31	Introduction to Self-Defense and Personal Safety
230.	Kinesiology: Lecture	KINLEC-19	Practical Applications in Athletic Training I
231.	Kinesiology: Lecture	KINLEC-21	Practical Applications in Athletic Training II
232.	Kinesiology: Lecture	KINLEC-22	Practical Applications in Athletic Training III
233.	Kinesiology: Team	KINTM-64A	Softball Strength and Conditioning for Athletes
234.	Kinesiology: Team	KINTM-69	Cross Country Strength and Conditioning for Athletes
235.	Mathematics	MATH-25	College Algebra
236.	Mathematics	MATH-31	Plane Trigonometry
237.	Mathematics	MATH-4	Mathematical Concepts for Elementary School Teachers
238.	Mathematics	MATH-542	Essentials of Intermediate Algebra
239.	Mathematics	MATH-60	Calculus for Business
240.	Mathematics	MATH-61	Pre-Calculus
241.	Mathematics	MATH-85	Differential Equations
242.	Music	MUSIC-18	Introduction to Pro Tools
243.	Music	MUSIC-58	Applied Music
244.	Nutrition and Food	NF-471	Dietetic Service Supervisor I
245.	Nutrition and Food	NF-471L	Dietetic Service Supervisor: Supervised Clinical Laboratory I
246.	Nutrition and Food	NF-472	Dietetic Service Supervisor II
247.	Nutrition and Food	NF-472L	Dietetic Service Supervisor II: Supervised Clinical Laboratory
248.	Nursing: Associate Degree	NURADN-3L	Transition in Nursing Laboratory

249.	Nursing: Associate Degree	NURADN-404	Basic ECG and Dysrhythmia Interpretation
250.	Nursing: Associate Degree for Transfer	NURADN-6	Clinical Nursing Skills
251.	Nursing Assistant	NURAST-400	Nursing Assistant
252.	Nursing Assistant	NURAST-400L	Nursing Assistant Laboratory
253.	Nursing: Vocational	NURVN-414	Acute Care Nursing Assistant: Vocational Nursing Foundations
254.	Public Health	PH-10	Personal Health and Wellness
255.	Public Health	PH-20	Introduction to Public Health
256.	Public Health	PH-30	Health and Social Justice
257.	Public Health	PH-40	Drugs, Health, and Society
258.	Philosophy	PHIL-78	History of Philosophy: Modern
259.	Photography	PHOTO-1	History of Photography
260.	Photography	PHOTO-10	Beginning Darkroom Photography
261.	Photography	PHOTO-11	Intermediate Photography
262.	Photography	PHOTO-12	Studio Lighting
263.	Photography	PHOTO-430	Fine Art Photography Portfolio
264.	Photography	PHOTO-436	Studio Lighting Portfolio
265.	Photography	PHOTO-438	Photography for Media Portfolio
266.	Photography	PHOTO-439	Wedding, Quinceañera, and Event Photography
267.	Photography	PHOTO-7	Beginning Digital Photography
268.	Photography	PHOTO-9	Beginning Photoshop and Digital Imaging
269.	Physics	PHYS-20A	Algebra/Trigonometry College Physics I
270.	Physics	PHYS-20B	Algebra/Trigonometry College Physics II
271.	Physics	PHYS-30A	Physics for the Medical and Life Sciences I
272.	Physics	PHYS-30B	Physics for the Medical and Life Sciences II
273.	Physics	PHYS-44	Introduction to Motion
274.	Physics	PHYS-45	Physics for Scientists and Engineers I
275.	Physics	PHYS-46	Physics for Scientists and Engineers II
276.	Physics	PHYS-47	Physics for Scientists and Engineers III
277.	Physics	PHYS-5	The Ideas of Physics
278.	Physics	PHYS-6	The Ideas of Physics Laboratory
279.	Political Science	PS-1	American Politics
280.	Radiologic Technology	RADTEC-10	Anatomy and Radiographic Positioning I
281.	Radiologic Technology	RADTEC-10L	Laboratory for Anatomy and Radiographic Positioning I
282.	Radiologic Technology	RADTEC-16	Patient Care for Radiologic Technologists
283.	Radiologic Technology	RADTEC-20	Radiologic Science and Protection
284.	Radiologic Technology	RADTEC-20L	Laboratory for Radiologic Science and Protection
285.	Radiologic Technology	RADTEC-25	Anatomy and Radiographic Positioning II
286.	Radiologic Technology	RADTEC-25L	Laboratory for Anatomy and Radiographic Positioning II
287.	Radiologic Technology	RADTEC-34	Radiographic Imaging
288.	Radiologic Technology	RADTEC-34L	Laboratory for Radiographic Imaging

289.	Radiologic Technology	RADTEC-472	Pharmacology and Venipuncture for Imaging Professionals
290.	Radiologic Technology	RADTEC-55	Fluoroscopy and Clinical Application
291.	Radiologic Technology	RADTEC-67	Anatomy and Radiographic Positioning III
292.	Radiologic Technology	RADTEC-77	Radiographic Pathology
293.	Radiologic Technology	RADTEC-85	Radiographic Review and ARRT Preparation
294.	Real Estate	RE-475	Real Estate Escrow
295.	Social Science	SCSCI-10	Statistics for Social Science
296.	Sociology	SOC-10	Introduction to Sociology
297.	Sociology	SOC-26	Introduction to Latin American Societies
298.	Sociology	SOC-30	Introduction to LGBTQ Studies
299.	Statistics	STAT-10	Elementary Statistics
300.	Statistics	STAT-610	Skill Building for Stat 10
301.	Theatre	THEATRE-18	Acting for the Camera
302.	Theatre	THEATRE-35	Musical Theatre Performance
303.	Theatre	THEATRE-37	Musical Theatre Performance II
304.	Theatre	THEATRE-50ABCD	Theatre Practicum - Rehearsal and Performance
305.	Theatre	THEATRE-52ABCD	Theatre Practicum - Technical Theatre in Production

#### COURSES – COURSE REACTIVATIONS

	Discipline	Course ID	Title
1.	Child Development Education	CDE-50	Administration of Child Development Programs

#### COURSES – DISTANCE EDUCATION

	Discipline	Course ID	Title
1.	Accounting	ACCTG-435	Payroll Accounting
2.	Accounting	ACCTG-485	Bookkeeping
3.	Biology	ACCTGFS-30	Personal Finance
4.	Accounting Financial Services	ACCTGFS-453	U.S. and California Income Tax Preparation
5.	Aviation Maintenance	AMT-15	Introduction to Aviation Maintenance for Airframe and Powerplant
6.	Aviation Maintenance Technology	AMT-15A	Introduction to Aviation Maintenance for Airframe and Powerplant I
7.	Aviation Maintenance	AMT-25	Powerplant: Aircraft Reciprocating Engines
8.	Aviation Maintenance Technology	AMT-25A	Powerplant: Aircraft Reciprocating Engines I
9.	Aviation Maintenance	AMT-26	Powerplant: Engine Instrumentation, Lubrication, Electrical
10.	Aviation Maintenance Technology	AMT-26A	Powerplant: Engine Instrumentation, Lubrication, Electrical I
11.	Aviation Maintenance	AMT-27	Reciprocating Engine Fuel & Auxiliary Systems
12.	Aviation Maintenance Technology	AMT-27A	Powerplant: Reciprocating Engine Fuel & Auxiliary Systems I
13.	Aviation Maintenance	AMT-28A	Powerplant: Reciprocating Engine Inspection
14.	Aviation Maintenance	AMT-28B	Powerplant: Electrical Systems
15.	Aviation Maintenance	AMT-28C	Powerplant: Turbine Engine Auxiliary Systems
16.	Aviation Maintenance	AMT-35	Airframe Structures: Fabrication, Inspection and Repair

17.	Aviation Maintenance Technology	AMT-35A	Airframe Structures: Fabrication, Inspection and Repair I
18.	Aviation Maintenance Technology	AMT-36A	Airframe Primary Systems I
19.	Aviation Maintenance Technology	AMT-37A	Airframe Secondary Systems I
20.	Anthropology	ANTHRO-1	Introduction to Biological Anthropology
21.	Anthropology	ANTHRO-1L	Laboratory for Biological Anthropology
22.	Anthropology	ANTHRO-2	Introduction to Archaeology
23.	Anthropology	ANTHRO-3	Introduction to Social and Cultural Anthropology
24.	Art	ART-13	History of Design
25.	Art	ART-474	Identity System Design
26.	Art	ART-84	Motion Graphic Animation
27.	Art	ART-89	Student Invitational Exhibition
28.	Astronomy	ASTRON-27	Life in the Universe
29.	Biology	BIOL-20	Human Anatomy
30.	Biology	BIOL-23L	General Microbiology Laboratory
31.	Child Development Education	BIOL-40	Introduction to Cell and Molecular Biology
32.	Biology	BIOL-424	Anatomy and Physiology
33.	Biology	BIOL-424L	Anatomy and Physiology Laboratory
34.	Business	BUS-10	Introduction to Business
35.	Business	BUS-49	Business Decisions Using Basic Quantitative Tools
36.	Business	BUS-61	Introduction to Global Business
37.	Business	BUS-88	Business Communication
38.	Business: Legal Studies	BUSL-10	Introduction to Law and the Legal Process
39.	Business: Legal Studies	BUSL-28A	Business Law I
40.	Business: Legal Studies	BUSL-28B	Business Law II
41.	Business: Legal Studies	BUSL-400	Introduction to Paralegal Studies
42.	Business: Legal Studies	BUSL-401	Legal Research and Writing
43.	Business: Legal Studies	BUSL-402	Civil Litigation
44.	Business: Legal Studies	BUSL-403	Evidence
45.	Business: Legal Studies	BUSL-406	Advanced Legal Research and Writing
46.	Business: Legal Studies	BUSL-408	Bankruptcy and Debtor/Creditor Relations
47.	Business: Legal Studies	BUSL-410	International Business Law
48.	Business Legal Studies	BUSL-411	Estate Planning and Probate Law
49.	Business Legal Studies	BUSL-412	Immigration Law
50.	Business: Legal Studies	BUSL-435	The Law of Marketing and Business Competition
51.	Business Management	BUSMGT-42	Human Resource Management
52.	Business Management	BUSMGT-430	Warehouse Management and Material Handling

53.	Business Management	BUSMGT-45	Small Business Ownership and Management
54.	Business Management	BUSMGT-466	Introduction to Project Management
55.	Business Management	BUSMGT-470	Essentials of Facilities Management
56.	Business Management	BUSMGT-48	Quality Management Principles
57.	Business Management	BUSMGT-480	Principles of Supervision
58.	Business Marketing	BUSMKT-13	Professional Selling
59.	Business Marketing	BUSMKT-405	International Marketing
60.	Business Technology	BUSTEC-400	Job Search and Interviewing Techniques
61.	Business Technology	BUSTEC-40A	Beginning Computer Keyboarding
62.	Business Technology	BUSTEC-40B	Computer Keyboarding: Speed and Accuracy Development
63.	Business Technology	BUSTEC-471	Administrative Office Management
64.	Business Technology	BUSTEC-50	Filing and Records Management
65.	Business Technology	BUSTEC-61	Microsoft Office PowerPoint
66.	Business Technology	BUSTEC-63	Microsoft Office Excel - Comprehensive
67.	Business Technology	BUSTEC-64	Microsoft Office Access-Comprehensive
68.	Child Development Education	CDE-23	Introduction to Children with Special Needs
69.	Child Development Education	CDE-24	Introduction to Curriculum Theory
70.	Child Development Education	CDE-24W	Practicum I: Supervised Occupational Work Experience
71.	Chemistry	CDE-25	Advanced Curriculum Theory
72.	Child Development Education	CDE-25W	Practicum II: Supervised Occupational Work Experience
73.	Child Development Education	CDE-3	Observation and Assessment
74.	Child Development Education	CDE-415	Dynamics of Play
75.	Child Development Education	CDE-416	Brain Research and the Implications for Classroom Teaching
76.	Child Development Education	CDE-50	Administration of Child Development Programs
77.	Child Development Education	CDE-6	Teaching in a Diverse Society
78.	Child Development Education	CDE-7	Curriculum Development: The Creative Arts
79.	Child Development Education	CDE-8	Curriculum Development: Math and Sciences
80.	Chemistry	CHEM-76A	Organic Chemistry I
81.	Chemistry	CHEM-76B	Organic Chemistry II
82.	Culinary	CHEM-9	Health Science Chemistry
83.	Chinese	CHIN-18	Chinese Civilization and Culture
84.	Computer Information System	CIS-1	Introduction to Computer Information Systems
85.	Computer Information Systems: Networking	CISNTWK-12	Introduction to Network Security Administration
86.	Computer Information Systems: Networking	CISNTWK-20	Introduction to Cybersecurity: Ethical Hacking
87.	Computer Information Systems: Networking	CISNTWK-435	Introduction to the Linux Operating System
88.	Criminal Justice	CJ-52	Control and Supervision of Inmates
89.	Criminal Justice	CJ-53	Correctional Law

90.	Computer Science	COMPSCI-2	Programming Concepts and Methodology II
91.	Computer Science	COMPSCI-3	Computer Architecture and Organization
92.	Computer Science	COMPSCI-4	Discrete Structures
93.	Communication Studies	COMSTD-12	Mass Communication and Society
94.	Computed Tomography	CT-410	Patient Care and Procedures in Computed Tomography
95.	Computed Tomography	CT-420	Physics Instrumentation in Computed Tomography
96.	Computed Tomography	CT-430	Cross-Sectional Anatomy and Pathology in Radiology
97.	Computed Tomography	CT-497	Computed Tomography Work Experience
98.	Culinary	CUL-22	Restaurant and Catering Operations
99.	Culinary	CUL-441	Advanced Professional Baking
100.	Dental	CUL-445	Cake Decorating and Pastry Art
101.	Dental	DENTAL-435L	Infection Control in Dentistry Lab
102.	Dental	DENTAL-455	Dental Office Procedures
103.	Dental	DENTAL-455L	Dental Office Procedures Lab
104.	Dental	DENTAL-465	Clinical Experience II
105.	Dental	DENTAL-475	Dental Specialty Skills
106.	Dental	DENTAL-480	Dental Chairside Skills II
107.	Fashion Design	DENTAL-490	Advanced Clinical Procedures
108.	Dental	DENTAL-601	Dental Skills
109.	Drafting	DRAFT-20	Computer-Aided Drafting and Design
110.	Drafting	DRAFT-21	Mechanical Design I
111.	Drafting	DRAFT-41	Mechanical Design and Drafting II
112.	Drafting	DRAFT-43	Advanced CAD Modeling and Applications
113.	Drafting	DRAFT-50	Architectural Design I
114.	Drafting	DRAFT-51	Architectural Design II
115.	Drafting	DRAFT-53	Architectural Applications of CAD
116.	Drafting	DRAFT-78	Advanced Mechanical Design Applications
117.	Education	ED-10	Elementary Classroom Fieldwork
118.	Engineering Technology	EGTECH-10	Introduction to Engineering Design/Graphics
119.	Engineering Technology	EGTECH-12	Principles of Engineering
120.	Engineering Technology	EGTECH-16	Computer Integrated Manufacturing - CNC Material Removal
121.	Engineering Technology	EGTECH-30	Introduction to Additive Manufacturing - 3D Printing
122.	Emergency Medical Technician	EMT-11	Emergency Medical Technician
123.	Engineering	ENGIN-11	Introduction to Engineering
124.	Engineering	ENGIN-26	Engineering Graphics and CAD
125.	Engineering Technology	ENGIN-30	Engineering Application of Digital Computation
126.	Engineering	ENGIN-50	Engineering Statics
127.	Engineering Technology	ENGIN-52	Engineering Dynamics

128.	Engineering Technology	ENGIN-60	Materials of Engineering
129.	English	ENGL-1A	Composition
130.	English	ENGL-1B	Advanced Composition and Critical Thinking
131.	English	ENGL-33	Introduction to Poetry
132.	English	ENGL-35	Literary Magazine Production
133.	English	ENGL-68	Mythology
134.	English	ENGL-74	Asian-American Literature
135.	English	ENGL-76	African-American Literature
136.	English	ENGL-7A	Creative Writing: Short Fiction
137.	English	ENGL-7B	Creative Writing: Fiction
138.	English	ENGL-7D	Creative Writing: Poetry
139.	English	ENGL-7E	Creative Writing: Nonfiction
140.	Fashion Design	FASHD-20	History of Fashion
141.	Fashion Design	FASHD-40	Beginning Clothing Construction
142.	Fashion Design	FASHD-42	Advanced Clothing Construction
143.	Fashion Design	FASHD-428	Computer-Aided Design
144.	Fashion Design	FASHD-445	Fitting and Alterations of Patterns and Apparel
145.	Fashion Design	FASHD-45	Design Fundamentals for Fashion and Interiors
146.	Fashion Design	FASHD-470	Apparel Production
147.	Fashion Merchandising	FASHD-471	Advanced Patternmaking
148.	Fashion Design	FASHD-472	Computer-Aided Patternmaking
149.	Fashion Design	FASHD-480	Design Collection
150.	Fashion Design	FASHD-482	Industry Internship: Fashion Design
151.	Fashion Design	FASHD-61	Pattern Drafting I
152.	Fashion Design	FASHD-65	Fashion Illustration
153.	Fashion Design	FASHD-72	Fashion Draping
154.	Fashion Merchandising	FASHM-10	Introduction to the Fashion Industry
155.	Fashion Merchandising	FASHM-11	Fashion Retail Merchandising and Management
156.	Fashion Merchandising	FASHM-12	Visual Merchandising
157.	Fashion Merchandising	FASHM-15	Image and Fashion Selection
158.	Gerontology	FASHM-482	Industry Internships: Fashion Merchandising
159.	Fashion Merchandising	FASHM-60	Textiles
160.	Fire Technology	FIRETEC-420	Fire Inspector 1A - Duties and Administration
161.	Fire Technology	FIRETEC-421	Fire Inspector 1B, Fire and Life Safety
162.	Fire Technology	FIRETEC-422	Fire Inspector 1C - Field Inspection
163.	Fire Technology	FIRETEC-423	Fire Inspector 1D: Field Inspection-California Specific
164.	Geography	GEOG-5	Physical Geography Laboratory
165.	Gerontology	GERO-22	Dying and Death
166.	Gerontology	GERO-400	Principles of Caregiving: Older Adults and Their Care
167.	Gerontology	GERO-455	Resources and Services for Older Adults

168.	Gerontology	GERO-463	Social Work Designee/Assistant Training
169.	Heating, Ventilation, Air Conditioning, and Refrigeration	GERO-497ABCD	Gerontology Career Experience Internship
170.	Gerontology	GERO-600	Principles of Caregiving: Older Adults and Their Care
171.	Gerontology	GERO-655	Resources and Services for Older Adults
172.	Gerontology	GERO-663	Social Work Designee/Assistant Training
173.	Gerontology	GERO-98ABC	Independent Study: Gerontology
174.	Guidance	GUID-507	Opening Doors to Student Effectiveness
175.	History	HIST-19	History of Ethnic Relations in the United States
176.	History	HIST-21	The Sixties in American History
177.	History	HIST-25	Women in United States History
178.	History	HIST-4	History of Slavery
179.	History	HIST-40	Retrospective of World War II
180.	History	HIST-50	African-American History I
181.	History	HIST-51	African-American History II
182.	History	HIST-9	History of Asian Civilizations I
183.	Homeland National Security	HNS-10	Introduction to Homeland Security
184.	Homeland National Security	HNS-11	Intelligence Analysis and Security Management
185.	Homeland National Security	HNS-12	Transportation and Border Security
186.	Hospitality Management	HOTFS-482	Industry Internship: Hospitality Management
187.	Health Science	HS-30	Beginning Medical Terminology
188.	Health Science	HS-601	Nursing Skills Directed Study
189.	Humanities	HUMAN-5	Arts and Ideas: Antiquity to Renaissance
190.	Humanities	HUMAN-6	Arts and Ideas: Renaissance to Modern
191.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-600	Introduction to Heating, Ventilation, and Air Conditioning
192.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-601	HVACR Piping Practices, Brazing, and HVACR tools
193.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-602	HVAC Electrical Systems
194.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-603	Environmental Protection Agency Certification
195.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-604	Refrigerants, Recovery, Vacuum, and Charging
196.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-605	HVAC Heat Pumps and Basic Troubleshooting
197.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-606	HVAC Air Distribution, Installation, Flues and Ducts
198.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-607	HVAC Gas Heat



199.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-608	HVAC Electric heat, Oil heat, and Hydronic heating
200.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-609	Advanced Commercial HVAC Systems and Solar
201.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-610	HVAC DDC, Pneumatic, and Building Automation Controls
202.	Interior Design	HVACR-611	HVAC Management Topics
203.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-612	Intermediate Refrigeration
204.	Interior Design	ID-10	Introduction to Interior Design
205.	Interior Design	ID-16	Quick Sketching for Interior Designers
206.	Interior Design	ID-21	Space Planning
207.	Interior Design	ID-27	Computer Drafting & Design for Interiors
208.	Nursing: Associate Degree for Transfer	ID-30	Interior Design Studio
209.	Interior Design	ID-482ABCD	Internships in Interior Design
210.	Industrial Electrical Technology	IET-414	Advanced Programmable Logic Controllers
211.	Industrial Electrical Technology	IET-484ABCD	Industrial Electricity Internship
212.	Industrial Electrical Technology: Mechatronics	IETMECH-400	Introduction to Mechatronics
213.	Industrial Electrical Technology: Mechatronics	IETMECH-401	Robotics and Sequencing
214.	Industrial Electrical Technology: Mechatronics	IETMECH-402	Mechatronics Troubleshooting
215.	Journalism	JOUR-10	Newswriting
216.	Journalism	JOUR-30	Student Media Practicum I
217.	Kinesiology: Activity	KINACT-1	Beginning Tennis
218.	Kinesiology: Activity	KINACT-2	Advanced Tennis
219.	Kinesiology: Activity	KINACT-31	Introduction to Self-Defense and Personal Safety
220.	Kinesiology: Lecture	KINLEC-19	Practical Applications in Athletic Training I
221.	Kinesiology: Lecture	KINLEC-21	Practical Applications in Athletic Training II
222.	Kinesiology: Lecture	KINLEC-22	Practical Applications in Athletic Training III
223.	Kinesiology: Team	KINTM-64A	Softball Strength and Conditioning for Athletes
224.	Kinesiology: Team	KINTM-69	Cross Country Strength and Conditioning for Athletes
225.	Mathematics	MATH-25	College Algebra
226.	Mathematics	MATH-31	Plane Trigonometry
227.	Mathematics	MATH-4	Mathematical Concepts for Elementary School Teachers
228.	Mathematics	MATH-542	Essentials of Intermediate Algebra

229.	Mathematics	MATH-542	Essentials of Intermediate Algebra
230.	Mathematics	MATH-60	Calculus for Business
231.	Mathematics	MATH-61	Pre-Calculus
232.	Mathematics	MATH-85	Differential Equations
233.	Music	MUSIC-18	Introduction to Pro Tools
234.	Music	MUSIC-19	Introduction to Logic and Live
235.	Music	MUSIC-58	Applied Music
236.	Nutrition and Food	NF-427L	Dietetic Service Supervisor II: Supervised Clinical Laboratory
237.	Nutrition and Food	NF-471	Dietetic Service Supervisor I
238.	Nutrition and Food	NF-471L	Dietetic Service Supervisor: Supervised Clinical Laboratory I
239.	Nutrition and Food	NF-472	Dietetic Service Supervisor II
240.	Nursing: Associate Degree	NURADN-15	Nursing Process 1
241.	Nursing: Associate Degree	NURADN-28	Nursing Process 2
242.	Nursing: Associate Degree	NURADN-29	Maternal-Newborn Nursing
243.	Nursing: Associate Degree	NURADN-35	Nursing Process 3
244.	Nursing: Associate Degree	NURADN-39	Family-Child Nursing
245.	Nursing: Associate Degree	NURADN-3L	Transition in Nursing Laboratory
246.	Nursing: Associate Degree	NURADN-404	Basic ECG and Dysrhythmia Interpretation
247.	Nursing: Associate Degree	NURADN-47	Nursing Process 4
248.	Nursing: Associate Degree	NURADN-49	Mental Health Nursing
249.	Nursing: Vocational	NURADN-6	Clinical Nursing Skills
250.	Nursing Assistant	NURAST-400	Nursing Assistant
251.	Nursing Assistant	NURAST-400L	Nursing Assistant Laboratory
252.	Nursing Assistant	NURAST-405L	Nursing Assistant Skills Laboratory
253.	Nursing Assistant	NURAST-415	Professional Development for the Nursing Assistant
254.	Nursing Assistant	NURAST-600	Nursing Assistant
255.	Nursing Assistant	NURAST-600L	Nursing Assistant Laboratory
256.	Nursing Assistant	NURAST-605L	Nursing Skills Laboratory
257.	Nursing Assistant	NURAST-615	Professional Development for the Nursing Assistant
258.	Public Health	NURVN-414	Acute Care Nursing Assistant: Vocational Nursing Foundations
259.	Public Health	PH-10	Personal Health and Wellness
260.	Public Health	PH-20	Introduction to Public Health
261.	Public Health	PH-30	Health and Social Justice
262.	Physics	PH-40	Drugs, Health, and Society
263.	Public Health	PH-401	Community Health Worker Principles I
264.	Public Health	PH-402	Community Health Worker Principles II
265.	Public Health	PH-497ABCD	Public Health Career Experience Internship
266.	Philosophy	PHIL-78	History of Philosophy: Modern

267.	Photography	PHOTO-1	History of Photography
268.	Photography	PHOTO-10	Beginning Darkroom Photography
269.	Photography	PHOTO-11	Intermediate Photography
270.	Photography	PHOTO-12	Studio Lighting
271.	Photography	PHOTO-430	Fine Art Photography Portfolio
272.	Photography	PHOTO-436	Studio Lighting Portfolio
273.	Photography	PHOTO-438	Photography for Media Portfolio
274.	Photography	PHOTO-439	Wedding, Quinceañera, and Event Photography
275.	Photography	PHOTO-450	Color Photography Portfolio
276.	Photography	PHOTO-7	Beginning Digital Photography
277.	Photography	PHOTO-9	Beginning Photoshop and Digital Imaging
278.	Physics	PHYS-20A	Algebra/Trigonometry College Physics I
279.	Physics	PHYS-20B	Algebra/Trigonometry College Physics II
280.	Physics	PHYS-30A	Physics for the Medical and Life Sciences I
281.	Physics	PHYS-30B	Physics for the Medical and Life Sciences II
282.	Physics	PHYS-44	Introduction to Motion
283.	Physics	PHYS-45	Physics for Scientists and Engineers I
284.	Physics	PHYS-46	Physics for Scientists and Engineers II
285.	Physics	PHYS-47	Physics for Scientists and Engineers III
286.	Physics	PHYS-5	The Ideas of Physics
287.	Physics	PHYS-6	The Ideas of Physics Laboratory
288.	Political Science	PS-1	American Politics
289.	Radiologic Technology	RADTEC-10	Anatomy and Radiographic Positioning I
290.	Radiologic Technology	RADTEC-10L	Laboratory for Anatomy and Radiographic Positioning I
291.	Radiologic Technology	RADTEC-16	Patient Care for Radiologic Technologists
292.	Radiologic Technology	RADTEC-20	Radiologic Science and Protection
293.	Radiologic Technology	RADTEC-20L	Laboratory for Radiologic Science and Protection
294.	Radiologic Technology	RADTEC-25	Anatomy and Radiographic Positioning II
295.	Radiologic Technology	RADTEC-25L	Laboratory for Anatomy and Radiographic Positioning II
296.	Radiologic Technology	RADTEC-34	Radiographic Imaging
297.	Radiologic Technology	RADTEC-34L	Laboratory for Radiographic Imaging
298.	Radiologic Technology	RADTEC-472	Pharmacology and Venipuncture for Imaging Professionals
299.	Radiologic Technology	RADTEC-55	Fluoroscopy and Clinical Application
300.	Radiologic Technology	RADTEC-67	Anatomy and Radiographic Positioning III
301.	Radiologic Technology	RADTEC-77	Radiographic Pathology
302.	Radiologic Technology	RADTEC-85	Radiographic Review and ARRT Preparation

303.	Real Estate	RE-475	Real Estate Escrow
304.	Social Science	SCSCI-10	Statistics for Social Science
305.	Sociology	SOC-10	Introduction to Sociology
306.	Sociology	SOC-26	Introduction to Latin American Societies
307.	Sociology	SOC-30	Introduction to LGBTQ Studies
308.	Statistics	STAT-10	Elementary Statistics
309.	Statistics	STAT-610	Skill Building for Stat 10
310.	Theatre	THEATRE-18	Acting for the Camera
311.	Theatre	THEATRE-31	Introduction to Design
312.	Theatre	THEATRE-35	Musical Theatre Performance
313.	Theatre	THEATRE-37	Musical Theatre Performance II
314.	Theatre	THEATRE-50ABCD	Theatre Practicum - Rehearsal and Performance
315.	Theatre	THEATRE-52ABCD	Theatre Practicum - Technical Theatre in Production

**COURSES – CORRESPONDENCE**

	<b>Discipline</b>	<b>Course ID</b>	<b>Title</b>
1.	Accounting Financial Services	ACCTGFS-30	Personal Finance
2.	Accounting Financial Services	ACCTGFS-465	Financial Accounting for the Non-Accounting Major
3.	Business	BUS-10	Introduction to Business
4.	Business	BUS-60	Business Ethics
5.	Business	BUS-88	Business Communication
6.	Business Management	BUSMGT-40	Introduction to Management
7.	Business Management	BUSMGT-45	Small Business Ownership and Management
8.	Business Marketing	BUSMKT-13	Professional Selling
9.	Business Marketing	BUSMKT-40	Marketing Principles
10.	Business Marketing	BUSMKT-55	Advertising
11.	Communication Studies	COMSTD-2	Fundamentals of Effective Speaking
12.	Communication Studies	COMSTD-4	Fundamentals of Interpersonal Communication
13.	English	ENGL-1A	Composition
14.	English	ENGL-1B	Advanced Composition and Critical Thinking
15.	English	ENGL-1C	Introduction to Literature
16.	English	ENGL-7E	Creative Writing: Nonfiction
17.	Earth Science	ESC-1	Earth Science
18.	Earth Science	ESC-1L	Earth Science Laboratory
19.	Geography	GEOG-6	Environmental Geography
20.	Guidance	GUID-3	Career Exploration and Life Planning
21.	Photo	PHOTO-1	Environmental Geography
22.	Psychology	PSYCH-1	Environmental Geography
23.	Psychology	PSYCH-65	Environmental Geography
24.	Sociology	SOC-16	Environmental Geography

<b>COURSES – DEACTIVATIONS</b>			
	<b>Discipline</b>	<b>Course ID</b>	<b>Title</b>
1.	Accounting	ACCTG-480	Applied Accounting I
2.	Accounting	ACCTG-481	Applied Accounting II
3.	Aviation Maintenance Technology	AMT-16A	Aviation Materials, Processes, Inspections & Regulations
4.	Aviation Maintenance Technology	AMT-16B	Aviation Science
5.	Art	ART-407	History of Design
6.	Art	ART-482	Editing Digital Media
7.	Art	ART-484	Motion Graphic Animation
8.	Business Technology: Medical Coding and Billing	BUSTECM-408	Coding of Body Systems for Medical Billing and Coding
9.	Business Technology: Medical Coding and Billing	BUSTECM-410	CPT Current Procedural Terminology
10.	Business Technology: Medical Coding and Billing	BUSTECM-420	Basic ICD-10-CM Coding
11.	Business Technology: Medical Coding and Billing	BUSTECM-430	Intermediate Level ICD-10-CM, ICD-10-PCS Coding
12.	Business Technology: Medical Coding and Billing	BUSTECM-440	Medical Billing, Reimbursement, and Compliance
13.	Business Technology: Medical Coding and Billing	BUSTECM-475	Med Office Procedures
14.	Computer Information Systems: Programming	CISCO-3	Cisco Internetworking III
15.	Computer Information Systems: Programming	CISCO-4	Cisco Internetworking IV
16.	Computer Information Systems: Programming	CISCO-415	Cisco Internetworking V
17.	Computer Information Systems: Programming	CISCO-416	Cisco Internetworking VI
18.	Computer Information Systems: Programming	CISCO-417	Cisco Internetworking VII
19.	Computer Information Systems: Programming	CISCO-418	Cisco Internetworking VIII
20.	Computer Information Systems: Programming	CISCO-419	Cisco Internetworking IX
21.	Computer Information Systems: Programming	CISCO-420	Cisco Internetworking X
22.	Computer Information Systems: Networking	CISNTWK-413	TCP/IP
23.	Computer Information Systems: Programming	CISPROG-600	iOS App Development with SWIFT
24.	Dental	DENTAL-600	Activity Coordinator Training

25.	Dental	DENTAL-605	Activity Coordinator Training
26.	Disability Programs and Services	DPS-523	Beginning Job Readiness Skills
27.	Disability Programs and Services	DPS-524	Intermediate Job Readiness Skills
28.	Disability Programs and Services	DPS-525	Advanced Job Readiness Skills
29.	Disability Programs and Services	DPS-526	Mastery of Job Readiness Skills
30.	Disability Programs and Services	DPS-530	Basic Computer Skills for Students with Disabilities
31.	Disability Programs and Services	DPS-576	Beginning Job Skills Practicum Lab
32.	Disability Programs and Services	DPS-577	Intermediate Job Skills Practicum Lab
33.	Disability Programs and Services	DPS-578	Advanced Job Skills Practicum Lab
34.	Disability Programs and Services	DPS-579	Mastery of Job Skills Practicum Lab
35.	Disability Programs and Services	DPS-651	Job Placement Practicum for Students with Disabilities
36.	English	ENGL-495	College Reading and Writing
37.	Gerontology	GERO-462	Activity Coordinator Training
38.	Gerontology	GERO-662	Activity Coordinator Training
39.	Industrial Maintenance Mechanic	INDMM-400	Intro to Construction Safety, Trade Math, Rigging, and Tools
40.	Industrial Maintenance Mechanic	INDMM-401	Basic Communication and Employability Skills, and Core Testing
41.	Industrial Maintenance Mechanic	INDMM-402	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills
42.	Industrial Maintenance Mechanic	INDMM-403	Trade Math and Drawings, Material Handling, and Mobile Equipment
43.	Industrial Maintenance Mechanic	INDMM-604	Industrial Mechanical Math and Precision Tools
44.	Industrial Maintenance Mechanic	INDMM-605	Introduction to Industrial Piping
45.	Industrial Maintenance Mechanic	INDMM-606	Introduction to Valves, Bearings and Testing
46.	Industrial Maintenance Mechanic	INDMM-607	Installation of Bearings, Couplings, Seals, and Drives
47.	Industrial Maintenance Mechanic	INDMM-608	Setting Baseplates and Alignment
48.	Industrial Maintenance Mechanic	INDMM-609	Advanced Alignment
49.	Industrial Maintenance Mechanic	INDMM-610	Fundamentals of Pressure, Heating & Cooling Systems
50.	Industrial Maintenance Mechanic	INDMM-611	Troubleshooting Pumps and Gearboxes

51.	Industrial Maintenance Mechanic	INDMM-612	Advanced Blueprint Reading and Introduction to Supervisory Skills
52.	Industrial Maintenance Mechanic	INDMM-613	Advanced Mechanical Topics I
53.	Industrial Maintenance Mechanic	INDMM-614	Advanced Mechanical Topics II
54.	Life Management	LIFE-670	Transition Skills and Well-Being
55.	Mathematics	MATH-420	Essentials of Intermediate Algebra
56.	Mathematics	MATH-420B	Bridge to STEM+ from Intermediate Algebra
57.	Mathematics	MATH-450	Intermediate Algebra: A Critical Thinking Approach
58.	Nursing: Associate Degree	NURADN-14	Nursing Process 1
59.	Nursing: Associate Degree	NURADN-14L	Nursing Process 1 Laboratory
60.	Nursing: Associate Degree	NURADN-26	Maternal-Newborn Nursing
61.	Nursing: Associate Degree	NURADN-26L	Maternal-Newborn Nursing Laboratory
62.	Nursing: Associate Degree	NURADN-27	Nursing Process 2
63.	Nursing: Associate Degree	NURADN-27L	Nursing Process 2 Laboratory
64.	Nursing: Associate Degree	NURADN-34	Nursing Process 3
65.	Nursing: Associate Degree	NURADN-34L	Nursing Process 3 Laboratory
66.	Nursing: Associate Degree	NURADN-38	Family-Child Nursing
67.	Nursing: Associate Degree	NURADN-38L	Family-Child Nursing Laboratory
68.	Nursing: Associate Degree	NURADN-45	Nursing Process 4
69.	Nursing: Associate Degree	NURADN-45L	Nursing Process 4 Laboratory
70.	Nursing: Associate Degree	NURADN-48	Mental Health and Psychiatric Nursing
71.	Nursing: Associate Degree	NURADN-482	Cooperative Education: Nursing A.D.N.
72.	Nursing: Associate Degree	NURADN-48L	Mental Health and Psychiatric Nursing Laboratory
73.	Nursing: Associate Degree	NURADN-551	Health Science Skills Development II
74.	Nursing Assistant	NURAST-405	Nursing Assistant Skills Laboratory
75.	Nursing Assistant	NURAST-450	Professional Development for the Nursing Assistant
76.	Nursing: Vocational	NURVN-601	Vocational Nursing Skills Development I
77.	Nursing: Vocational	NURVN-602	Vocational Nursing Skills Development II
78.	Nursing: Vocational	NURVN-603	Vocational Nursing Skills Development III
79.	Pharmacy Technician	PHARMT-401	Pharmacology of the Body Systems I
80.	Pharmacy Technician	PHARMT-402	Pharmacology of the Body Systems II
81.	Pharmacy Technician	PHARMT-403	Principles of Community Pharmacy Practice
82.	Pharmacy Technician	PHARMT-404	Principles of Institutional Pharmacy Practice
83.	Pharmacy Technician	PHARMT-405	Sterile Products

84.	Pharmacy Technician	PHARMT-410	Over-The-Counter Products
85.	Pharmacy Technician	PHARMT-415	Pharmaceutical Calculations
86.	Pharmacy Technician	PHARMT-421	Community Pharmacy Operations
87.	Pharmacy Technician	PHARMT-421L	Community Pharmacy Operations Laboratory
88.	Pharmacy Technician	PHARMT-431	Institutional Pharmacy Operations
89.	Pharmacy Technician	PHARMT-431L	Institutional Pharmacy Operations Laboratory
90.	Pharmacy Technician	PHARMT-481	Clinical Externship Seminar
91.	Pharmacy Technician	PHARMT-481L	Clinical Externship
92.	Photography	PHOTO-475	Laboratory Practice in Photography
93.	Photography	PHOTO-677	Workforce Preparation in Photography
94.	Radiologic Technology	RADTEC-600	Radiologic Technology Skills Development I
95.	Radiologic Technology	RADTEC-610	Radiologic Technology Skills Development II
96.	Theatre	THEATRE-20	Directing for the Stage
97.	Theatre	THEATRE-37	Musical Theatre Performance II
98.	Theatre	THEATRE-57	Community Outreach Theatre
99.	Theatre	THEATRE-62	Showcase Development Workshop
<b>PROGRAMS OF STUDY – NEW PROGRAMS</b>			
	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>Title</b>
1.	Computed Tomography	Certificate of Achievement	Computed Tomography
2.	Hospitality Management	Certificate of Achievement	Hospitality Management: Hospitality Facilities Management
3.	Nursing Assistant	Certificate of Completion	Nursing Assistant
4.	Nursing Assistant	Certificate of Completion	Nursing Assistant/Home Health Aide
<b>PROGRAMS OF STUDY – PROGRAM MODIFICATIONS</b>			
	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>Title</b>
1.	Accounting	AS	Accounting
2.	Accounting	Certificate of Achievement	Accounting
3.	Accounting	Certificate of Career Preparation	Accounting for Government and Not-For-Profit Organizations
4.	Criminal Justice	AS-T	Administration of Justice
5.	Aviation Maintenance Technology	Certificate of Achievement	Aircraft Electrical and Avionics Technician
6.	Arts Business Management	Certificate of Achievement	Arts Business Management
7.	History	AA-T	Associate in Arts in Art History for Transfer
8.	Education	AA-T	Associate in Arts in Elementary Teacher Education for Transfer
9.	English	AA-T	Associate in Arts in English for Transfer
10.	Business Legal Studies	AA-T	Associate in Arts in Law, Public Policy, and Society for Transfer
11.	Philosophy	AA-T	Associate in Arts in Philosophy for Transfer
12.	Studio Arts	AA-T	Associate in Arts in Studio Arts for Transfer
13.	Biology	AS-T	Associate in Science in Biology for Transfer



14.	Business Management	AS-T	Associate in Science in Business Administration for Transfer 2.0
15.	Computer Science	AS-T	Associate in Science in Computer Science for Transfer
16.	Child Development Education	AS-T	Associate in Science in Early Childhood Education for Transfer
17.	Broadcasting and Cinema	AS-T	Associate in Science in Film, Television and Electronic Media for Transfer
18.	Hospitality Management	AS-T	Associate in Science in Hospitality Management for Transfer
19.	Nutrition and Dietetics	AS-T	Associate in Science in Nutrition and Dietetics for Transfer
20.	Music	AA-T	Associate of Arts in Music for Transfer
21.	Kinesiology	Certificate of Achievement	Athletic Trainer Aide
22.	Automotive Technology	Certificate of Career Preparation	Automotive Electrical Systems
23.	Aviation Maintenance Technology	Certificate of Achievement	Aviation Maintenance
24.	Aviation Maintenance Technology	AS	Aviation Maintenance Technology: Airframe
25.	Aviation Maintenance Technology	Certificate of Achievement	Aviation Maintenance Technology: Airframe
26.	Aviation Maintenance Technology	AS	Aviation Maintenance Technology: Powerplant
27.	Aviation Maintenance Technology	Certificate of Achievement	Aviation Maintenance Technology: Powerplant
28.	Biology	AS	Biological Sciences
29.	Accounting	Certificate of Career Preparation	Bookkeeping
30.	Broadcasting and Cinema	AS	Broadcasting and Cinema
31.	Business Technology	Certificate of Achievement	Business Information Worker (BIW) Stage One Certificate of Achievement
32.	Business Technology	Certificate of Achievement	Business Information Worker Stage Two
33.	Drafting	AS	CAD Drafting Technician: Architectural
34.	Drafting	Certificate of Career Preparation	CAD/CAM Operator
35.	Articulation	Certificate of Achievement	California State University - General Education
36.	Chemistry	AS-T	Chemistry
37.	Child Development Education	AS	Child Development
38.	Child Development Education	AS	Child Development
39.	Music	AS	Commercial Music
40.	Photography	Certificate of Achievement	Commercial Photography
41.	Public Health	Certificate of Achievement	Community Health Worker
42.	Computer Information Systems	Certificate of Career Preparation	Computer Foundations
43.	Computer Information Systems	Certificate of Achievement	Computer Game Development
44.	Computer Information Systems	AS	Computer Information Systems

45.	Computer Information Systems	Certificate of Achievement	Computer Information Systems
46.	Computer Information Systems	Certificate of Achievement	Computer Support Technician (A+ Certification Preparation)
47.	Correctional Science	AS	Correctional Science
48.	Correctional Science	Certificate of Achievement	Correctional Science
49.	Criminal Justice	Certificate of Achievement	Criminal Justice
50.	Culinary Arts	AS	Culinary Arts
51.	Fashion Design	Certificate of Achievement	Custom Dressmaking
52.	Computer Information Systems	Certificate of Achievement	Cyber Security Analyst
53.	Computer Information Systems	Certificate of Achievement	Cyber Security Defender
54.	Computer Information Systems	AS	Cyber Security Professional
55.	Dance	AA	Dance
56.	Dental	AS	Dental Assisting
57.	Dental	Certificate of Achievement	Dental Assisting
58.	Nutrition and Dietetics	Certificate of Achievement	Dietetic Service Supervisor (DSS)/Certified Dietary Manager (CDM)
59.	Industrial Electrical Technology	Certificate of Career Preparation	Electromechanical Technology Level I
60.	Emergency Medical Technician	Certificate of Achievement	Emergency Medical Provider
61.	Automotive Technology	Certificate of Achievement	Engine Performance (Smog Check) Technician
62.	Automotive Technology	Certificate of Career Preparation	Engine Rebuilding
63.	Automotive Technology	Certificate of Career Preparation	Engine Rebuilding
64.	Engineering	AS	Engineering
65.	Engineering Technology	AS	Engineering Technology
66.	Hospitality Management	Certificate of Achievement	Event Planning
67.	Business Management	AS	Facilities Management
68.	Business Management	Certificate of Achievement	Facilities Management
69.	Fashion Design	AS	Fashion Design
70.	Fashion Design	Certificate of Achievement	Fashion Design
71.	Fashion Merchandising	AS	Fashion Merchandising
72.	Fashion Merchandising	Certificate of Achievement	Fashion Merchandising
73.	Fire Technology	Certificate of Achievement	Fire Prevention Inspector
74.	Fire Technology	Certificate of Achievement	Fire Technology: Professional Firefighter

75.	Fire Technology	AS	Fire Technology: Professional Firefighter
76.	Automotive Technology	AS	General Automotive Service Technician
77.	Automotive Technology	Certificate of Achievement	General Automotive Service Technician
78.	Geology	AS-T	Geology
79.	Gerontology	AS	Gerontology
80.	Gerontology	Certificate of Achievement	Gerontology
81.	Art	AA	Graphic Design for Digital Media
82.	Art	Certificate of Achievement	Graphic Design for Digital Media
83.	Heating, Ventilation, Air Conditioning, and Refrigeration	Certificate of Competency	Heating, Ventilation, Air Conditioning, and Refrigeration Level 1
84.	Heating, Ventilation, Air Conditioning, and Refrigeration	Certificate of Competency	Heating, Ventilation, Air Conditioning, and Refrigeration Level 2
85.	Automotive Technology	Certificate of Career Preparation	High Performance Engines Building and Blueprinting
86.	History	AA-T	History
87.	Nursing Assistant	Certificate of Career Preparation	Home Health Aide
88.	Homeland National Security	Certificate of Achievement	Homeland National Security
89.	Hospitality Management	Certificate of Achievement	Hospitality Management: Food Service
90.	Hospitality Management	AS	Hospitality Management: Food Service
91.	Hospitality Management	AS	Hospitality Management: Hotel Management
92.	Hospitality Management	Certificate of Achievement	Hospitality Management: Hotel Management
93.	Industrial Electrical Technology	AS	Industrial Electrical Technology
94.	Industrial Electrical Technology	Certificate of Achievement	Industrial Electrical Technology Level I
95.	Industrial Electrical Technology	Certificate of Achievement	Industrial Electrical Technology Level II
96.	Industrial Electrical Technology	Certificate of Achievement	Industrial Electrical Technology Level III
97.	Industrial Maintenance Mechanic	Certificate of Completion	Industrial Maintenance Mechanic Skills Builder I
98.	Fashion Design	Certificate of Career Preparation	Industrial Sewing
99.	Interior Design	Certificate of Achievement	Interior Design
100.	Interior Design	AS	Interior Design
101.	Interior Design	Certificate of Achievement	Interior Design Visual Communication
102.	Business Management	AS	International Business
103.	Business Management	Certificate of Achievement	International Business

104.	Articulation	Certificate of Achievement	Intersegmental General Education Transfer Curriculum: UC or CSU
105.	Journalism	AA-T	Journalism
106.	Journalism	Certificate of Achievement	Journalism
107.	Nutrition and Dietetics	AS	Master Automotive Technician
108.	Automotive Technology	Certificate of Achievement	Master Automotive Technician
109.	Mathematics	AS-T	Mathematics
110.	Industrial Electrical Technology: Mechatronics	AS	Mechatronics
111.	Industrial Electrical Technology: Mechatronics	Certificate of Achievement	Mechatronics Level I
112.	Business Technology	Certificate of Achievement	Microsoft Excel
113.	Business Technology	Certificate of Achievement	Microsoft Office
114.	Business Technology	Certificate of Achievement	Microsoft Word
115.	Broadcasting and Cinema	Certificate of Achievement	Motion Picture Production
116.	Computer Information Systems	Certificate of Achievement	Network Specialist
117.	Nursing Assistant	Certificate of Career Preparation	Nursing Assistant
118.	Nursing: Vocational	AS	Nursing VN to RN
119.	Nursing: Vocational	Certificate of Career Preparation	Nursing VN to RN: Non-Degree Option
120.	Nursing: Vocational	Certificate of Career Preparation	Nursing VN to RN: Non-Degree Option
121.	Nursing: Associate Degree	AS	Nursing: ADN
122.	Nursing: Associate Degree	AS	Nursing: ADN
123.	Nursing: Vocational	AS	Nursing: Vocational
124.	Nursing: Vocational	Certificate of Achievement	Nursing: Vocational
125.	Nutrition and Dietetics	Certificate of Achievement	Nutrition and Food
126.	Broadcasting and Cinema	Certificate of Achievement	On-Air Radio Production
127.	Business Legal Studies	AS	Paralegal Studies
128.	Business Legal Studies	Certificate of Achievement	Paralegal Studies
129.	Business Legal Studies	Certificate of Achievement	Pathway to Law School
130.	Fashion Design	Certificate of Achievement	Patternmaking for Apparel
131.	Accounting	Certificate of Career Preparation	Payroll and Income Tax Preparer
132.	Philosophy	AA	Philosophy: Religious Studies
133.	Photography	AA	Photography
134.	Physical Science	AS	Physical Science

135.	Physics	AS-T	Physics
136.	Economics	AA	Political Economics
137.	Political Science	AA-T	Political Science
138.	Broadcasting and Cinema	Certificate of Achievement	Post Production Editing
139.	Business Technology	AS	Professional Administrative Management
140.	Business Technology	Certificate of Achievement	Professional Administrative Management
141.	Culinary Arts	AS	Professional Baking and Patisserie
142.	Culinary Arts	Certificate of Achievement	Professional Baking and Patisserie
143.	Computer Information Systems	Certificate of Achievement	Programming Foundations
144.	Computer Information Systems	Certificate of Career Preparation	Project Management
145.	Radiologic Technology	AS	Radiologic Technology
146.	Music	Certificate of Achievement	Recording Arts Technician
147.	Business Management	AS	Retail Management
148.	Business Management	Certificate of Achievement	Retail Management
149.	Broadcasting and Cinema	Certificate of Achievement	Screenwriting
150.	Computer Information Systems	Certificate of Achievement	Social Media Support Specialist
151.	Business Management	AS	Supply Chain Management
152.	Theatre	Certificate of Achievement	Technical Theatre
153.	Broadcasting and Cinema	Certificate of Achievement	Television and Video Production
154.	Theatre	AA-T	Theatre Arts
155.	Theatre	AA	Theatre Performance
156.	Chemistry	AS-T	University of California Transfer Pathway: Chemistry

**PROGRAMS OF STUDY – PROGRAM DEACTIVATIONS**

	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>Title</b>
1.	Accounting	Certificate of Achievement	Accounting Paraprofessional
2.	Art	AA	Art/Digital Media - Computer Graphic Design for Print Media
3.	Art	Certificate of Achievement	Art/Digital Media - Computer Graphic Design for Print Media
4.	Art	AA	Art/Digital Media - Web Design
5.	Art	Certificate of Achievement	Art/Digital Media - Web Design
6.	Computer Information Systems: Programming	Certificate of Career Preparation	Cisco CCNA Examination Preparation Level I
7.	Computer Information Systems: Programming	Certificate of Career Preparation	Cisco CCNA Examination Preparation Level II

8.	Computer Information Systems: Programming	Certificate of Career Preparation	Cisco CCNA Examination Preparation Level III
9.	Computer Information Systems: Programming	Certificate of Achievement	Cisco CCNA Examination Preparation Level IV
10.	Computer Information Systems: Programming	Certificate of Achievement	Cisco CCNA Security Examination Preparation
11.	Computer Information Systems: Programming	Certificate of Achievement	Cisco CCNP Examination Preparation Level IX
12.	Computer Information Systems: Programming	Certificate of Achievement	Cisco CCNP Examination Preparation Level V
13.	Computer Information Systems: Programming	Certificate of Achievement	Cisco CCNP Examination Preparation Level VII
14.	Computer Information Systems: Programming	Certificate of Achievement	Cisco CCNP Examination Preparation Level VIII
15.	Dental	Certificate of Competency	Dental Assisting Skills
16.	Business Technology: Medical Coding and Billing	Certificate of Achievement	Electronic Health Records Specialist
17.	Accounting	Certificate of Achievement	Financial Planning
18.	Industrial Maintenance Mechanic	Certificate of Achievement	Industrial Maintenance Mechanic
19.	Industrial Maintenance Mechanic	Certificate of Completion	Industrial Maintenance Mechanic Skills Builder II
20.	Industrial Maintenance Mechanic	Certificate of Completion	Industrial Maintenance Mechanic Skills Builder III
21.	Business Technology: Medical Coding and Billing	Certificate of Achievement	Inpatient Medical Coder Specialist
22.	Business Technology: Medical Coding and Billing	Certificate of Achievement	Medical Biller Specialist
23.	Business Technology: Medical Coding and Billing	Certificate of Achievement	Medical Insurance Billing Specialist
24.	Business Technology: Medical Coding and Billing	Certificate of Achievement	Outpatient Medical Coder Specialist
25.	Pharmacy Technician	AS	Pharmacy Technician
26.	Pharmacy Technician	Certificate of Achievement	Pharmacy Technician
27.	Radiologic Technology	Certificate of Completion	Radiologic Technology Skills Preparation
28.	University Studies	AA	University Studies: Arts and Humanities
29.	University Studies	AA	University Studies: Business & Technology
30.	University Studies	AA	University Studies: Mathematics & Science
31.	University Studies	AA	University Studies: Social & Behavioral Sciences

# **CONSENT AGENDA**

# **GOVERNANCE PROCESS**



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

June 24, 2021  
Board Meeting Date

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TOPIC **APPROVAL OF MINUTES, MAY 27, 2021**

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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 May 27, 2021, 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 May 27, 2021, 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, May 27, 2021, live at the Chaffey College Chino Community Center and virtually via videoconference. Board President Ovitt called the meeting to order at 2:05 p.m.

Members present: Ms. Brugger, Mr. McDougal, Ms. Negrete-McLeod, Mr. Ovitt, Ms. Olivares-Lambert, 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 2:12 p.m. Closed session was adjourned at 2:48 p.m.

**STUDY SESSION**

Fontana Campus Master Plan – Melanie Siddiqi, associate superintendent of administrative services, introduced Linsey Graff, Leigh Anne Jones and Jason Jewell of DLR Architects. Ms. Graff presented the following: new Fontana Campus project overview; key drivers – incorporating past planning, collective vision, data-informed, and flexible framework; process and schedule; engagement strategy; campus-wide survey; City of Fontana and utility coordination; academic programs; enrollment; projected needs; proposed site plan; building use; welcome center and library; vehicular circulation; campus entry; pedestrian circulation; open space; and campus promenade.

**REGULAR SESSION**

The regular session reconvened at 3:09 p.m., and Board President Ovitt asked Student Trustee Sanders to lead the Pledge of Allegiance to the Flag.

**PUBLIC COMMENTS**

Julie Sanchez, executive assistant, superintendent/president's office, read a public comment received from Paul Gomez regarding the new Fontana Campus.

COMMUNITY LINKAGES  
GOVERNING BOARD

Student Trustee Lauren Sanders reported attending the following: Chaffey College Planning Council meeting; Sisters with Success nonprofit board meeting; Black Caucus CA Community Colleges financial literacy webinars; Chaffey College Student Government (CCSG) executive, senate, delegation and communication meetings; Chaffey College Multicultural Club meeting; Chaffey College registration strategic planning meeting; CCSG finance committee meeting; CCSG activities committee meeting; Black Caucus health webinars; Chaffey College Enrollment Success Management committee meeting; Annual Trustee Conference; Chaffey College focus group; CCSG activities event; Student Trustee Caucus meeting; Faculty Senate meeting; Chaffey College Community and Opportunities committee (CPC subcommittee); Chaffey College Pantry Day; Chaffey College Commencement ceremony; facilitated financial prosperity webinar (*How to Get Free Money for College*); Black Caucus Lupus and Stroke Awareness event; Chaffey College Bond Citizen Oversight Committee meeting; and Chaffey College CPC Strategic Team – Equity and Success meeting.

Ms. Sanders introduced the newly elected Student Trustee Rouselle Douge.

Trustee McLeod had no report.

Trustee McDougal had no report.

Trustee Brugger reported that she donated to the Sherman Taylor scholarship fund, made her monthly donations to the College, and attended, via Zoom, the San Bernardino County Senior Disabled Fund meeting. Ms. Brugger also mentioned an article in the *Chino Champion* honoring a Chaffey College graduate, and an advertisement in the *Fontana Herald* spotlighting a Chaffey College student and summer and fall registration.

Trustee Olivares-Lambert reported that she participated in the virtual commencement ceremony; the Latinx graduation ceremony; Dialogue with the Board; CCLC Annual Trustee conference; CCLC webinars; 2021 Aspen Prize awards ceremony; and the CCLC accreditation webinar. Ms. Olivares-Lambert thanked Troy Ament for the tour of the Chino Campus earlier in the day.

Board President Ovitt reported that he attended the virtual commencement ceremony; wished Melanie Siddiqi well; and read a letter praising the College and faculty by pharmacology student, Ana Santos, who has been accepted into four different doctorate of pharmacology programs.

## LEGISLATIVE UPDATE

Dr. Janeth Rodriguez, director, alumni and community relations, provided a written presentation which included updates on: legislative advocacy meetings; AB 1106 – Employment Training Panel: pilot program: employment training needs; AB 1216 – California Community Colleges: governing board membership: student members; and priority bills for Community College League of California.

## FOUNDATION

Dr. Lisa Nashua, executive director of the Foundation, provided a written report which included: Kaiser Rad Tech, “Remember the Moose”, Lillian Torres nursing student scholarships; HowMet International Foundation concept paper submitted for the InTech Center; Chaffey College Foundation Virtual Event Supporting College Dreams raised almost \$13,000; and Chaffey College Foundation Golf Tournament sponsors.

## 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:

Alex Rodriguez to the position of administrative assistant II, extended opportunity programs and services.

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

Remberto Aguilar to the temporary, unclassified, professional expert position of craft trades trainer, economic development, effective June 14, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

#### Appointment of:

The Governing Board approved the assignment of contract employees to work during non-contract months.

The Governing Board approved the request for an unpaid leave of absence for Lindsey Lavallo, counselor, student equity, foster youth, for the period of July 1, 2021 through December 31, 2021.

## MONITORING

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

Information Technology Services Monitoring Report

Quarterly Investment Report

## INFORMATIONAL

The following Board Policies were submitted to the Governing Board for their information: BP 2100 Governing Board Election; BP 4231 Grade Changes; BP 4240 Academic Renewal; BP 5012 International Students; and BP 5120 Transfer Center.

The Fontana Campus Master Plan was submitted to the Governing Board for their information.

## CONSENT AGENDA

Trustee Deana Olivares-Lambert recused herself from any discussion or voting on the consent agenda because contract E(3)(f), "California Steel Industries Shield Metal Arc Welding Training Agreement," is related to the County of San Bernardino, and the County of San Bernardino is a source of income to a company that she owns.

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

Yeas: Ms. Brugger, Mr. McDougal, Ms. Negrete-McLeod, Mr. Ovitt,  
Ms. Sanders (advisory)  
Abstain: Ms. Olivares-Lambert  
Nays: None

Through this action, the following were approved (Approval of Minutes, April 22, 2021, through Memorandum of Understanding – Chaffey Community College District and Chaffey College Faculty Association (CCFA).)

## GOVERNANCE PROCESS

The minutes of the April 22, 2021, regular Board meeting were approved as presented.

The Governing Board received board policies for second reading and adoption.

## ACADEMIC AFFAIRS

The Governing Board approved 4 new courses, 34 course modifications, 36 distance education courses, 7 course deactivations, 1 new program of study, 71 program of study modifications, and 8 program of study deactivations for the *Chaffey College 2021-2022 Catalog*.

## BUSINESS/FISCAL AFFAIRS

The Governing Board approved agreement ET21-0275 with ETP (Employment Training Panel) for \$200,000 to deliver workforce training for the period of March 1, 2021 to February 28, 2023.

The Governing Board approved and found that Advanced Technologies Consultants is the single source supplier for Universal Robots 3e Certification products. Universal Robot products are sole source products for the performance and services required under the subject as described in this agenda item, and Chaffey may proceed to negotiate and enter into a sole source contract with Advanced Technologies Consultants for the products and equipment described herein.

The Governing Board approved and found that AVOTEK is the single source supplier for manufacturing Aviation Maintenance Technology training systems. AVOTEK products are sole source products for the performance and services required under the subject as described in this Agenda Item, and Chaffey may proceed to negotiate and enter into a sole source contract with AVOTEK for the products and equipment described herein.

The Governing Board approved and found that Echo Healthcare is the single source supplier for the Immersive Interactive IMM-01 product line and are sole source products for the performance and services required under the subject as described in this agenda item, and Chaffey may proceed to negotiate and enter into a sole source contract with Echo Healthcare (for the products and equipment described herein).

The Governing Board approved and finds that Klein Educational Systems is the single source supplier for FANUC America Corporation. FANUC products are sole source products for the performance and services required as described in this Agenda Item, and Chaffey may proceed to negotiate and enter into a sole source contract with Klein Educational Systems for the products and equipment described herein.

The Governing Board approved the California Steel Industries Shield Metal Arc Welding training agreement in the amount of \$157,451, beginning June 2021.

The Governing Board adopted Resolution 52721, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

The Governing Board approved the Participation Agreement No. 2017/20-20-B, (P00 R4-XX, P01 R3-XX, P31 R4-XX, P44 R3-XX and P47 R3-XX) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$419,909 for the period of March 1, 2021 through December 31, 2021.

The Governing Board approved the resolution authorizing interfund borrowing between all funds held by the San Bernardino County Treasurer for the Chaffey College District for the 2021-2022 fiscal year.

The Governing Board approved Amendment 1 to the Vocational Education and Training Services fee-for-service contract with the County of San Bernardino in the amount of not to exceed \$2,500,000 effective July 1, 2021 through June 30, 2022.

## HUMAN RESOURCES

The Governing Board approved the Confidential Professional Development/Evaluation Plan.

The Governing Board approved the employment contracts between the Governing Board of the Chaffey Community College District and management employees.

The Governing Board approved the Management Professional Development/Evaluation Plan.

The Governing Board approved the memorandum of understanding between the Chaffey Community College District and Chaffey College Faculty Association (CCFA).

## ACTION AGENDA

### BUSINESS/FISCAL AFFAIRS

The Governing Board authorized the District to enter into six five-year term, on-call professional services agreement with 3QC, Inc. of Pasadena, California, AlfaTech of Monrovia, CA, Design West Engineering of San Bernardino, CA, Empowered Solutions of Irvine, CA, Owen Group, LP of Irvine, CA, and tk1sc of Irvine, CA for Request for Qualifications No. 2021PW293 Program-Wide Commissioning Consulting Services in the amount not to exceed \$300,000, on the motion of Mr. McDougal, second of Ms. Brugger.

Yeas: Ms. Brugger, Ms. Negrete-McLeod, Mr. McDougal, Mr. Ovitt,  
Ms. Olivares-Lambert, Ms. Sanders (advisory)  
Nays: None

The Governing Board authorized the District to enter into six five-year term, on-call professional services agreement with CASC Engineering and Consulting of Colton, CA, Fuscoe Engineering of Ontario, CA, Owen Group, LP of Irvine, CA, Psomas of Los Angeles, CA, Social Stormwater Runoff Solution Services, Inc. of Encino, CA, and Valued Engineering, Inc. of Upland, CA for Request for Qualifications No. 2021PW331 Storm Water Pollution Prevention Plan Consultant and Civil Engineering Consulting Services in the amount not to exceed \$1,000,000, on the motion of Ms. Negrete-McLeod, second of Ms. Brugger.

Yeas: Ms. Brugger, Ms. Negrete-McLeod, Mr. McDougal, Mr. Ovitt,  
Ms. Olivares-Lambert, Ms. Sanders (advisory)  
Nays: None

The Governing Board approved the purchase of real property containing approximately 19.1 acres located near the intersection of Ontario Ranch Road and Hamner/Milliken Avenue in the City of Ontario, California, for a purchase price of \$20,250,000, plus closing costs estimated at \$10,000, which agreement is subject to completion of due diligence and (b) delegation of authority to Melanie Siddiqi, or Lisa Bailey, or Dr. Henry D. Shannon to ensure all closing conditions are met and for any such delegee(s) to execute all documents necessary to consummate the purchase, on the motion of Ms. Olivares-Lambert, second of Mr. McDougal.

Yeas: Ms. Brugger, Ms. Negrete-McLeod, Mr. McDougal, Mr. Ovitt,  
Ms. Olivares-Lambert, Ms. Sanders (advisory)  
Nays: None

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

Yeas: Ms. Brugger, Ms. Negrete-McLeod, Mr. McDougal, Mr. Ovitt,  
Ms. Olivares-Lambert, 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 cultural graduations, including African American, Lavender Coalition and Latinx ceremonies; Board Vice President Lee McDougal's recognition for 20 years of trustee service; retirement of Associate Superintendent of Administrative Services Melanie Siddiqi; mission statement update; Global Community College Leadership



Network event; Chaffey College's receipt of marketing awards; Bond Citizens' Oversight Committee meeting; Trisha Albertsen's appointment as president of the California Community Colleges Classified Senate (4CS); and updates from the offices of equity, outreach and communications, instruction and student services.

Faculty Senate President Nicole DeRose submitted a report which included accomplishments by Jin Liu, Chinese department; Marc Meyer, anthropology; and Al Yankee, music department.

Classified Senate President Sarah Schmidt highlighted Trisha Albertsen, accountant, budgeting and fiscal services, and the featuring of the backpack project in the *Daily Bulletin*.

CSEA President Sapna Jethani-Prado commented on equitable hiring practices at the College.

CCFA Jonathan Ausubel read a statement regarding equity for part-time faculty.

CDCFA had no report.

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

None

#### ADJOURNMENT

The meeting was adjourned at 4:45 p.m.

The next regular meeting of the Chaffey Community College District Governing Board is Thursday, June 24, 2021.

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President

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Clerk

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

June 24, 2021  
Board Meeting Date

TOPIC     **BOARD POLICIES FOR ADOPTION**    

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To receive Board Policies for second action reading and adoption.

BACKGROUND

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

The District is continuing its work to review and update policies during the 2020-21 academic year. As part of the update process, Board Policies from Chapter 2 (Governing Board), Chapter 4 (Instruction), and Chapter 5 (Student Services) are being submitted for adoption. Board Policies were reviewed by Board Member Ovitt in his capacity as Governing Board Policy Liaison and the Governing Board received these policies for information at its May 27<sup>th</sup> Board meeting.

RECOMMENDATION

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

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



**Governing Board Policies  
Presented to the Governing Board for Adoption  
June 24, 2021**

**Chapter 2 – Governing Board**

BP 2100 Governing Board Election

**Chapter 4 – Instruction**

BP 4231 Grade Changes

BP 4240 Academic Renewal

**Chapter 5 – Student Services**

BP 5012 International Students

BP 5120 Transfer Center

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

June 24, 2021  
Board Meeting Date

TOPIC      **BOARD RESOLUTION CHANGING FUTURE REGULAR ELECTION DATES TO COINCIDE WITH THE CALIFORNIA PRIMARY ELECTIONS**

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Communication No.    IV.E.1.c

SUPPORTS BOARD POLICY

Chaffey Community College District Board Policy 2100.

PROPOSAL

Passage of Resolution 62421 changing future Governing Board regular election dates to coincide with the California Primary Elections.

BACKGROUND

Pursuant to the California Elections Code, Chaffey CCD is allowed to have its regular Board elections coincide with the California primary elections. The next regularly scheduled election for the District (Board Seats 1 and 2) is scheduled for March 8, 2022. The District recently received a notification from San Bernardino’s County Counsel advising the District that California’s 2022 primary election will be held on June 7, 2022 (not March 8, 2022). The reason for the change is that California Elections Code section 1201, which sets the California primary dates, was amended last year, and the amendment changed the dates for the future primaries. Specifically, California Elections Code section 1201 states, “The statewide direct primary shall be held on the first Tuesday after the first Monday in June of each even-numbered year that is not evenly divisible by four and on the first Tuesday after the first Monday in March in each even-numbered year that is evenly divisible by four.” Because 2022 is an even numbered year not evenly divisible by 4, the primary will be in June.

As part of the process for changing the District’s election date, the Governing Board must pass a resolution (attached to this Board Agenda Item) and submit it to the County Registrar of Voters by July 5, 2021.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

To consider and pass Resolution 62421 changing future Governing Board regular elections dates to coincide with the California Primary Elections.

Prepared by:	<u>Ryan L. Church, General Counsel</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

**RESOLUTION NO. 62421**

**CHAFFEY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD  
RESOLUTION SETTING ITS REGULAR ELECTIONS TO BE HELD ON  
THE SAME DAY AS THE STATEWIDE DIRECT PRIMARY ELECTION,  
AS DEFINED IN CALIFORNIA ELECTIONS CODE SECTION 1201, AND  
REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF  
SAN BERNARDINO TO APPROVE THIS RESOLUTION**

**WHEREAS**, California Elections Code sections 1302 and 10405.7 permit Chaffey Community College District (“District”) to hold its regular election on the same day as the Statewide Direct Primary Election or the Statewide General Election; and

**WHEREAS**, Chaffey Community College District wishes for its future regular elections to be held on the same day as the Statewide Direct Primary Election, as defined in California Elections Code section 1201; and

**WHEREAS**, California Elections Code section 1201 states, “The statewide direct primary shall be held on the first Tuesday after the first Monday in June of each even-numbered year that is not evenly divisible by four and on the first Tuesday after the first Monday in March in each even-numbered year that is evenly divisible by four.”; and

**WHEREAS**, the Chaffey Community College District Governing Board hereby adopts this resolution, pursuant to and consistent with Elections Code Sections 1302(b) and 10405.7, setting its future regular elections to be held on the same day as the Statewide Direct Primary Election as defined in California Elections Code section 1201; and

**WHEREAS**, the District shall submit this resolution to the Board of Supervisors of the County of San Bernardino at least 240 days before March 8, 2022, which is the date that the District’s 2022 regular election is currently scheduled to occur; and

**WHEREAS**, if approved by the Board of Supervisors, the next regular Board election for Chaffey Community College District will change from March 8, 2022 to June 7, 2022, the latter date being the date of the 2022 Statewide Direct Primary Election as defined in California Elections Code section 1201; and

**WHEREAS**, Chaffey Community College District will also amend Chaffey Community College District Board Policy 2100 (“Governing Board Elections”) to reflect that regular elections shall be held on the same day as the Statewide Direct Primary Elections, as defined in California Elections Code section 1201; and

**NOW, THEREFORE**, the Governing Board of the Chaffey Community College District hereby resolves as follows:

Section 1. That the above recitals are adopted as true and correct.

Section 2. That pursuant to Elections Code Sections 1302(b) and 10405.7, the District’s regular elections shall be held on the same day as the State’s Direct Primary Election, as defined in California Elections Code section 1201.

Section 3. That the next regular Board election for the District will be changed from March 8, 2022 to June 7, 2022, which is the date of the 2022 Statewide Direct Primary Election.

Section 4. That the Superintendent/President is hereby authorized to take any and all actions, and execute any documents necessary, to submit this Resolution to and assist the Board of Supervisors of the County of San Bernardino in its review and approval of this Resolution and approval of the change of the date by which the District’s elections will be held.

Section 5. That this Resolution shall become operative upon approval by the Board of Supervisors of the County of San Bernardino.

**PASSED AND ADOPTED** by the Governing Board of the Chaffey Community College District at Rancho Cucamonga, California, this 24th day of June, 2021, at a regular meeting by the following vote:

Ayes:  
Noes:  
Abstentions:  
Absent:

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

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Kathleen Brugger Clerk, Governing Board

# **BUSINESS/FISCAL AFFAIRS**

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

June 24, 2021  
Board Meeting Date

TOPIC **2021-2022 TENTATIVE BUDGET**

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Communication No. IV.E.2.a

**SUPPORTS BOARD POLICY**

**Board Policy 6200 Budget Preparation** - Each year, the Superintendent/President shall present a budget or plan, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual, to the Governing Board that shall include reasonable assumptions on which planning and budgeting are based, support the educational programs and services of the District, and identify all sources and amounts of anticipated income, along with projected expenditures for that fiscal year.

PROPOSAL

To approve the 2021-2022 tentative budget.

BACKGROUND

Title 5 of the California Code of Regulations, Section 58300, requires the District to develop a tentative budget on or before July 1 each fiscal year. The purpose of the tentative budget is to establish spending authority for the District operations until the State budget has been finalized and the adopted budget is approved by the Governing Board. Board approval of the adopted budget usually occurs in August, depending on when the State budget is signed.

The District's tentative budget was developed with information from the Governor's proposed May budget revision and before the legislature and the Governor reached a budget agreement. The Governor's proposed May Revise budget includes an estimated .5% growth, 1.7% COLA for 2021-2022 and 2.3% COLA for 2020/2021. The budget reflects the Board Policies approved by the Governing Board, protects the core mission of the college, and is designed to support student access and success. The estimated unrestricted general fund income is \$131,831,563 and the prior year re-allocation amount is \$279,134. Estimated budgeted expenses are \$132,110,697 and the projected 2021-2022 ending balance/reserve is \$37,168,511 (28.13%).

The tentative budget also includes the restricted general fund, bond, capital projects, scheduled maintenance, campus store, Chino community center, food services, self-insurance, vacation liability, child development center, student government, student representation fee and auxiliary donation funds.

Administration will update the budget recommendation for the adopted budget during the August meeting of the Governing Board.

BUDGET IMPLICATIONS

*Funding Source* – All district funds.

*Status of Funds* – The budgets are based on estimated figures at the time of development and will be updated for the budgets proposed for adoption in August 2021.

*Future Implications* – N/A

RECOMMENDATION

It is recommended the Governing Board approve the 2021-2022 tentative budget as submitted.

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**

June 24, 2021  
Board Meeting Date

TOPIC **APPROVAL TO AUTHORIZE THE PREQUALIFICATION OF BIDDERS PROCESS**

Communication No. IV.E.2.b

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**SUPPORTS BOARD POLICIES**

Supports and complies with Policies: 2710 Conflict of Interest, 6100 Delegation of Authority, 6330 Purchasing, and 6600 Capital Construction

**PROPOSAL**

To adopt Resolution 62421A to apply the uniform system of rating bidders and process for appeals outlined in the Request for Prequalification of Bidders.

**BACKGROUND**

Public Contract Code section 20101 authorizes public agencies to “prequalify” bidders on public projects in advance of bidding.

Local agencies can either adopt prequalification procedures that allow the agency to prequalify on a project-by-project basis or prequalify prospective bidders annually for certain categories, types, and/or sizes of the public project(s) (i.e., all asphalt/paving contracts).

The original purpose of prequalification was to help public agencies address the problems associated with ensuring that only qualified bidders submit bids on contracts for public projects, which must be awarded pursuant to a strict low bid process. A perceived and actual problem with this method is that often times the lowest bidder is not always the most “responsible,” and it is often difficult to disqualify a bidder for being non-responsible at the time of bid. Prequalification offers public agencies the opportunity to first examine and ensure a bidder is sufficiently “responsible” (i.e., qualified, experienced, financially stable among other qualitative considerations) before they are able to submit a bid on a project.

The Request for Prequalification of Bidders is in the District’s best interest in terms of both time and cost because it establishes the qualifications of prospective bidders in advance of bidding by requiring that potential bidders be prequalified in order to submit a bid to the District. The prequalification process allows the District to examine the potential bidder’s qualifications, experience, as well as its ability to obtain the required bonding and insurance necessary to adequately perform work on certain public projects. By prequalifying bidders, the District can limit the pool of potential contractors for the project so that only those deemed qualified – in accordance with the District’s standards – may bid on the project and avoid the potential issue of having to determine a bidder non-responsible after the bidding process, which can be a lengthy and often difficult process.

Under Section 20101, in order to prequalify bidders, the Community College District Governing Board is required to adopt and apply a uniform system of rating bidders, based on objective criteria that set forth the minimum requirements permitted for qualification and establish a process by which bidders who do not qualify may appeal.

BUDGET IMPLICATIONS

*Funding Source* – N/A

*Status of Funds* – N/A

*Future Implications* – N/A

RECOMMENDATION

It is recommended that the Governing Board adopt Resolution 62421A, which authorizes the District to proceed with applying the uniform system of rating bidders and process for appeals outlined in the “Request for Prequalification of Bidders Template” attached as Exhibit “A” of the Resolution.

Attachments: Resolution 62421A and Exhibit “A” - Request for Prequalification of Bidders Template

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

**CHAFFEY COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 62421A**

**RESOLUTION AUTHORIZING PREQUALIFICATION OF BIDDERS**

**WHEREAS**, Section 20101 of the California Public Contract Code establishes procedures for certain local agencies wishing to prequalify bidders on public works projects; and

**WHEREAS**, the Department of Industrial Relations (“DIR”) has developed standardized questionnaires and model guidelines for rating bidders pursuant to Public Contract Code Section 20101 (hereafter “Model Guidelines”); and

**WHEREAS**, under Section 20101, in order to prequalify bidders, the Governing Board must “adopt and apply a uniform system of rating bidders, based on objective criteria that set forth the minimum requirements permitted for qualification” and establish a process by which bidders who do not qualify may appeal;

**WHEREAS**, the District has determined that adopting bidder prequalification procedures in accordance with Public Contract Code section 20101, and modeled after the Model Guidelines, will benefit the District by providing an opportunity for the District to review prospective bidders’ track record in detail and to create a more competitive pool of bidders for District projects (each a “Project”); and,

**WHEREAS**, the Governing Board has determined that adopting bidder prequalification procedures and establishing an appeal committee will streamline the formal bidding process for the Project and further the Governing Board’s goals to operate efficiently and in a businesslike manner.

**NOW THEREFORE BE IT RESOLVED AND ORDERED AS FOLLOWS:**

Section 1. The Governing Board hereby adopts the uniform system of rating bidders and process for appeals set forth in the “Request for Prequalification of Bidders” attached hereto as Exhibit “A” and incorporated herein by reference (“Prequalification Package”). The Executive Director, Business Services, or his or her designee, is hereby authorized to prequalify bidders on the Project on behalf of the District pursuant to the attached Prequalification Package. The Executive Director, Business Services may use the scoring system provided in the attached Prequalification Package or may designate one or more alternative scoring systems consistent with the requirements of the Public Contract Code.

Section 2. For purposes of the attached Prequalification Package, the Governing Board hereby establishes the Bidder Prequalification Appeals Panel (“Appeals Panel”) consisting of the following, or their designee(s): the Associate Superintendent, Business Services and Economic Development, Director, Technical Services and Dean of Student Affairs. If the Project is to be administered by the department of one of the foregoing, the Executive Director, Business Services is hereby authorized to appoint to the Appeals Panel an alternate department head from another department. The sole issue before the Appeals Panel shall be the scoring of a prospective bidder. The decision of the Appeals Panel shall be the District’s final administrative decision and any

judicial review thereof shall be instituted no later than the time period referred to in section 1094.6 of the Code of Civil Procedure.

Section 3. This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the Governing Board of the Chaffey Community College District on June 24, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

---

Kathleen Brugger  
Clerk, Governing Board

**EXHIBIT “A”**

**REQUEST FOR PREQUALIFICATION OF BIDDERS**

**[ATTACHED BEHIND THIS PAGE]**

CHAFFEY COMMUNITY COLLEGE DISTRICT  
**Request for Prequalification for the [INSERT NAME OF PROJECT]**

Chaffey Community College District  
5885 Haven Avenue  
Rancho Cucamonga, California 91737-3002

**Prequalification Packages Due [\*\*\*INSERT DATE]**  
**at [\*\*\*INSERT TIME]**  
to the following location: [INSERT ADDRESS]

**For information, contact:**  
[INSERT NAME]  
E-mail: [INSERT EMAIL ADDRESS]

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**NOTICE REQUESTING PREQUALIFICATION PACKAGES FOR [INSERT PROJECT NAME] AND PROCEDURES FOR PREQUALIFICATION**

Notice is hereby given that the Chaffey Community College District (“District”) has determined that all contractors bidding on its [INSERT NAME OF PROJECT] (“Project”) must be prequalified prior to submitting a bid for the Project.

**PROJECT DESCRIPTION**

The District is seeking a contractor (“Contractor”) experienced in [INSERT PROJECT TYPE] construction services at [INSERT ADDRESS]. [DISTRICT TO INSERT ADDITIONAL SUMMARY OF PROJECT]

The cost of the Project is estimated at [\*\*\*INSERT AMOUNT].

The anticipated prequalification and bid schedule is summarized as follows [\*\*\*UPDATE WITH CORRECT DATES OR EDITS TO MILESTONES]:

<b>Date</b>	<b>Milestone</b>
	District issues request for prequalification to Contractors.
	Deadline for submitting questions.
	District receives Prequalification Packages
	District issues recommendation of qualified bidders list to Contractors.
	Last day for Contractors to appeal District’s decision with respect to prequalification ratings and to deliver notice of appeal to District.
	Last day for appeals to be heard by District.
	District adopts approved bidders list.
	Project put out to bid for approved bidders.
	Project awarded to lowest responsible bidder.
	Construction on Project starts.

**PREQUALIFICATION PROCEDURES**

It is mandatory that all Contractors who intend to submit bids for the Project fully complete a prequalification package (“Prequalification Package”), including but not limited to the prequalification questionnaire, provide all materials requested herein and be approved by the District to be on the final bidders list. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid on the Project as a joint venture, each entity within the joint venture must be separately qualified to bid.

The completed Prequalification Package must be submitted through the District’s PlanetBids Vendor Portal no later than [\*\*\*INSERT TIME AND DATE].

[INSERT NAME OF PROJECT]  
Prequalification Announcement



**Answers to questions contained in the attached questionnaire, information about current bonding capacity on an aggregate and per project limit, and the most recent reviewed or audited financial statements, with accompanying notes and supplemental information, are required.** The District will use these documents in order to rate Contractors with respect to their qualifications to bid on the Project. District reserves the right to check any other sources available to verify Contractor’s statements, prior performance and veracity. District’s decision will be based on objective evaluation criteria identified herein.

While it is the intent of the Prequalification Package and documents required therewith to assist the District in determining bidder responsibility prior to bid and aid District in selecting the lowest responsible bidder for construction of the Project, neither the fact of prequalification, nor any prequalification rating, will preclude District from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

The Prequalification Packages submitted by Contractors are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law; however, the contents may be disclosed to third parties for the purpose of verification, investigation of allegations that may impact Contractor’s prequalification status, and in the process of an appeal hearing. State law provides that the names of contractors applying for prequalification status are public records subject to disclosure, and the first page of the questionnaire will be used for that purpose.

Each questionnaire must be signed under penalty of perjury in the manner designated at the end of the form, by an individual who has the legal authority to bind the Contractor on whose behalf that person is signing. The Contractor shall provide only complete and accurate information. If any information provided by a Contractor becomes inaccurate, the Contractor must immediately notify the District and provide updated accurate information in writing and under penalty of perjury. The District may verify any or all information provided in completed Prequalification Packages, consider information provided by sources other than the prospective bidder, and conduct such investigations as the District deems appropriate to assist in the evaluation of Contractor’s responsibility, qualifications and financial capacity.

The District will evaluate all completed Prequalification Packages on a Pass/Fail basis as well as a points-based rating system. In order to prequalify for this Project, Contractor must obtain a “Pass” rating on all of the criteria set forth in Part 2 and meet the minimum rating requirements of the District in Part 3 and 4. Those Contractors who do not obtain a “Pass” rating for all of the criteria in Part 2 will not be prequalified to participate in bidding for the contract to perform the Project regardless of the scores obtained in Part 3 and 4. A score sheet for Part 3 and 4 is included as Attachment 2 in the Prequalification Package.

The District reserves the right to reject any or all Prequalification Packages and to waive any irregularities in any Prequalification Package submittal. The District reserves the right to determine that any Contractor is not qualified at any time before or after the Prequalification Packages are received and evaluated if it finds that information provided therein is inaccurate, misleading or false, or upon evidence of collusion or other illegal practices on the part of a Contractor. The District, in its sole discretion, expressly reserves the right to cancel the prequalification process at any time, including but not limited

**[INSERT NAME OF PROJECT]**

to, after the deadline for the receipt of Prequalification Packages, reject any Prequalification Package received by the District and competitively bid the Project without first prequalifying bidders. The District reserves the right to adjust, increase, limit, suspend or rescind the prequalification rating based on subsequently learned information. Contractors whose rating changes sufficient to disqualify them will be notified, and given an opportunity for a hearing consistent with the hearing procedures described below for appealing a prequalification rating. The District may conduct a final review of the information submitted by the Contractor just prior to the award of the bid to confirm that the information submitted has not changed.

A Contractor who has submitted a completed Prequalification Package, and who receives a rating of “not qualified” from the District may appeal that determination. There is no appeal from a finding that a Contractor is not prequalified because of a failure to submit required information. A Contractor may appeal the District’s decision with respect to its request for prequalification, and request a hearing, by giving written notice of appeal and submitting a deposit of \$1,000 to the District no later than ten (10) working days after District’s issuance of the written notice of the Contractor’s qualification status. Unless District receives the written notice of appeal and deposit within the time specified above, the Contractor waives any and all rights to challenge the qualification decision of the District, whether by administrative process, judicial process or any other legal process or proceeding.

If the Contractor gives the required notice of appeal and requests a hearing, the hearing shall be conducted so that it is concluded no later than ten (10) working days after the District’s receipt of the Contractor’s Notice of Appeal and the \$1,000 filing deposit. The hearing so provided shall be an informal process conducted by a panel to whom the District has delegated responsibility to hear such appeals (the “Appeals Panel”). At or prior to the hearing, the Contractor will be advised of the basis for the District’s prequalification determination. The Contractor will be given the opportunity to present information and present reasons in opposition to the prequalification determination. At the conclusion of the hearing or no later than two (2) working days after completion of the hearing, the Appeals Panel will render its decision, which will be final and binding. It is the intention of the District that the date for submission and opening of bids for the Project will not be delayed or postponed to allow for completion of an appeal process. If the Contractor’s appeal is rejected by the Appeals Panel, the Contractor’s \$1,000 filing deposit shall be forfeited to the District. Otherwise the deposit will be returned to the Contractor following issuance of the Appeals Panel’s decision.

The Prequalification Package, its completion and submission by the Contractor, and its use by the District, shall not give rise to any liability on the part of the District to the Contractor or any third party or person. This is not a solicitation for bid. The Contractor accepts all risk and cost associated with the completion of the Prequalification Package without financial guarantee.

A Contractor may be found not prequalified for either omission of requested information or falsification of information.

**CHAFFEY COMMUNITY COLLEGE DISTRICT**  
**STATEMENT OF QUALIFICATIONS**  
**PREQUALIFICATION QUESTIONNAIRE FOR**  
**[INSERT NAME OF PROJECT]**

**PART I. CONTACT INFORMATION**

Full Name of Contractor (as it appears on license):		
Type of Organization (Corporation, Partnership, Sole Proprietor, etc.):		
Corporate Tax ID No.:		
Is the corporation currently registered and in good standing with the State of California Secretary of State?		
Street Address of Contractor:		
District:	State:	Zip:
Contractor's Contact Person:		
Phone:	Cell Phone:	Fax:
Email Address:		
Contractor's License Number(s):		
If firm is a sole proprietor or partnership: Owner(s) of Company:		

**[INSERT NAME OF PROJECT]**

**PART II. ESSENTIAL REQUIREMENTS FOR QUALIFICATION**

Contractor will be immediately disqualified if the answer to any of questions 1 through 5 is “yes.”<sup>1</sup> An answer “no” to any of questions 6 through 9 will be rated “Fail” and the Contractor will be immediately disqualified.

**1. Has your contractor’s license been revoked at any time in the last five years?**

Yes  No

**2. Has a surety firm completed a contract on your behalf, or paid for completion because your firm was default terminated by the project owner within the last five (5) years?**

Yes  No

**3. At the time of submitting this prequalification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to either Labor Code section 1777.1 or Labor Code section 1777.7?**

Yes  No

If the answer is “Yes,” state the beginning and ending dates of the period of debarment:

\_\_\_\_\_

**4. At any time during the last five years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?**

Yes  No

**5. Is your current company Experience Modification Rate (EMR) greater than 1.25?**

Yes  No

*Note: Documentation is required. If it is not attached, this question will be scored as if a “Yes” answer was given.*

**6. Contractor possesses a valid and current California Contractor’s license for Class A?**

Yes  No

**7. Contractor will comply with and provide all insurance as defined in Attachment No. 1, Liability and Insurances.**

Yes  No

**8. Have you attached your latest copy of a reviewed unaudited or audited financial statement with accompanying notes and supplemental information?**

Yes  No

<sup>1</sup> A contractor disqualified solely because of a “Yes” answer given to question 1, 2, or 3 may appeal the disqualification and provide an explanation of the relevant circumstances during the appeal procedure.

**[INSERT NAME OF PROJECT]**

9. Has your firm completed at least three (3) [INSERT PROJECT TYPE] projects of at least \$[INSERT AMOUNT] total combined completed volume within the last 36 months (at least 3 references):

Yes     No

If the answer is Yes, Please list the projects below.

<p>The below information shall be used by the District to contact the Owners, or its representative, as applicable, on each of the below-listed projects to confirm that the above requirements have been met and to ask the authorized representative of the Owner, as applicable, who has personal knowledge of Contractor's performance and is able to provide an informed response to the following question: "Would you recommend the Contractor for employment on another project? Please respond 'yes' or 'no.'" As set forth above, an answer of "no or no comment" will be rated a "Fail" and the Contractor will be deemed not prequalified.</p>		
<b>Project No. 1</b>		
<b>Project Name:</b>		
<b>Owner:</b>		
<b>Describe Type of Construction:</b>		
<b>Total Contract Amount: \$</b>		
<b>Construction Time (in calendar days):</b>		
<b>Owner's Representative:</b>		
<b>Owner's Representative Telephone No.:</b>		
<b>Owner's Representative Email:</b>		
<b>Construction Manager (if applicable):</b>		
<b>Construction Manager Telephone No.</b>		
<b>Construction Manager Email:</b>		
<b>Date of Notice to Proceed:</b>		
<b>Date of Completion (NOC or other formal written acceptance by the awarding body):</b>		
<b>Additional Notes from Contractor:</b>		
<b>To be completed by District: Recommend Contractor?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No

[INSERT NAME OF PROJECT]

<b>Project No. 2</b>		
<b>Project Name:</b>		
<b>Owner:</b>		
<b>Describe Type of Construction:</b>		
<b>Total Contract Amount: \$</b>		
<b>Construction Time (in calendar days):</b>		
<b>Owner's Representative:</b>		
<b>Owner's Representative Telephone No.:</b>		
<b>Owner's Representative Email:</b>		
<b>Construction Manager (if applicable):</b>		
<b>Construction Manager Telephone No.</b>		
<b>Construction Manager Email</b>		
<b>Date of Notice to Proceed:</b>		
<b>Date of Completion (NOC or other formal written acceptance by the awarding body):</b>		
<b>Additional Notes from Contractor:</b>		
<b>To be completed by District: Recommend Contractor?</b>		
	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Project No. 3</b>		
<b>Project Name:</b>		
<b>Owner:</b>		
<b>Describe Type of Construction:</b>		
<b>Total Contract Amount: \$</b>		
<b>Construction Time (in calendar days):</b>		
<b>Owner's Representative:</b>		
<b>Owner's Representative Telephone No.:</b>		
<b>Owner's Representative Email:</b>		
<b>Construction Manager (if applicable):</b>		
<b>Construction Manager Telephone No.</b>		
<b>Construction Manager Email:</b>		
<b>Date of Notice to Proceed:</b>		
<b>Date of Completion (NOC or other formal written acceptance by the awarding body):</b>		

**[INSERT NAME OF PROJECT]**

<i>Additional Notes from Contractor:</i>		
<i>To be completed by District: Recommend Contractor?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>To be completed by District: Other Sources not provided by contractor-Recommend Contractor?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**[INSERT NAME OF PROJECT]**

Prequalification Questionnaire

**PART III. ORGANIZATION, HISTORY, ORGANIZATIONAL PERFORMANCE, COMPLIANCE WITH CIVIL AND CRIMINAL LAWS**

HISTORY AND ORGANIZATION PERFORMANCE

**1. Has there been any change in ownership of the firm at any time during the last three years:**

Yes     No

*If "yes" explain on a separate signed page.*

**2. Is the firm a subsidiary, parent, holding company or affiliate of another construction firm?**

Yes     No

*If "yes" explain on a separate signed page.*

**3. Are any corporate officers, partners or owners connected to any other construction firms currently or in the last five years?**

Yes     No

*If "yes" explain on a separate signed page.*

**4. State your firm's gross revenues for each of the last three years (Not Scored):**

Year 20\_\_\_\_, Gross Revenue\_\_\_\_\_

Year 20\_\_\_\_, Gross Revenue\_\_\_\_\_

Year 20\_\_\_\_, Gross Revenue\_\_\_\_\_

Three year average gross revenue: \_\_\_\_\_

**5. How many years has your organization been in business in California as a contractor under your present business name and license number? (5 points possible)**

\_\_\_\_\_Years

**6. Is your firm currently the debtor in a bankruptcy case? (6 points possible)**

Yes     No

*If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed.*

**[INSERT NAME OF PROJECT]**



**7. Was your firm in bankruptcy at any time during the last five years? (3 points possible)**  
(This question refers only to a bankruptcy action that was not described in answer to question 6, above)

Yes     No

*If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued.*

LICENSES

**8. List all California construction license numbers, classifications and expiration dates of the California contractor licenses held by your firm (Not Scored):**

Contractor must possess a valid Class A contractor's license to be considered.

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**9. Has your firm changed names or license number in the past five years? (6 points possible)**

Yes     No

*If "yes," explain on a separate signed page, including the reason for the change.*

**10. Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years? (3 points possible)**

Yes     No

*If "yes," explain on a separate signed page, including the reason for the change.*

DISPUTES

**11. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner (5 points possible)?**

Yes     No

*If "Yes", how many projects with liquidated damages of \$5,000 or more: \_\_\_\_\_ projects*

*If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.*

**[INSERT NAME OF PROJECT]**

**12. In the last five years has your firm, or any firm with which any of your company’s owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason (5 points possible)?**

*NOTE: “Associated with” refers to another construction firm in which an owner, partner or officer of your firm held a similar position.*

Yes     No

*If “yes,” explain on a separate signed page. State whether the firm involved was the firm applying for prequalification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.*

**13. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder (5 points possible)?**

Yes     No

**NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about “pass-through” disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$10,000.**

**14. In the past five years has any claim against your firm concerning your firm’s work on a construction project been filed in court or arbitration (5 points possible)?**

Yes     No

If “Yes”, number of claims: \_\_\_\_\_ claims

*If “yes,” on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).*

**15. At any time during the past five years, has any surety company made any payments on your firm’s behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm’s behalf, in connection with a construction project, either public or private (5 points possible)?**

Yes     No

*If “yes,” explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.*

**[INSERT NAME OF PROJECT]**

**16. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm (5 points possible)?**

Yes     No

*If "yes," explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.*

CRIMINAL MATTERS AND RELATED CIVIL SUITS

**17. Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity (5 points possible)?**

Yes     No

*If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.*

**18. Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction (5 points possible)?**

Yes     No

*If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.*

**19. Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty (5 points possible)?**

Yes     No

*If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.*

BONDING

**20. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required (5 points possible)?**

Yes     No

*If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies that denied coverage; and the period during which you had no surety bond in place.*

COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH LAWS AND WITH OTHER LABOR LEGISLATION SAFETY

**21. Has CAL OSHA cited and assessed penalties against your firm for any "serious," "willful" or**

**[INSERT NAME OF PROJECT]**

**“repeat” violations of its safety or health regulations in the past five years (5 points possible)?**

*NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.*

Yes     No

“Yes”, number of times penalized: \_\_\_\_\_

*If “yes,” attach a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision.*

**22. Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years (5 points possible)?**

*NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.*

Yes     No

If “Yes”, number of times penalized: \_\_\_\_\_ times penalized

*If “yes,” attach a separate signed page describing the citations.*

**23. Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years (5 points possible)?**

*NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.*

Yes     No

If “Yes”, number of times penalized: \_\_\_ times penalized

*If “yes,” attach a separate signed page describing the citations.*

**24. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project (3 points possible)?**

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**25. Within the last five years (or as long as your firm has been in business if it has been in business for less than five years) has there ever been a period when your firm had employees but was without workers’ compensation insurance or state-approved self-insurance (5 points possible)?**

Yes     No

*If “yes,” please explain the reason for the absence of workers’ compensation insurance on a separate signed page. If “No,” please provide a statement by your current workers’ compensation insurance carrier that verifies periods of workers’ compensation insurance coverage for the last five years. (If your firm has been in the construction business for less*

**[INSERT NAME OF PROJECT]**

than five years, provide a statement by your workers' compensation insurance carrier verifying continuous workers' compensation insurance coverage for the period that your firm has been in the construction business.)

**PREVAILING WAGE AND APPRENTICESHIP COMPLIANCE RECORD**

**26. Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the state's prevailing wage laws (5 points possible)?**

*NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.*

Yes     No

If "Yes", number of times required to pay back wages or penalties: \_\_\_\_\_ times penalized

*If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.*

**27. During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements (5 points possible)?**

Yes     No

If "Yes", number of times required to pay back wages or penalties: \_\_\_\_\_ times penalized

*If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.*

**28. At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works (5 points possible)?**

Yes     No

If "Yes", number of violations: \_\_\_\_\_ violations

*NOTE: You may omit reference to any incident that occurred prior to January 1, 2007, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.*

*If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).*

**[INSERT NAME OF PROJECT]**

PART IV. PROJECT EXPERIENCE

A. Current Status of Open Construction Projects

Complete the following form (make copies as required) for all open contracts valued at \$50,000 or more. **Please indicate which projects involve [INSERT PROJECT TYPE] construction in the “Project Name & Type of Work” column.**

Project Name & Type of Work	Owner Name	Owner Representative		Original Contract Value	Estimated Contract Completion Value (incl. change orders to date)	Percent Currently Complete	Original Completion Date	Estimated Completion Date
		Name	Phone No.					

[INSERT NAME OF PROJECT]



C. Project Experience – Interview Questions

The following questions will be used to interview randomly selected contacts from at least two (2) completed projects. The Contractor shall provide additional references upon request of District. District will conduct the interviews. No action on the Contractor's part is necessary. These questions are included in the package to the Contractor for information only.

The highest possible score is 130 points per project. An average score of 95 or higher for two (2) projects is required for prequalification. An average score of less than 80 points on the projects will automatically disqualify a Contractor. If the average score is between 80 to 94, District will conduct two (2) additional interviews of other references to obtain two (2) additional scores. If the average score of the two (2) additional interviews is less than 95, the Contractor will be automatically disqualified.

First, please give a brief description of the project.

1. Are there any outstanding stop notices, liens, or claims by the Contractor that are currently unresolved on contracts for which notices of completion have been recorded? (1 point for each is deducted from overall score; maximum amount to be deducted is 5 points).
2. On a scale of 1-10, with 10 being the best, did the Contractor provide adequate personnel? (Max. 10 points)
3. On a scale of 1-10, with 10 being the best, did the Contractor provide adequate supervision? (Max. 10 points)
4. On a scale of 1-10, with 10 being the best, was there adequate equipment provided on the job? (Max. 10 points)
5. On a scale of 1-10, with 10 being the best, was the Contractor timely in providing reports and other paperwork, including certified payroll, submittals and schedule updates? (Max. 10 points)
6. On a scale of 1-10, with 10 being the best, did the Contractor adhere to the project schedule that your agency approved? (Max. 10 points)
7. Was the project completed on time? (10 points if the answer is "yes")

[INSERT NAME OF PROJECT]

Prequalification Questionnaire



Or, if the answer is “no”, on a scale of 1-10, with 10 being the best, to what extent was the Contractor responsible for the delay in completion? (For example: 1 if the Contractor was completely responsible or 10 if the Contractor was not responsible at all)?

8. On a scale of 1-10, with 10 being the best, rate the Contractor on the Contractor’s proactivity in identifying change order work and the Contractor’s timely submission of reasonable cost and time estimates to perform change order work. (Max. 10 points)
9. On a scale of 1-10, with 10 being the best, rate the Contractor on how well the Contractor performed the work after a change order was issued and how well the Contractor integrated the change order work into existing work. (Max. 10 points)
10. On a scale of 1-10, with 10 being the best, rate how the Contractor performed in turning in Operations & Maintenance manuals, completing as-built drawings, providing required training and taking care of warranty items? (Max. 10 points)
11. On a scale of 1-10, with 10 being the best, rate the Contractor on whether there were an unusually high number of claims or disputes (with your agency or subcontractors or vendors), given the nature of the project, or unusual difficulty in resolving them. (Max. 10 points)
12. On a scale of 1-10, with 10 being the best, rate the Contractor with respect to timely payments by the Contractor to subcontractors and suppliers. (If the person being interviewed knows of no such difficulties, the score on this question should be 10.)
13. On a scale of 1-10, with 10 being the best, rate the Contractor with respect to safety. Was shoring provided properly, were lock / out tag out procedures followed, did the Contractor provide routine safety training? (Max. 10 points)
14. On a scale of 1-10, with 10 being the best, how would you rate the overall quality of the Contractor's work and the contractor’s ability to work cooperatively? (Max. 10 points)

[INSERT NAME OF PROJECT]

Prequalification Questionnaire

\* \* \* \* **AFFIDAVIT** \* \* \* \*

We, the undersigned, \_\_\_\_\_ (name) as the authorized representatives for \_\_\_\_\_ (company) an interested Contractor for the Chaffey Community College District's prequalification process for the [INSERT NAME OF PROJECT], do hereby attest that all statements and representations made herein are true and correct to the best of our knowledge. These statements are made openly and freely without intent to influence or embellish actual conditions or circumstances that occurred. I declare under penalty of perjury under the laws of the State of California that the foregoing is correct.

We understand that the District will investigate any and all statements and representations made by us and our firm in this prequalification questionnaire and we freely give our permission for them to do so. Should releases be required by any of our professional, financial, or bonding institutions to release verification of the enclosed data, we have provided them. We agree to waive any claims against the District and/or any third party designated by the District for the release of the information necessary to evaluate this Statement of Qualifications.

We further understand that any false statement or representations made in this application will result in disqualification of our firm as a prequalified contractor. If it is determined that these false statements or representations were purposefully made to change, hide, or obscure negative information from the District in an attempt to qualify under these false pretenses, the action will result in loss of eligibility for our firm to qualify for any Chaffey Community College District contracts for a minimum period of one (1) year and a maximum period of five (5) years from the date of discovery.

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Signature)

Attested: \_\_\_\_\_ Corporate Seal

\_\_\_\_\_  
(Name and Title)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date:

**END OF QUESTIONNAIRE**

## ATTACHMENT A – INSURANCE & INDEMNITY

Contractor to furnish a statement from its broker or insurance carrier(s) it will utilize on the project certifying that the following insurance requirements below will be met [\*\*\*THE DISTRICT SHOULD INSERT ITS LATEST INSURANCE REQUIREMENTS AND HAVE ITS RISK MANAGER REVIEW AND UPDATE AS NEEDED]:

(a) Neither the Contractor nor any subcontractors shall commence any work until all required insurance has been obtained at their own expense. Such insurance must have the approval of the District as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best’s rating of no less than A-:VII.

(b) Prior to execution of the Contract, the Contractor shall furnish the District with properly endorsed ACORD forms. The District, however, retains the right to request the original certificates of insurance and endorsements affecting coverage for all required policies.

(c) All of the Contractor’s policies shall contain an endorsement providing that written notice shall be given to the District at least thirty (30) calendar days prior to termination, cancellation, or reduction of coverage in the policy.

(d) Any policy or policies of insurance that the Contractor elects to carry as insurance against loss or damage to its construction equipment and tools shall include a provision therein providing a waiver of the insurer’s right to subrogation against the District, its officers, employees, agents and volunteers.

(f) The requirements as to the types, limits, and the District’s approval of insurance coverage to be maintained by the Contractor are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by the Contractor under the Contract.

(g) In addition to any other remedy the District may have, if the Contractor or any of the subcontractors fail to maintain the required insurance coverage, the District may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as required herein, and the District may deduct the cost of such insurance from any amounts due or which may become due the Contractor under this Contract.

### Coverage Requirements

The Contractor and all subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the District.

(a) Worker’s Compensation and Employer’s Liability. The Contractor and all subcontractors shall maintain insurance to protect the Contractor or subcontractor from all claims under Worker’s Compensation and Employer’s Liability Acts. Such coverage shall be

[INSERT NAME OF PROJECT]

maintained, in type and amount, in strict compliance with all applicable State and Federal statutes and regulations. The Contractor shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in the Contract Documents. For all workers' compensation policies a waiver of subrogation in favor of the District shall apply.

(b) Commercial General and Automobile Liability Insurance

(i) Form and Amounts. The insurance shall include, but shall not be limited to, protection against claims arising from death, bodily injury, personal injury, or damage to property resulting from actions, failures to act, operations or equipment of the insured, or by its employees, agents or consultants, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than \$2,000,000.00 per occurrence with an aggregate no less than two (2) times the required per occurrence limit applying to bodily injury, personal injury, and property damage, or any combination of the three for the Commercial General Liability policy and \$1,000,000 combined single limit for the Automobile Liability policy. Any deductibles must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles as respects the entity, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration expenses, and defense expenses.

(ii) Additional Requirements. The commercial general and automobile liability insurance coverage shall also include the following:

a. A provision or endorsement naming the District, its officers, employees, agents and volunteers, as additional insured with respect to any potential liability arising out of the performance of any work under the Contract, and providing that such insurance is primary insurance as respects the interest of the District, and that any other insurance, risk pool membership, or other liability protection maintained by the District, its officers, employees, agents and volunteers, is excess to the insurance required hereunder, and will not be called upon to contribute to any loss unless and until all limits available under the contractor's and subcontractor's insurance policy/policies have been paid.

b. A "Cross Liability" or "Severability of Interest" clause.

Broad Form Property Damage, Personal Injury, Contractual Liability, Protective Liability, and Completed Operations coverages, and elimination of any exclusion regarding loss or damage to property caused by explosion or resulting from collapse of buildings or structures or damage to property underground, commonly referred to by insurers as the "XCU" hazards.

c. A provision or endorsement stating that such insurance, subject to all of its other terms and conditions, applies to the liability assumed by the Contractor under the Contract, including, without limitation, indemnity and litigation costs.

d. A provision or endorsement stating that any failure to

[INSERT NAME OF PROJECT]

comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District, its officers, officials, employees, or volunteers.

e. A provision or endorsement stating that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(iii) SPECIAL NOTICE: Claims Made Coverage. Liability insurance coverage shall not be written on a "claims made" basis. The Certificate of Insurance must clearly provide that the coverage is on an "occurrence" basis.

(c) Builder's Risk or Installation Floater "All-Risk" Insurance. Before commencement of the work, the Contractor shall submit written evidence that it has obtained for the period of the Contract, Builder's Risk "All-Risk" Completed Value Insurance and/or Inland Marine "All-Risk" Installation Floater Insurance, as may be applicable, upon the entire project which is the subject of this Contract, including completed work and work in progress. The policy or policies of insurance shall name the Contractor, District, and their agents as insureds as their respective interests may appear, and shall include an insurer's waiver of subrogation rights in favor of each. Such insurance may have a deductible clause, but the amount of the deductible shall be subject to the approval of the District, except that the deductible on earthquake coverage may be in accordance with the underwriter's requirements.

(d) Contractors Pollution Liability  
Pollution Coverage shall be provided on a Contractors Pollution Liability form or other form acceptable to District providing coverage for liability arising out of sudden, accidental and gradual pollution and remediation. The policy limit shall be no less than one million dollars (\$1,000,000) per claim. All activities contemplated in this agreement shall be specifically scheduled on the policy as "covered operations." The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

### **Indemnity Agreement**

Contractor shall indemnify and hold harmless District, its officers, employees, agents and volunteers from and against all liability, loss, damage, expense, and cost (including, without limitation, reasonable legal counsel fees, expert fees and all other costs and fees of litigation) of every nature arising out of or in connection with Contractor's negligence, recklessness, or willful misconduct in the performance of work hereunder, or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage caused by the sole or active negligence or willful misconduct of the District. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

**[INSERT NAME OF PROJECT]**

**ATTACHMENT B**

**LIST OF SCORABLE QUESTIONS AND SCORING INSTRUCTIONS**

<b>Part III - History and Organizational Performance</b>				
5	How many years has your organization been in business in California as a contractor under your present business name and license number? <b>3 years or less = 2 points</b> <b>4 years = 3 points</b> <b>5 years = 4 points</b> <b>6 or more years = 5 points</b>	___ years		___ Points
6.	Is your firm currently the debtor in a bankruptcy case? If "yes," please attach a copy of the bankruptcy petition, showing the case number, and the date on which the petition was filed. <b>2 or more cases = 0 points</b> <b>1 case = 3 points</b> <b>0 cases = 6 points</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	___ Points
7.	Was your firm in bankruptcy at any time during the last five years? (This question refers only to a bankruptcy action that was not described in answer to question 6, above) If "yes," please attach a copy of the bankruptcy petition, showing the case number and the date on which the petition was filed, and a copy of the Bankruptcy Court's discharge order, or of any other document that ended the case, if no discharge order was issued. <b>"No" = 3 points</b> <b>"Yes" = 0 points</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	___ Points
9.	Has your firm changed names or license number in the past five years? (6 points possible) <b>2 or more changes = 0 points</b> <b>1 change = 3 points</b> <b>0 change = 6 points</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	___ Points
<b>Licenses</b>				
10.	Has any CSLB license held by your firm or its Responsible Managing Employee (RME) or Responsible Managing Officer (RMO) been suspended within the last five years? If "yes," explain on a separate signed page, including the reason for the change. <b>"No" = 3 points</b> <b>"Yes" = 0 points</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	___ Points

[INSERT NAME OF PROJECT]

<b>Disputes</b>				
11.	<p>At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?</p> <p>If yes, explain on a separate signed page, identifying all such projects by owner, owner's address, the date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.</p> <p><b>No projects with liquidated damages of more than \$5,000, or one project with liquidated damages = 5 points</b></p> <p><b>Two projects with liquidated damages of more than \$10,000 = 3 points</b></p> <p><b>Any other answer = 0 points</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points
12.	<p>In the last five years has your firm, or any firm with which any of your company's owners, officers or partners was associated, been debarred, disqualified, removed or otherwise prevented from bidding on, or completing, any government agency or public works project for any reason?</p> <p><b>NOTE: "Associated with" refers to another construction firm in which an owner, partner or officer of your firm held a similar position, and which is listed in response to question 1c or 1d on this form.</b></p> <p>If "yes," explain on a separate signed page. State whether the firm involved was the firm applying for prequalification here or another firm. Identify by name of the company, the name of the person within your firm who was associated with that company, the year of the event, the owner of the project, the project and the basis for the action.</p> <p><b>"No" = 5 points</b></p> <p><b>"Yes" = 0 points</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points
13.	<p>In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a responsible bidder?</p> <p>If "yes," explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding by the public agency.</p> <p><b>"No" = 5 points</b></p> <p><b>"Yes" = 0 points</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points
<p>* * * * *</p> <p><b>NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a subcontractor and a project owner. Also, you may omit reference to all disputes about amounts of less than \$10,000.</b></p>				

[INSERT NAME OF PROJECT]

14.	<p>In the past five years has any claim against your firm concerning your firm’s work on a construction project been filed in court or arbitration? If “yes,” on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).</p> <p><b>If the firm’s average gross revenue for the last three years was less than \$15 Million, scoring is as follows:</b>  <b>5 points for either “No” or “Yes” indicating 1 such instance.</b>  <b>3 points for “Yes” indicating 2 such instances.</b>  <b>0 points for “Yes” if more than 2 such instances.</b></p> <p><b>If your firm’s average gross revenue for the last three years was more than \$15 Million, scoring is as follows:</b>  <b>5 points for either “No” or “Yes” indicating 1, 2, or 3 such instances.</b>  <b>3 points for “Yes” indicating either 4 or 5 such instances.</b>  <b>0 points for “Yes” if more than 5 such instances.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points
15.	<p>At any time during the past five years, has any surety company made any payments on your firm’s behalf as a result of a default, to satisfy any claims made against a performance or payment bond issued on your firm’s behalf, in connection with a construction project, either public or private?</p> <p>If “yes,” explain on a separate signed page the amount of each such claim, the name and telephone number of the claimant, the date of the claim, the grounds for the claim, the present status of the claim, the date of resolution of such claim if resolved, the method by which such was resolved if resolved, the nature of the resolution and the amount, if any, at which the claim was resolved.</p> <p><b>5 points for either “No” or “Yes” indicating 1 such claim.</b>  <b>3 points for “Yes” indicating no more than 2 such claims</b>  <b>Subtract five points for “Yes” if more than 2 such claims</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points
16.	<p>In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm? If “yes,” explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of the refusal.</p> <p><b>5 points for either “No” or “Yes” indicating 1 such instance.</b>  <b>3 points for “Yes” indicating 2 such instances.</b>  <b>0 points for “Yes” or if more than 2 such instances.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points
<b>Criminal Matters and Related Civil Suits</b>				
17.	<p>Has your firm or any of its owners, officers or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any public agency or entity?</p> <p>If “yes,” explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the investigation and the grounds for the finding.</p> <p><b>“No” = 5 points</b>  <b>“Yes” = <u>subtract 5 points</u></b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points

[INSERT NAME OF PROJECT]



18.	<p>Has your firm or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local law related to construction? If "yes," explain on a separate signed page, including identifying who was involved, the name of the public agency, the date of the conviction and the grounds for the conviction.</p> <p><b>"No" = 5 points</b> <b>"Yes" = subtract 5 points</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	___ Points
19.	<p>Has your firm or any of its owners, officers or partners ever been convicted of a federal or state crime of fraud, theft, or any other act of dishonesty? If "yes," identify on a separate signed page the person or persons convicted, the court (the county if a state court, the district or location of the federal court), the year and the criminal conduct.</p> <p><b>"No" = 5 points</b> <b>"Yes" = subtract 5 points</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	___ Points
<b>Bonding</b>				
20.	<p>During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required? If yes, provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies that denied coverage; and the period during which you had no surety bond in place.</p> <p><b>"No" = 5 points</b> <b>"Yes" = 0 points</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	___ Points
<b>Compliance with Occupational Safety and Health Laws and with Other Labor Legislation Safety</b>				
21.	<p>Has CAL OSHA cited and assessed penalties against your firm for any "serious," "willful" or "repeat" violations of its safety or health regulations in the past five years? <b>NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.</b> If "yes," attached a separate signed page describing the citations, including information about the dates of the citations, the nature of the violation, the project on which the citation(s) was or were issued, the amount of penalty paid, if any. If the citation was appealed to the Occupational Safety and Health Appeals Board and a decision has been issued, state the case number and the date of the decision. <b>If the firm's average gross revenues for the last three years was less than \$15 Million, scoring is as follows:</b> <b>5 points for either "No" or "Yes" indicating 1 such instance.</b> <b>3 points for "Yes" indicating 2 such instances.</b> <b>0 points for "Yes" if more than 2 such instances.</b> <b>If the firm's average gross revenues for the last three years was more than \$15 Million, scoring is as follows:</b> <b>5 points for either "No" or "Yes" indicating 1, 2, or 3 such instances.</b> <b>3 points for "Yes" indicating either 4 or 5 such instances.</b> <b>0 points for "Yes" if more than 5 such instances.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	___ Points

[INSERT NAME OF PROJECT]

22.	<p>Has the federal Occupational Safety and Health Administration cited and assessed penalties against your firm in the past five years?  <b>NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.</b>          If “yes,” attach a separate signed page describing each citation.  <b>If the firm’s average gross revenues for the last three years was less than \$15 Million, scoring is as follows:</b>  <b>5 points for either “No” or “Yes” indicating 1 such instance.</b>  <b>3 points for “Yes” indicating 2 such instances.</b>  <b>0 points for “Yes” or if more than 2 such instances.</b>  <b>If the firm’s average gross revenues for the last three years was more than \$15 Million, scoring is as follows:</b>  <b>5 points for either “No” or “Yes” indicating 1, 2, or 3 such instances.</b>  <b>3 points for “Yes” indicating either 4 or 5 such instances.</b>  <b>0 points for “Yes” if more than 5 such instances.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points
23.	<p>Has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of a project on which your firm was the contractor, in the past five years?  <b>NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.</b>          If “yes,” attach a separate signed page describing each citation.  <b>If the firm’s average gross revenues for the last three years was less than \$15 Million, scoring is as follows:</b>  <b>5 points for either “No” or “Yes” indicating 1 such instance.</b>  <b>3 points for “Yes” indicating 2 such instances.</b>  <b>0 points for “Yes” or if more than 2 such instances.</b>  <b>If the firm’s average gross revenues for the last three years was more than \$15 Million, scoring is as follows:</b>  <b>5 points for either “No” or “Yes” indicating 1, 2, or 3 such instances.</b>  <b>3 points for “Yes” indicating either 4 or 5 such instances.</b>  <b>0 points for “Yes” if more than 5 such instances.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points
24.	<p>How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project?  <b>3 points for an answer of once each week or more often.</b>  <b>0 points for any other answer</b></p>	_____		____ Points
25.	<p>Within the last five years has there ever been a period when your firm had employees but was without workers’ compensation insurance or state-approved self-insurance?          If “yes,” please explain the reason for the absence of workers’ compensation insurance on a separate signed page. If “No,” please provide a statement by your current workers’ compensation insurance carrier that verifies periods of workers’ compensation insurance coverage for the last five years. (If your firm has been in the construction business for less than five years, provide a statement by your workers’ compensation insurance carrier verifying continuous workers’ compensation insurance coverage for the period that your firm has been in the construction business.)  <b>5 points for either “No” or “Yes” indicating 1 such instance.</b>  <b>0 points for any other answer.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points

[INSERT NAME OF PROJECT]

Prevailing Wage and Apprenticeship Compliance Record				
26.	<p>Has there been more than one occasion during the last five years in which your firm was required to pay either back wages or penalties for your own firm's failure to comply with the state's prevailing wage laws?</p> <p><b>NOTE: This question refers only to your own firm's violation of prevailing wage laws, not to violations of the prevailing wage laws by a subcontractor.</b></p> <p>If "yes," attach a separate signed page or pages, describing the nature of each violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid and the amount of back wages and penalties that you were required to pay.</p> <p><b>If your firm's average gross revenues for the last three years was less than \$15 Million, scoring is as follows:</b>  <b>5 points for either "No," or "Yes" indicating either 1 or 2 such instance.</b>  <b>3 points for "Yes" indicating 3 such instances. "</b>  <b>0 points for "Yes" and more than 3 such instances.</b></p> <p><b>If your firm's average gross revenues for the last three years was more than \$15 Million, scoring is as follows:</b>  <b>5 points for either "No" or "Yes" indicating no more than 4 such instances.</b>  <b>3 points for "Yes" indicating either 5 or 6 such instances.</b>  <b>0 points for "Yes" and more than 6 such instances.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points
27.	<p>During the last five years, has there been more than one occasion in which your own firm has been penalized or required to pay back wages for failure to comply with the federal Davis-Bacon prevailing wage requirements?</p> <p>If "yes," attach a separate signed page or pages describing the nature of the violation, identifying the name of the project, the date of its completion, the public agency for which it was constructed; the number of employees who were initially underpaid, the amount of back wages you were required to pay along with the amount of any penalty paid.</p> <p><b>If your firm's average gross revenues for the last three years was less than \$15 Million, scoring is as follows:</b>  <b>5 points for either "No," or "Yes" indicating either 1 or 2 such instance.</b>  <b>3 points for "Yes" indicating 3 such instances. "</b>  <b>0 points for "Yes" and more than 3 such instances.</b></p> <p><b>If your firm's average gross revenues for the last three years was more than \$15 Million, scoring is as follows:</b>  <b>5 points for either "No" or "Yes" indicating no more than 4 such instances.</b>  <b>3 points for "Yes" indicating either 5 or 6 such instances.</b>  <b>0 points for "Yes" and more than 6 such instances.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	____ Points

[INSERT NAME OF PROJECT]

28.	<p>At any time during the last five years, has your firm been found to have violated any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works?</p> <p><b>NOTE: You may omit reference to any incident that occurred prior to January 1, 2007, if the violation was by a subcontractor and your firm, as general contractor on a project, had no knowledge of the subcontractor's violation at the time they occurred.</b></p> <p>If "yes," provide the date(s) of such findings, and attach copies of the Department's final decision(s).</p> <p><b>If your firm's average gross revenues for the last three years was less than \$15 Million, scoring is as follows:</b>  <b>5 points for either "No," or "Yes" indicating either 1 or 2 such instance.</b>  <b>3 points for "Yes" indicating 3 such instances. "</b>  <b>0 points for "Yes" and more than 3 such instances.</b></p> <p><b>If your firm's average gross revenues for the last three years was more than \$15 Million, scoring is as follows:</b>  <b>5 points for either "No" or "Yes" indicating no more than 4 such instances.</b>  <b>3 points for "Yes" indicating either 5 or 6 such instances.</b>  <b>0 points for "Yes" and more than 6 such instances.</b></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>___ Points</p>
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[INSERT NAME OF PROJECT]

CHAFFEY COMMUNITY COLLEGE DISTRICT **[INSERT NAME OF PROJECT]**

PREQUALIFICATION EVALUATION

Contractor Name: \_\_\_\_\_

	Evaluation Criteria	Required Rating	Actual Rating
<b>Part II:</b>	Essential Requirements	Pass	
<b>Part III:</b>	1 –20 History of Business and Organizational Performance 73 points possible	62 points	
	21 – 28 Safety, Prevailing Wage and Apprenticeship 38 points possible	27 points	
<b>Part IV</b>	130 points (per project)	95 points (average of two projects)	

**[INSERT NAME OF PROJECT]**

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

June 24, 2021

Board Meeting Date

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

Communication No.    IV.E.2.c

SUPPORTS BOARD POLICIES

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

PROPOSAL

To adopt attached Resolution 62421B, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

BACKGROUND

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

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

In accordance with the district's Governing Board Policy 6550 and California Education Code Section 81450 et seq., Resolution 62421B delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the listed items and to execute all documents in connection therewith, subject to the terms and conditions of the resolution.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board adopt Resolution 62421B, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

Attachment:              Resolution 62421B

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

**RESOLUTION NO. 62421B**

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

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

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

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

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

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

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

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

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

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

**PASSED AND ADOPTED** by the Governing Board of the Chaffey Community College District at Rancho Cucamonga, California, this 24<sup>th</sup> day of June 2021, at a regular meeting by the following vote:

Ayes:  
Noes:  
Abstentions:  
Absent:

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

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Kathleen Brugger  
Clerk, Governing Board

**EXHIBIT A**

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

**BOARD MEETING DATE: JUNE 24, 2021**

<b><u>Quantity</u></b>	<b><u>Description (Make, Model, Color, Dimensions, Etc.)</u></b>	<b><u>Serial #s (Asset #'s)</u></b>
1	Juki Buttonhole Chainstitch Table Mounted Sewing Machine, Model #MBH180	180-T09184 (141708)
1	Singer Zig Zag Table Mounted Sewing Machine, Model #20U53	NA (121892)
1	Vulcan Fryer, Model #PCB24M	48-1622131 (NA)
2	Vulcan Convection Oven, Model #VC4GC-1 (top and bottom ovens)	48-1622291 (NA), 48-1622473 (NA)
1	Precision Incubator	60403-1710 (123409)
1	Marvel Industries Ice Machine	20061211137G (126199)
2	Thermo Electron Corp.	30740290 (127375), 30677-64 (NA)



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

June 24, 2021  
Board Meeting Date

TOPIC **FONTANA CAMPUS MASTER PLAN**

Communication No. IV.E.2.d

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SUPPORTS BOARD POLICIES

**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.

**Board Policy 6600 Capital Construction** – The District will improve the physical learning environment and access by upgrading and renovating current facilities and adding additional facilities as appropriate, within limits of District resources.

PROPOSAL

To approve the Chaffey College Fontana Campus Master Plan as presented.

BACKGROUND

Over the past several months, a diverse workgroup from the District has been working with architects from DLR Group to develop a Master Plan for the new Fontana campus that will be built on approximately 14.35 acres of vacant land that the District acquired last year. The property is located at 11070 Sierra Avenue in the city of Fontana, CA.

This Master Plan not only culminates the work, input, and feedback from the workgroup, it also includes feedback from multiple focus groups that were conducted and incorporates the results of a District-wide survey that was disseminated to all faculty, classified professionals, administrators, and students. A presentation regarding the plan was provided to the Governing Board at the May 27, 2021 study session, and the plan, itself, was presented to the Governing Board as information at that same meeting. The Plan has been made available for public review by posting it on the Governing Board webpage of the College's website at <https://www.chaffey.edu/leadership/governingboard.php>.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the Chaffey College Fontana Campus Master Plan.

Submitted by:	Troy Ament, Interim Vice President, Administrative Services
Recommended by:	Henry D. Shannon, Superintendent/President

# AGENDA ITEM Chaffey Community College District GOVERNING BOARD

June 24, 2021

Board Meeting Date

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

Communication No. IV.E.2.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 U.S. Department of Education Higher Education Emergency Relief Fund III (HEERF III) Project - Institutional Allocation, in the amount of \$22,981,404.

BACKGROUND

**NEW ARP FUNDS:** The grant funds awarded herein pursuant to section 2003 of the American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2) are governed by section 2003 of the ARP and section 314 of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) (Pub. L. 116-260) and the terms and conditions of the Supplemental Agreement attached to this GAN. **ADMINISTRATIVE COSTS:** Institutions may charge reasonable direct administrative costs to the supplemental funds made available under this award. **INDIRECT COSTS:** Institutions may charge indirect costs to supplemental funds made available under this award consistent with its negotiated indirect cost rate agreement.

The Purpose of the Higher Education Relief Fund III Project is to address the pressing financial need of students due to the disruption of campus operations from coronavirus. Pursuant to Section 314(c) of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA), Recipient may use these supplemental grant funds for Recipient’s Institutional Costs to defray expenses associated with coronavirus (including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll); carry out student support activities authorized by the Higher Education Act of 1965, as amended (HEA) that address needs related to coronavirus; and make additional financial grants to students, which may be used for any component of the student’s cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.

BUDGET IMPLICATIONS

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

*Status of Funds* – The 2020-2021 restricted general fund budget will be increased in the amount of \$22,981,404 as indicated below:

48xxx	Income	\$22,981,404
57xxx	Contingency (HEERF III)	<u>\$22,981,404</u>
	Total	<u>\$22,981,404</u>

*Future Implications* – Funds will carryover and be included in the 2021-2022 adopted restricted general fund budget.

HIGHER EDUCATION EMERGENCY RELIEF FUND III (HEERF III) PROJECT – INSTITUTIONAL ALLOCATION  
June 24, 2021  
Page 2

RECOMMENDATION

It is recommended that the Governing Board approve the U.S. Department of Education Higher Education Emergency Relief Fund III (HEERF III) Project - Institutional Allocation, in the amount of \$22,981,404.

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

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

June 24, 2021

Board Meeting Date

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

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Communication No. IV.E.2.f

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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 III (HEERF III) Project - Student Aid Allocation, in the amount of \$23,570,619.

BACKGROUND

NEW ARP FUNDS: The grant funds awarded herein pursuant to section 2003 of the American Rescue Plan Act of 2021 (ARP) (Pub. L. 117-2) are governed by section 2003 of the ARP and section 314 of the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA) (Pub. L. 116-260) and the terms and conditions of the Supplemental Agreement attached to this GAN. ADMINISTRATIVE COSTS: Institutions are NOT allowed to charge any administrative costs to any funds under this grant because the allocation in this grant award represents the minimum amount of funds that must be distributed to students. INDIRECT COSTS: Institutions are NOT allowed to charge any indirect costs to any funds under this grant because the allocation in this grant award represents the minimum amount of funds that must be distributed to students.

Under section 2003(7) of the ARP and section 314(c)(3) of the CRRSAA, recipient must make emergency financial aid grants to students (which may include students exclusively enrolled in distance education), which may be used for any component of the student's cost of attendance or for emergency costs that arise due to coronavirus, such as tuition, food, housing, health care (including mental health care), or child care.

BUDGET IMPLICATIONS

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

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

48xxx	Income	<u>\$23,570,619</u>
57xxx	Student Financial Aid	<u>\$23,570,619</u>
	Total	<u>\$23,570,619</u>

*Future Implications* – Funds will carryover and be included in the 2021-2022 adopted restricted general fund budget.

HIGHER EDUCATION EMERGENCY RELIEF FUND III (HEERF III) PROJECT – STUDENT AID  
ALLOCATION  
June 24, 2021  
Page 2

RECOMMENDATION

It is recommended that the Governing Board approve the U.S. Department of Education Higher Education Emergency Relief Fund III (HEERF III) Project - Student Aid Allocation, in the amount of \$23,570,619.

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

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

June 24, 2021  
Board Meeting Date

TOPIC      **MEMORANDUM OF UNDERSTANDING BETWEEN THE CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT AND MEMBERS OF THE WEST END CORRIDOR, CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM**

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Communication No.    IV.E.2.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 Memorandum of Understanding between Chaffey Joint Union High School District and Chaffey College, a member of the West End Corridor Chaffey Regional Adult Education Consortium, for the period of July 1, 2021 through June 30, 2022 in the amount of \$304,500.

BACKGROUND

In January 2019, the State signaled continued support for the California Adult Education Program by continuing funding and requiring consortia to develop a second round of three year plans. The West End Corridor Adult Education Consortium completed its three year plan in July, 2019 and determined a renewed fiscal declaration that increased Chaffey College’s allocation from \$200,000 to \$300,000 annually. Chaffey College received the \$300,000 allocation for the 2019-2020 year, received \$300,000 for the 2020-2021 fiscal year, and will receive \$304,500 for the 2021-2022 fiscal year. These additional funds will contribute to continue the employment of Adult Education Transitions and ESL Pathway and noncredit HVAC marketing, books, and other instructional materials, the Assistant Director of Adult Education Pathways, the Administrative Assistant II for the Office of Intersegmental Partnerships, the Director of Intersegmental Partnerships, and counseling for the California Adult Education Program.

BUDGET IMPLICATIONS

*Funding Source* – Chaffey Joint Union High School District/California Community College Chancellor’s Office

*Status of Funds* – Budget of \$304,500 for this agreement will be included in the 2021-2022 adopted restricted general fund budget.

*Future Implications* – None

RECOMMENDATION

It is recommended that the Governing Board approve Memorandum of Understanding between Chaffey Joint Union High School District and Chaffey College, a member of the West End Corridor Chaffey Regional Adult Education Consortium, for the period of July 1, 2021 through June 30, 2022 in the amount of \$304,500.

Prepared by:	<u>Matthew Morin, Director of Intersegmental Partnerships</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**

June 24, 2021  
Board Meeting Date

TOPIC SOLE SOURCE PURCHASE OF EQUIPMENT: APPLE PRODUCTS

Communication No. IV.E.2.h

SUPPORTS BOARD POLICIES

Supports and complies with policies: 2700 Conflict of Interest, 6100 Delegation of Authority, 6330 Purchasing, and 6340 Contracts.

PROPOSAL

To authorize the District to let sole source purchase orders to Apple, Inc., without formal, public advertising and receiving of bids, for fiscal year 2021-2022 as needed, to buy Apple manufactured products for instructional and administrative use, for the reasons set forth below.

BACKGROUND

California Public Contract Code Section 20651 requires the district to advertise publicly for bids for the purchase of goods involving an expenditure of \$96,700.00 or more. As a limited exception, San Bernardino County Counsel has determined that, where no practical value exists to the District in publicly advertising for bids and where only one source is available, the Governing Board may make a finding that it is in the district's best interest to let purchase order contracts without formal, public advertising and receiving of bids.

The District has determined that there is no practical value in advertising for and receiving of bids for the purchase of Apple products because: (1) Apple is the sole source of Apple and Macintosh branded hardware products for the district; (2) authorized Apple resellers are not authorized to sell standard Apple hardware products to public and private nonprofit educational institutions in the United States; and (3) the sale of Apple products by other than Apple, Inc. generally cannot occur unless an Apple reseller has breached its contract with Apple, Inc. The District's Purchasing Services Department concludes that the foregoing reasons are sufficient to support a finding by the Governing Board that it is in the District's best interests to authorize the letting of sole source purchase orders and/or contracts, for fiscal year 2021-2022 as needed, to Apple, Inc.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the district to let sole source purchase orders to Apple, Inc., without formal, public advertising and receiving of bids, for fiscal year 2021-2022 as needed, to buy Apple products for instructional and administrative use, for the reasons set forth above.

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

# **HUMAN RESOURCES**



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

June 24, 2021  
Board Meeting Date

TOPIC ALLOCATION MODEL OF EQUAL EMPLOYMENT OPPORTUNITY FUND

Communication No. IV.E.3.a

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SUPPORTS BOARD POLICY

**Board Policy 3420 Equal Employment Opportunity** – The Governing Board is committed to promote the total realization of equal employment through an equal employment opportunity program.

PROPOSAL

To approve the District’s annual submission of the Equal Employment Opportunity Fund Certification affirming that funding use is in compliance with the Multiple Method Allocation Model pursuant to Title 5.

BACKGROUND

To implement the equal employment opportunity policies established in the Education Code and Title 5, the Chancellor’s Office has established a Multiple Methods Model for allocating the EEO fund. The Chancellor’s Office will review our response and determine funding based on success in implementing best practices.

The District has complied with the standards of Title 5, and the response to the fund allocation is contained in the document entitled “Chaffey Community College District Equal Employment Opportunity Fund Multiple Method Allocation Model Certification Form, Fiscal Year 2020-21”.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

To approve the District’s annual submission of the Equal Employment Opportunity Fund Certification affirming that funding use is in compliance with the Multiple Method Allocation Model pursuant to Title 5.

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



California  
Community  
Colleges

Equal Employment Opportunity  
Fund Multiple Method Allocation  
**Certification Form**  
*Fiscal Year 2020-2021*

**District Name:** Chaffey Community College District

**Does the District meet Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year) (All mandatory for funding).**

- Yes
- No

**The district met at least 6 of the remaining 8 Multiple Methods? (Please mark your answers.)**

- Yes
  - Method 2 (Board policies and adopted resolutions)
  - Method 3 (Incentives for hard-to-hire areas/disciplines)
  - Method 4 (Focused outreach and publications)
  - Method 5 (Procedures for addressing diversity throughout hiring steps and levels)
  - Method 6 (Consistent and ongoing training for hiring committees)
  - Method 7 (Professional development focused on diversity)
  - Method 8 (Diversity incorporated into criteria for employee evaluation and tenure review)
  - Method 9 (Grow-Your-Own programs)
- No

***I CERTIFY THAT THIS REPORT FORM IS COMPLETE AND ACCURATE. Please attach meeting agenda showing district EEO Advisory Committee's certification of this report form.***

**Chair, Equal Employment Opportunity Advisory Committee**

Name: Alisha Rosas Title: Assoc Supt, Student Services  
Signature:  Date: 5/28/21

**Chief Human Resources Officer**

Name: Susan Hardie Title: Executive Director, HR  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chief Executive Officer (Chancellor or President/Superintendent)**

Name: Henry D. Shannon, Ph.D. Title: Superintendent/President  
Signature:  Date: \_\_\_\_\_

**President/Chair, District Board of Trustees**

Date of governing board's approval/certification: \_\_\_\_\_  
Name: Gary C. Ovitt Title: President/Chair, Board of Trustees  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Equal Employment Opportunity  
Fund Multiple Method Allocation  
**Certification Form**

***Fiscal Year 2020-2021***

This form requires districts to report the various activities that they are implementing to promote Equal Employment Opportunity for each of the 9 Multiple Methods.

When providing explanation(s) and evidence of your district’s success in implementing the Multiple Methods, please keep narrative to no more than one page per Multiple Method. If you reference an attachment, please ensure it is attached to your submittal.

**Nine (9) Multiple Methods**

***Mandatory for Funding***

1. District’s EEO Advisory Committee, EEO Plan, and submittal of Expenditure/Performance reports for prior year.

***Pre-Hiring***

2. Board policies & adopted resolutions
3. Incentives for hard-to-hire areas/disciplines
4. Focused outreach and publications

***Hiring***

5. Procedures for addressing diversity throughout hiring steps and levels
6. Consistent and ongoing training for hiring committees

***Post-Hiring***

7. Professional development focused on diversity
8. Diversity incorporated into criteria for employee evaluation and tenure review
9. Grow-Your-Own programs

**Does District meet Multiple Method #1 (District has EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for prior year)?**

- Yes**
- No**

Under the Multiple Method allocation model, districts must minimally have an operational district EEO Advisory Committee, and an updated EEO Plan. Additionally, districts are required to annually report on the use of EEO funds.

- In order to qualify for receipt of the EEO Fund, districts are required to submit a board-adopted EEO plan every three years to the Chancellor’s Office. (Title 5, section 53003).
- EEO Plans are considered active for three years from the date of when the district’s Board of Trustees approved the plan.
- The districts are required to establish an EEO Advisory Committee to assist in the development and implementation of the EEO Plan. (Title 5, section 53005).
- The districts are required to annually submit a report on the use of Equal Employment Opportunity funds. (Title 5, section 53034).



Equal Employment Opportunity  
Fund Multiple Method Allocation  
**Certification Form**  
***Fiscal Year 2020-2021***

Please provide an explanation and evidence of meeting this Multiple Method, #1.

Multiple Method #1



Equal Employment Opportunity  
Fund Multiple Method Allocation  
**Certification Form**  
***Fiscal Year 2020-2021***

To receive funding for this year's allocation amount, districts are also required to meet 6 of the remaining 8 Multiple Methods.

**Does the District meet Method #2 (Board policies and adopted resolutions)?**

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #2.

Multiple Method #2



Equal Employment Opportunity  
Fund Multiple Method Allocation  
**Certification Form**  
*Fiscal Year 2020-2021*

**Does the District meet Method #3 (Incentives for hard-to-hire areas/disciplines)?**

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #3.

Multiple Method #3



Equal Employment Opportunity  
Fund Multiple Method Allocation  
**Certification Form**  
*Fiscal Year 2020-2021*

**Does the District meet Method #4 (Focused outreach and publications)?**

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #4.

Multiple Method #4



**Does the District meet Method #5 (Procedures for addressing diversity throughout hiring steps and levels)?**

**Yes**

**No**

Please provide an explanation and evidence of meeting this Multiple Method, #5.

Multiple Method #5





Equal Employment Opportunity  
Fund Multiple Method Allocation  
**Certification Form**  
*Fiscal Year 2020-2021*

**Does the District meet Method #6 (Consistent and ongoing training for hiring committees)?**

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #6.

Multiple Method #6



**Does the District meet Method #7 (Professional development focused on diversity)?**

**Yes**

**No**

Please provide an explanation and evidence of meeting this Multiple Method, #7.

Multiple Method #7



**Does the District meet Method #8 (Diversity incorporated into criteria for employee evaluation and tenure review)?**

- Yes**
- No**

Please provide an explanation and evidence of meeting this Multiple Method, #8.

Multiple Method #8



**Does the District meet Method #9 (Grow-Your-Own programs)?**

**Yes**

**No**

Please provide an explanation and evidence of meeting this Multiple Method, #9.

Multiple Method #9

If more space is needed for your explanations, you may attach an additional file. ATTACH FILE

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

June 24, 2021  
Board Meeting Date

TOPIC MANAGEMENT PERSONNEL PLAN/EMPLOYMENT CONTRACT

Communication No. IV.E.3.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the employment contract between the Governing Board of the Chaffey Community College District and the management employee in position listed below:

<u>Level II</u> Interim Dean, Health Sciences	Proposed Contract <u>Expiration Date</u> May 31, 2022
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BACKGROUND

The Chaffey Community College District Management Professional Development/Evaluation Personnel Plan approved by the Governing Board on May 27, 2021, 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* – Unrestricted general fund

*Status of Funds* – The personnel costs associated with these positions will be included in the 2021–22 tentative budget.

*Future Implications* – It is anticipated that these costs will be ongoing.

RECOMMENDATION

It is recommended the Governing Board approve the employment contract between the Governing Board of the Chaffey Community College District and management employee in position listed above.

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

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

June 24, 2021  
Board Meeting Date

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

Communication No. IV.E.3.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 memorandum 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 the COVID-19 pandemic. The attached MOUs reflect the agreed upon provisions through July 9, 2021.

BUDGET IMPLICATIONS

*Funding Source* – Unrestricted general fund

*Status of Funds* – The estimated personnel costs associated with this MOU will be approximately \$22,465 (salary \$20,507; benefits \$1,958) for the 2020-21 year. These costs are unanticipated, but funds have been identified and are 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 memorandum of understanding between the Chaffey Community College District and California School Employees Association (CSEA), Chapter 431.

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

May 18, 2021

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

May 18, 2021

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. Effective **May 21, 2021** all classified employees will remain in paid status for the duration of this MOU which is from **May 21, 2021 through June 27, 2021 July 20<sup>th</sup>, 2021 June 30, 2021 July 16, 2021 July 9, 2021.**

CSEA agrees that all previous COVID-19 MOUs and this current COVID-19 MOU do not prohibit the District from disciplining, releasing, or separating employees for reasons unrelated to COVID-19. The District maintains the right to discipline, release, or separate employees for reasons unrelated to COVID-19.

During the duration of this MOU, 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 21, 2021 through ~~June 27, 2021 July 20<sup>th</sup>, 2021 June 30, 2021 July 16, 2021~~ **July 9, 2021** 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 monthly 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 March 1, 2021 through ~~June 27, 2021 July 20<sup>th</sup>, 2021 June 30, 2021 July 16, 2021~~ **July 9, 2021** 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. 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 21, 2021 through June 27, 2021~~ **July 20<sup>th</sup>, 2021** ~~June 30, 2021 July 16, 2021~~ **July 9, 2021** 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 shall comply with and direct classified employees to follow San Bernardino County Health Department guidelines.
13. When an employee is called to work on campus, the District shall encourage and practice social distancing, including ensuring workspaces are distanced in accordance with the San Bernardino County Health Department guidelines.
14. 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.
15. This MOU is being entered into solely under the context and circumstances of the COVID-19 epidemic and is non-precedent setting.
16. The District and CSEA agree that the COVID-19 Reopening Task Force is an advisory body and does not replace CSEA’s right to negotiate the terms and conditions of employment.


17. 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.
18. This MOU and all of the provisions herein end at the close of the day on ~~June 27, 2021~~ ~~July 20<sup>th</sup>, 2021~~ ~~June 30, 2021~~ ~~July 16, 2021~~ **July 9, 2021** unless otherwise extended through a written agreement between the District and CSEA. In the event the County of San Bernardino meets the State of California's criteria to reopen before ~~June 27, 2021~~ ~~July 20<sup>th</sup>, 2021~~ ~~June 30, 2021~~ ~~July 16, 2021~~ **July 9, 2021**, the District has the right to require all classified employees return to work under the current CSEA-District collective bargaining agreement. In the event this occurs, the District will continue to provide the necessary supplies for preventive sanitation measures in accordance with San Bernardino Health Department Guidelines (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 San Bernardino Health Department.

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

Dated this 18th day of May 2021.

Association:

  
\_\_\_\_\_  
Sapna Jethani  
Chief Negotiator, CSEA Chapter #431

  
\_\_\_\_\_  
Noah Snyder  
Labor Relations Representative

District:

  
\_\_\_\_\_  
Lisa Bailey  
Associate Superintendent, Business Services and  
Economic Development

\_\_\_\_\_

# **ACTION AGENDA**

# **BUSINESS/FISCAL AFFAIRS**

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

June 24, 2021  
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 May 2021.

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 LIST<sup>1</sup>

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2021CS437	A. Vincent	Los Angeles, CA	For a not-to-exceed amount, facilitate a virtual keynote for the Chaffey College LGBTQ graduation celebration on May 16, 2021, as approved by Special Populations and Equity Program. <sup>2</sup>	\$750.00	Restricted General Fund
2021CS436	African Soul International	Rancho Cucamonga, CA	For a not-to-exceed amount, perform a virtual dance and drum performance for the Chaffey College Black graduation celebration on May 10, 2021, as approved by Special Populations and Equity Program. <sup>3</sup>	1,250.00	Restricted General Fund
2021CS466	Adam Law	Torrance, CA	For a not-to-exceed amount, to provide investigation services as requested for the period of May 11, 2021 through June 30, 2021, as approved by Human Resources Department.	20,000.00	Unrestricted General Fund
2021CS441	Alexander James	South Gate, CA	For a not-to-exceed amount, to serve as a guest speaker on the topic of Black Joy for the Juneteenth virtual event on June 17, 2021, as approved by Special Populations and Equity Program. <sup>4</sup>	750.00	Restricted General Fund
2021CS434	Allison Moore	Tampa, FL	For a not-to-exceed amount, provide a virtual lecture, presentation, and conversation for the Student Invitational 2021 Visiting Curator Lecture on April 16, 2021, as approved by Wignall Museum Gallery.	200.00	Unrestricted General Fund
2021CS420	Artistic Coverings, Inc.	Cerritos, CA	For a not-to-exceed amount, to install indoor wall padding at the Sports Center Gym located on the Rancho campus for the period of April 29, 2021 through June 30, 2021, as approved by Athletics and Physical Education Department.	2,025.00	Unrestricted General Fund
2021CS192	B-San Diego LLC	San Diego, CA	Amendment #1 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department.	2,035.20	Unrestricted General Fund
2021CS166	Best Best & Krieger, LLP	Ontario, CA	Amendment #2 – to increase the contract for additional bond services, as approved by Office of the Associate Superintendent, Business Services and Economic Development.	20,000.00	Measure P Bond Fund
2021CS46	Brian Vanderzanden	Beaumont, CA	Amendment #1 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. <sup>5</sup>	2,600.00	Restricted General Fund

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

<sup>2</sup> Funded by Student Equity budget.

<sup>3</sup> Funded by Student Equity budget.

<sup>4</sup> Funded by Student Equity budget.

<sup>5</sup> Funded by Economic Development grant funds.

2021CS442	Carlos Tamayo	Fontana, CA	For a not-to-exceed amount, to provide training and consulting services in the areas of but, not limited to: business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management and safety skills, for the period of April 1, 2021 through June 30, 2021, as approved by Economic Development Department. <sup>6</sup>	\$800.00	Restricted General Fund
2020CS320	Career America, LLC	Boulder, CO	Amendment #1 – to increase the license agreement to add text campaigns, as approved by Financial Aid Department. <sup>7</sup>	35,000.00	Restricted General Fund
2021CS230	CEPA Operations, Inc.	Ontario, CA	Amendment #1 – to increase the not-to-exceed amount for additional as-needed fume hood testing, certification, related services and repairs, as approved by Facilities and Physical Plant Department.	345.00	Unrestricted General Fund
2021CS458	City of Fontana	Fontana, CA	For a not-to-exceed amount, Pool rental agreement with the City of Fontana, for period of June 1, 2021 through August 13, 2021, as approved by Kinesiology, Nutrition and Athletics Department.	3,300.00	Unrestricted General Fund
2021CS402	Diligent Corporation	Washington DC	For a not-to-exceed amount, for the purchase of a one-year subscription fee for BoardDocs, for the period of May 10, 2021 through June 30, 2022, as approved by Superintendent/President's Office.	12,000.00	Unrestricted General Fund
2021CS456	Donna Lopiano	Shelton, CT	For a not-to-exceed amount, to provide a comprehensive review of the Chaffey College athletics program with regard to compliance with Title IX of the Education Amendments Act of 1972, for the period of May 15, 2021 through July 30, 2021, as approved by Human Resources Department. <sup>8</sup>	10,000.00	Restricted General Fund
2021CS438	E. Clarke Stephens	Riverside, CA	For a not-to-exceed amount, to provide training and consulting services in the areas of but, not limited to: business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management and safety skills, for the period of April 19, 2021 through June 30, 2021, as approved by Economic Development Department. <sup>9</sup>	16,350.00	Restricted General Fund
2021PW340	Eichenberger Inspection	Alta Loma, CA	For a not-to-exceed amount, to provide a Division of the State Architect (DSA) Project Inspector for HVAC upgrades for the period of February 18, 2021 through June 30, 2021, as approved by Facilities Department. <sup>10</sup>	15,300.00	Restricted General Fund
2021CS428	Emily Wear Shum	Rancho Cucamonga, CA	For a not-to-exceed amount, to facilitate a three-part veterans' workshop series on May 5, 2021, as approved by Special Populations and Equity Program. <sup>11</sup>	150.00	Restricted General Fund

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

<sup>7</sup> Funded by Board Financial Assistance Program (BFAP) Financial Aid budget.

<sup>8</sup> Funded by Staff Diversity funds.

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

<sup>10</sup> Funded by Physical Plant & Instructional Support Block grant budget.

<sup>11</sup> Funded by Veteran's Resource Center budget.

2021CS433	Emily Wear Shum	Rancho Cucamonga, CA	For a not-to-exceed amount, facilitate a virtual workshop on the discussion of Veterans Readiness & Employment on April 21, 2021, as approved by Special Populations and Equity Program. <sup>12</sup>	\$150.00	Restricted General Fund
2021CS378	Feeding America Riverside San Bernardino Counties	Riverside, CA	For a not-to-exceed amount, to deliver and distribute perishable and non-perishable food for students at the Chino, Fontana, Rancho campuses, for the period of May 1, 2021 through June 30, 2021, as approved by Special Populations and Equity Program. <sup>13</sup>	2,831.34	Restricted General Fund
2021CS454	Formstack	Fishers, IN	For a not-to-exceed amount, to create documents for signature for 70 internal users for the period of March 17, 2021 through March 16, 2022, as approved by Business Services.	45,596.00	Unrestricted General Fund
2021CS446	Frasca Plumbing Co.	La Verne, CA	For a not-to-exceed amount, to remove and replace one water heater located at the Student Services/Administration building on the Rancho campus for the period of May 1, 2021 through June 30, 2021, as approved by Facilities and Physical Plant Department. <sup>14</sup>	2,868.76	Restricted General Fund
2021PW425	Geocon West, Inc.	Murrieta, CA	For a not-to-exceed amount, to provide a Geotechnical pavement investigation, observation and testing during construction of Parking Lot 8 on the Rancho campus for the period of April 1, 2021 through June 30, 2021, as approved by Facilities and Physical Plant Department.	12,201.00	Unrestricted General Fund
2021CS440	Get Community, Inc.	Orange, CA	For a not-to-exceed amount, to create a Social Media Ad campaign for the Interior Design Program for the period of July 1, 2021 through April 20, 2022, as approved by Chino campus. <sup>15</sup>	11,000.00	Restricted General Fund
2021CS439	Golden Eagle Moving Services, Inc.	Upland, CA	For a not-to-exceed amount, to provide as-needed moving and storage services, for the period of May 6, 2021 through June 30, 2021, as approved by Purchasing Services Department.	1,500.00	Unrestricted General Fund
2021CS453	Greater Cincinnati Chinese Chamber of Commerce	Cincinnati, OH	For a not-to-exceed amount, to facilitate an Asian American cultural speaker for the virtual event for student veterans on May 17, 2021, as approved by Special Populations and Equity Program. <sup>16</sup>	600.00	Restricted General Fund
2021CS452	Immaculata Studios, LLC	Coram, MT	For a not-to-exceed amount, to provide enrollment and recruitment digital marketing services for the Summer 2021, Fall 2021, and Spring 2022 semesters, for the period of June 1, 2021 through March 31, 2022, as approved by Student Services. <sup>17</sup>	90,000.00	Restricted General Fund

<sup>12</sup> Funded by Veteran's Resource Center budget.

<sup>13</sup> Funded by Hunger Free Campus Support funds.

<sup>14</sup> Funded by Physical Plant & Instructional Support Block grant budget.

<sup>15</sup> Funded by Strong Workforce budget.

<sup>16</sup> Funded by Veteran's Resource Center budget.

<sup>17</sup> Funded by HEERF I Institutional, Minority Serving grant funds.



2021CS447	Jaggaer, LLC	Morrisville, NC	Year 1 of 5-year annual license subscription for Total Contract Management for the period of June 30, 2021 through June 30, 2022, as approved by Purchasing Services Department.	23,816.00	Unrestricted General Fund
2021CS167	Jon Wollenhaupt	Sacramento, CA	Amendment #1 – to increase the not-to-exceed amount for additional marketing services and extend the end date from October 1, 2020 to June 30, 2021, as approved by Economic Development Department. <sup>18</sup>	\$1,500.00	Restricted General Fund
2021CS431	Jose Ledezma	San Bernardino, CA	For a not-to-exceed amount, facilitate a cultural presentation for the Latinx year-end virtual celebration on May 16, 2021, as approved by Special Populations and Equity Program. <sup>19</sup>	1,000.00	Restricted General Fund
2021CS22	Henry Charles Rogers	San Pedro, CA	Amendment #2 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. <sup>20</sup>	12,000.00	Restricted General Fund
2021CS412	Lois E. Hoyt	Riverside, CA	For a not-to-exceed amount, to provide training and consulting services in the areas of, but not limited to: business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management and safety skills, for the period of April 5, 2021 through June 30, 2021, as approved by Economic Development Department. <sup>21</sup>	6,800.00	Restricted General Fund
2021CS443	LVI Technologies	Los Angeles, CA	For a not-to-exceed amount, to install CAT 6 Plenum cabling in the Theater Building located on the Rancho campus for the period of May 21, 2021 through June 30, 2021, as approved by Visual and Performing Arts Department. <sup>22</sup>	13,832.00	Restricted General Fund
2021CS10	Mark L. Hedges	Riverside, CA	Amendment #3 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. <sup>23</sup>	25,600.00	Restricted General Fund
2021CS15	Michael Wahome	Rancho Cucamonga, CA	Amendment #3 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. <sup>24</sup>	2,400.00	Restricted General Fund
2021CS445	Miyoko E. Hikiji	Urbandale, IA	For a not-to-exceed amount, to serve as a virtual speaker as an Asian American with student veterans on May 19, 2021, as approved by Special Populations and Equity Program. <sup>25</sup>	1,500.00	Restricted General Fund
2021CS427	Monday.Com Ltd	New York, NY	For a not-to-exceed amount, a licensing agreement for Work OS which allows teams to plan, customize templates, time tracking, automations, and data dashboards, for the period of June 1, 2021 through May 23, 2022, as approved by Health Sciences Department.	7,752.00	Unrestricted General Fund

<sup>18</sup> Funded by Economic Development grant funds.

<sup>19</sup> Funded by Student Equity budget.

<sup>20</sup> Funded by Economic Development grant funds.

<sup>21</sup> Funded by Economic Development grant funds.

<sup>22</sup> Funded by Economic Development grant funds.

<sup>23</sup> Funded by Economic Development grant funds.

<sup>24</sup> Funded by Economic Development grant funds.

<sup>25</sup> Funded by Veteran's Resource Center budget.

2021CS39	Richard Cortez	Rancho Cucamonga, CA	Amendment #2 – to increase the not-to-exceed amount for additional training services, as approved by Economic Development Department. <sup>26</sup>	\$600.00	Restricted General Fund
2021CS429	Rodney Walker	Upper Marlboro, MD	For a not-to-exceed amount, to facilitate Foster Youth Awareness Virtual event entitled “The Power of Resilience” on May 10, 2021, as approved by Special Populations and Equity Programs. <sup>27</sup>	3,500.00	Restricted General Fund
2021CS18	Ronald N. Hurst	Fontana, CA	Amendment #4 – to increase the not-to-exceed amount for additional services, as approved by Economic Development Department. <sup>28</sup>	8,800.00	Restricted General Fund
2021CS449	San Diego Outdoor Advertising	Ontario, CA	For a not-to-exceed amount, to display digital billboard advertising for Chaffey College on the East and West bound of the Ontario IE / IW freeway, for the period of May 15, 2021 through August 15, 2021, as approved by Marketing and Public Relations Department.	18,600.00	Unrestricted General Fund
2021CS426	Shawn Jordison	Westlake Village, CA	For a not-to-exceed amount, to review a portion of section D for a Cinema and Math course before submission to CVC for final approval for the period of May 4, 2021 through June 30, 2021, as approved by Instruction and Institutional Effectiveness.	1,000.00	Unrestricted General Fund
2021CS357	Streamlink Software, Inc.	Cleveland, OH	Amendment #1 – increase the not-to-exceed amount for additional services, as approved by Grant Development and Management Department. <sup>29</sup>	13,500.00	Restricted General Fund
2021CS457	The Career Connection	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide training and consulting services in the areas of, but not limited to: employer outreach and marketing, recruiting additional trainers, community engagement and assisting with training coordination for the period of May 4, 2021 through June 30, 2021, as approved by Economic Development Department.	8,804.00	Unrestricted General Fund
2021CS450	Timothy Chhay	Upland, CA	For a not-to-exceed amount, to provide training and consulting services in the areas of, but not limited to: business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management and safety skills, for the period of May 1, 2021 through June 30, 2021, as approved by Economic Development Department. <sup>30</sup>	4,480.00	Restricted General Fund
2021CS185	Veronica Arrowood	Highland, CA	Amendment #1 – to increase the not-to-exceed amount for additional services, as approved by Health Sciences. <sup>31</sup>	5,000.00	Restricted General Fund

<sup>26</sup> Funded by Economic Development grant funds.

<sup>27</sup> Funded by Student Equity budget.

<sup>28</sup> Funded by Economic Development grant funds.

<sup>29</sup> Funded by Strong Workforce budget.

<sup>30</sup> Funded by Economic Development grant funds.

<sup>31</sup> Funded by Strong Workforce budget.

2021CS14	William Napoli	Alta Loma, CA	Amendment #3 – to increase the not-to-exceed amount for additional training and consulting services, as approved by Economic Development Department. <sup>32</sup>	\$900.00	Restricted General Fund
2021CS435	William Zanabria	Eastvale, CA	For a not-to-exceed amount, to provide training and consulting services in the areas of, but not limited to: business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management and safety skills, for the period of April 1, 2021 through June 30, 2021, as approved by Economic Development Department. <sup>33</sup>	2,000.00	Restricted General Fund

***List reflects contracts entered into and change orders to existing contracts through May 31, 2021.***<sup>34</sup>

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<sup>32</sup> Funded by Economic Development grant funds.

<sup>33</sup> Funded by Economic Development grant funds.

<sup>34</sup> 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 May 2021

### GENERAL FUNDS ( 10 )

PAYROLL	7,055,590.22	
COMMERCIAL	4,912,953.72	
<b>TOTAL FUND ( 10 )</b>		11,968,543.94

**SCHEDULED MAINTENANCE FUND ( 42 )** 11,549.25

**BUILDING FUND (40, 43 and 47)** 664,968.12

**EARLY RETIREMENT FUND ( 61 )** 100,526.94

**VACATION LIABILITY (69)** -

**CAPITAL OUTLAY PROJECT FUND ( 41 )** 470,201.25

### CHILD DEVELOPMENT FUND ( 33 )

PAYROLL	4,454.76	
COMMERCIAL	-	
<b>TOTAL FUND ( 33 )</b>		4,454.76

**TOTAL ALL FUNDS** **\$ 13,220,244.26**

### PAYROLL WARRANT/ADVICE NUMBERS

127597-127648                      451265-452850

### COMMERCIAL WARRANT NUMBERS

1016807-1016857                      1744736-1746019

### PURCHASE ORDER NUMBERS

BPO's	14932-14951	\$ 257,250.00	(VOID 14945)
PO's	55668-55838	\$ 2,049,600.04	(VOID 55796)