AGENDA MEETINGS OF THE GOVERNING BOARD CHAFFEY COMMUNITY COLLEGE DISTRICT

Thursday, September 27, 2018
Board Room, Marie Kane
Center for Student Services/Administration

I. REGULAR SESSION

A. CALL TO ORDER (2:00 p.m.)

II. CLOSED SESSION

- A. PUBLIC COMMENTS ON CLOSED SESSION AGENDA
- B. RECESS TO CLOSED SESSION

III. STUDY SESSION

- A. CONVENE IN OPEN SESSION
- B. AGENDA
 - 1. Maintenance and Operations Update
 - 2. Marketing and Public Relations Report

IV. REGULAR SESSION

- A. RECONVENE IN REGULAR SESSION
 - 1. Pledge of Allegiance
- B. PUBLIC COMMENTS
- C. COMMUNITY LINKAGES
 - 1. Governing Board
 - 2. Legislative Update
 - 3. Presentations
 - a. Dutton Endowment Check Presentation
 - b. New Employee Introductions
 - 4. Foundation
- D. REPORTS
 - 1. Closed Session Actions
 - 2. Monitoring
 - a. Libraries/Cybraries Monitoring Report
 - b. Marketing and Public Relations Monitoring Report for 2017-2018

E. CONSENT AGENDA

- 1. Governance Process
 - a. Approval of Minutes, August 28, 2018
- 2. Academic Affairs
 - a. Curriculum

Agenda - Meetings of the Governing Board Chaffey Community College District Thursday, September 27, 2018 Page 2

3. Business/Fiscal Affairs

- a. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
- b. Goodwill Southern California
- c. Measure L Citizens' Oversight Committee Membership
- d. Memorandum of Understanding Between the Chaffey Joint Union High School District and Members of the West End Corridor, Chaffey Regional Adult Education Consortium

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 Monday, October 22, 2018.

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

(Information)

September 27, 2018	
Board Meeting Date	

TOPIC LIBRARY/CYBRARIES MONITORING REPORT

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

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

ACTIVITIES THAT ADDRESS THE BOARD POLICY

The Library/Cybraries Monitoring Report provides a summary of the 2017-2018 activities of the Rancho Library, Chino Cybrary, and Fontana Cybrary locations in support of the quality of the institution's instructional programs and student success by providing Library services, instruction, and resources that are sufficient in quantity, depth, and variety to facilitate educational offerings at all campus locations as well as distance education.

MEANS OF ASSESSMENT

The Library/Cybraries Monitoring Report is derived from annual statistics for entrances, circulation, online database usage, service desk transactions, collection size, as well as student surveys from Library orientation sessions and the annual user survey.

SUMMARY OF EVIDENCE

Demand for on-site Library materials decreased in the past academic year (-9.7%) as have gate counts (5.5 % overall). This may be related in part to the increasing number of students taking classes online, and using services and resources remotely. For instance, usage of online resources increased, the number of total database searches is up 2.5%, and retrievals are up 8%. This is also evident in the instruction sessions. While the number of sessions that faculty presented is up at all locations compared to the previous year (overall 14.4%), the number of classes where librarians were embedded in enhanced/online sections has increased 42% from 2016-7. Transactions at the service desks remain steady, and are in fact up 7.6% at the Circulation Desks compared to the previous year.

ONLINE PERIO	DICAL							12
ELECTRONIC D	ATABASES (inludi	ng ejournal/online periodic	als)					33
CIRCULATION	TOTAL:							
	(Includes previous	summer session, fall & spring)						27,174
	Reserves							12,882
ELECTRONIC I	DATABASES (as	of 7/19/18)						
	Searches							761,482
	Retrievals							362,780
ENTRANCES (co	ollected June 1-20	17-May 31, 2018)	Rancho	Chino	Fontana			Total
			266,656	31,379	54,231			352,266
Reference Trans	actions*(new) tota	I from RefAnalytics	Rancho	Chino	Fontana	Online	Online (CIW)	Total
								17,366
							Online	
BIBLIOGRAPHIC	INSTRUCTION:		Rancho	Chino	Fontana	Online	(CIW)	Total
	Classes		340	98	130	71	4	643
	Students		7,311	2,269	2,514	2,301	n/a	14,395

The size of the physical collection continues to dwindle, and online collections increase. Library faculty made more progress on the deselection assessment of the Rancho print collection. To date, over 12,000 titles have been analyzed for possible withdrawal. The process of sending lists of titles slated for deselection to instructional faculty in subject areas for final input continues, with lists going out to Modern Languages, English, Statistics, Science, Child Development, Culinary, History, Geography, Philosophy, Political Science, and Paralegal faculty this past year.

Another project on which Library faculty made progress in spring 2018, was updating and adding newer titles to the print collections. Almost 1,200 new print titles were ordered through Midwest in late spring and early summer, and are in the process of being received and processed to add to the collections.

BOOKS1	Total Volumes	81,554
	Titles Added	56
E-BOOKS		188,746
	Titles Added	334
VIDEOS		1,016
DVD		166
CURRENT	PERIODICAL/NEWSPAPER TITLES	3
	Static Periodical Titles	
	Periodical Volumes	6,059
	Bound Volumes	0

STUDENT SURVEYS

In the spring of 2014, the Library implemented a student satisfaction survey with the assistance of the Institutional Research Office. The survey was designed to determine the student experience, as well as purposes for using the Library. A summary of the findings from the survey conducted in late spring 2018 are below:

Table 1: Student Satisfaction with Library Services and Resources

Survey Item	Number of Responses	Agree or Strongly Agree	Disagree or Strongly Disagree	Mean Response
The Library's range of services meet my needs	458	98.9%	1.1%	3.66
The Library's staff help me find and evaluate information	458	98.9%	1.1%	3.65
I use the Library's services/resources to acquire information I seek	456	96.7%	3.3%	3.63
The Library's hours of operation meet my needs	459	86.5%	13.5%	3.34
Library facilities (i.e., computers, group rooms, study areas) meet my needs	453	97.8%	2.2%	3.68
The Library offers a safe and comfortable environment	455	98.2%	1.8%	3.75
I received kind customer service at the Library	446	98.7%	1.3%	3.73

As in previous years, the lowest levels of satisfaction were with Library hours meeting student needs. However, rates of satisfaction for all items are higher than the rates seen in the spring 2017 survey.

OUTREACH AND DISTRIBUTION OF SERVICES

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

Due in part to financial assistance from Chaffey College Student Government, the Library is able to offer extended hours for key days during the last two weeks of fall and spring terms at all three locations.

Data examination of FY 2016-17 to FY 2015-16, and examining success of outreach plans for Distance Education, Chino and Fontana is complete.

Chino and Fontana - In relation to the Chino site, circulation of collections is higher but gate entrances have dropped. The librarian at Chino will consult with Institutional Research regarding annual user survey results to see if there is any significant differentiation of the data between sites, and make changes to outreach efforts accordingly.

Fontana statistics are up in all areas with the exception of instruction. This may be due in part to a drop in enrollment at the site in the past year. The Fontana Library faculty point person will augment outreach to faculty by emails and in-person notifications of Library services. In addition, the Library point person will engage in "pop-up" librarian services by participating in department meetings/events that take place at the Fontana campus.

Distance Education - Statistics are up in all categories for Distance Education. The addition of a full-time faculty position has enabled the program to continue to scale up its embedding in Distance Education classes. The number of classes where librarians are embedded have increased 42% from the previous year, which was also up 43% compared to FY 2015-16. The Library faculty continue to expand upon how they serve online students: from previously posting one post, which would be an introduction/invitation for students to ask questions, to now posting 7-9 posts per term. These posts are customized and scheduled at the exact moment of student need, and focus on various information literacy topics, including how to pick a topic, database demonstrations, scholarly vs. popular sources, fake news, citation and plagiarism, and more. One librarian also experimented with utilizing Cranium Cafe last year, to offer online office hours.

PHYSICAL IMPROVEMENTS

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

Supplemental Instruction is in the process of moving into the Rancho Library building. As part of the installation of the new study rooms, additional electrical lines were installed and outlets were added near the stairwells. Couches with outlets were relocated to these areas, so that they would be connected to electrical power.

Once Supplemental Instruction has fully moved into the Rancho building and we have a better understanding on its impact on traffic patterns and levels, priorities for modifying spaces and relocating collections inside the building will be reevaluated.

The Library continues to offer outreach and programming, while keeping data on participation in mind. New forms of outreach engaged in last year include: "pop-up librarian" at campus events, the use of Instagram.

regularly rotating book displays (Black History Month-February 2018, Women's History Month-March 2018), and zine workshops.

SHIFTING RESOURCES

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

The Library continues to expand its electronic holdings, and added two new online resources last year: **Newspapers-U.S. Major Dailies**, with full-text access to five major newspapers from the mid-eighties to present including the *Los Angeles Times* and *Wall Street Journal*; and **AP Stylebook**, a key reference resource for the Journalism field. Another additional purchase was one of the JSTOR Arts & Sciences archive collections, which includes journals in the areas of Latin American studies, social justice, and archeology. Outreach continues to instructional faculty to provide input on the relevance of suggested resources for students' information needs.

Due to declining usage rates for one of the key news databases, Lexis Nexis, a survey was distributed to the campus community asking for feedback on usage of this resource. The Library Coordinator also contacted and/or met with instructional faculty in key departments (Hospitality, Journalism, Criminal Justice) that heavily relied on Lexis Nexis in previous years to ask for their input. Based on survey results and feedback from key departments, it was decided to cancel Lexis Nexis in spring 2018. A subsequent survey was sent out in early spring 2018, to ascertain levels of need for full-text access to news sources. Forty responses were received from a wide variety of departments, and almost all indicated that the current news database, U.S. Major Dailies with full-text access to five major newspapers and/or the freely available sites of specific papers met their students' needs. Therefore, no further online subscriptions in the news arena will be added at this time.

PEDAGOGY

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

In Spring 2018, after successfully implementing the new Library instruction activity-based workshops on scholarly journals and fake news offered through the Rancho Language Success Center, librarians worked on modifying the activities to a paper based format, to be implemented at the Chino and Fontana Success Centers in Fall 2018. In adding the new workshops to all three Chaffey locations, the new Library workshops are now part of the Success Centers' official list, counting towards students' supplemental learning requirement.

As statewide changes were going into effect for a shortened English sequence in spring 2018, librarians became involved in that conversation and brainstormed ways that Library instruction, information literacy, and critical thinking skills could be broadened and intensified to help support students. Building on the new Library instruction activity workshops, it was determined to add new activities for the English sequence, in order to cover specific areas of the research process more in depth. These new instruction activities would be primarily utilized in English 495 and 1A courses, covering areas such as searching using keywords and synonyms, scholarly article evaluation and bias, website evaluation, and fake news.

As Supplemental Instruction (SI) will also be a key support to students taking courses in the shortened English sequence, librarians will also start attending key SI sessions that align with when students are starting their research papers, so that librarians are available to directly engage with and help students when they begin their research process. Both the new Library instruction activities for the English classes, and librarians attending specific SI sessions have been implemented starting in fall 2018.

The Library is also starting to explore offering activity-based instruction in discipline-specific classes. This term, the librarian who is the liaison for the School of Health Sciences facilitated a modified version of the scholarly journal activity in a Nursing class as well as a Radiologic Technology class. The instruction activities were well received by both the instructors and the students.

LIBRARY FACULTY HIGHLIGHTS

Shelley Marcus, Fontana-based librarian, is currently teaming with Adjunct English Instructor Randee Cowles for an embedded librarian project in her English 1A class, an event which Shelley does each semester at the Fontana campus, teaming with various instructors. Shelley takes part in multiple class sessions in order to convey enhanced strategies for the research process. Also, in order to further the College's emphasis on equity, the team will explore Guided Pathways, cultural wealth, and grit. In addition, Shelley will be presenting sessions on understanding academic journal articles, and how to detect fake news through workshops at the Fontana Success Center.

Annette Young is expanding online information literacy at Chaffey College with "Poe, the Panther Librarian." Poe, which stands for Panther Online Education, is the brainchild of Annette and her librarian colleague, Selene Pineda. As Poe, they are embedded in several online, hybrid, and enhanced courses; sharing information literacy content and answering student questions regarding research. In addition, Annette continues to collaborate with the English department, One Book One College, and the Wignall Museum on promoting cultural awareness with the use of zines. She helped organize the first-ever Chaffey College Zine Fest, while leading a workshop which invited students to make their own zines and learn about DIY publishing. Annette also serves as the faculty point person for the Chaffey achieves. There, she is currently organizing an inventory project, along with a complete redesign of the archives space. Annette also served on the 2017-2018 Guided Pathways Faculty Inquiry Team.

Mellanie Reeve developed the new Library/Success Center activity based workshops on Scholarly Journals and Fake News. She collaborated with Selene Pineda on developing the new workshop and worked with Carol Hutte on structuring the activities for discipline-specific classes. Mellanie also collaborated with Shelley Marcus and William Araiza on modifying the activities to paper-based formats in order to work more successfully at Fontana and Chino locations. She partnered with the Rancho Language Success Center and Supplemental Instruction to create and develop the new instruction activities for the English sequence. She collaborated and led Faculty Success Center POD with Rose Ann Osmanian on Apps for Learning. Mellanie received an Honorable Mention for creating the online tutorial titled *How to Evaluate Websites to use for Research Assignments* using the SoftChalk program.

William Araiza continues to serve the Chaffey-Chino community, presenting Library Success Center workshops, supporting Library orientations, as well as creating and maintaining research guides and handouts to support Library instruction at Chino. He works on collection development for the Chino-based programs of HOTFS and Fashion and Interior Design. He is embedded in an online history class. William also participates in several committees including Art, Program and Service Review, Chino Academic Team as well as evaluation and hiring committees.

Selene Pineda has completed her certification on E-Learning Instructional Design and Development from Oregon State University. She serves as a Faculty Success Center (FSC) Champion, who will serve as a liaison for faculty and promote active learning workshops and resources. Selene conducts several outreach responsibilities, such as pop-up librarian around various campus locations (VRC, EOPS, LSC), managing the Library's social media, and working with underrepresented and special populations. Working alongside colleagues, Annette Young and Mellanie Reeve, Selene has helped grow the Library's online and in-person instruction programs with "Poe, the Panther Librarian" and Success Center/Library Workshops.

Carol Hutte, Library Coordinator, continues to serve on the board of the Council of Chief Librarians and their Electronic Access and Resources Committee as the Desert Region Representative. She facilitated outreach to faculty in several departments this past year for input into improving Library collections, both for withdrawal of obsolete print titles and input on new purchases and subscriptions. Carol also spearheaded the assessment of our current news resources, including facilitating the discussion on whether to keep Lexis-Nexis. Currently she is involved with the Zero Cost Textbook grant and initiative as an advisor to instructional faculty looking to locate and evaluate possible OER/ZTC resources for their courses. Carol also presented a flex session on zero cost solutions and Open Educational Resources (OER) at spring 2018 flex at Chino site. In conjunction with Mellanie Reeve, she is exploring ways to integrate activities-based workshops into discipline specific instruction, such as piloting the scholarly journals activities in two Health Sciences classes this fall.

Prepared by: Anthony DiSalvo, Dean, Language Arts and Libraries

Submitted by: Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness

Recommended by: Henry D. Shannon, Superintendent/President

STUDENT LEARNING OUTCOMES

Students develop research strategies and skills to fulfill information needs.

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

Students demonstrate ability to critically evaluate information and its sources.

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

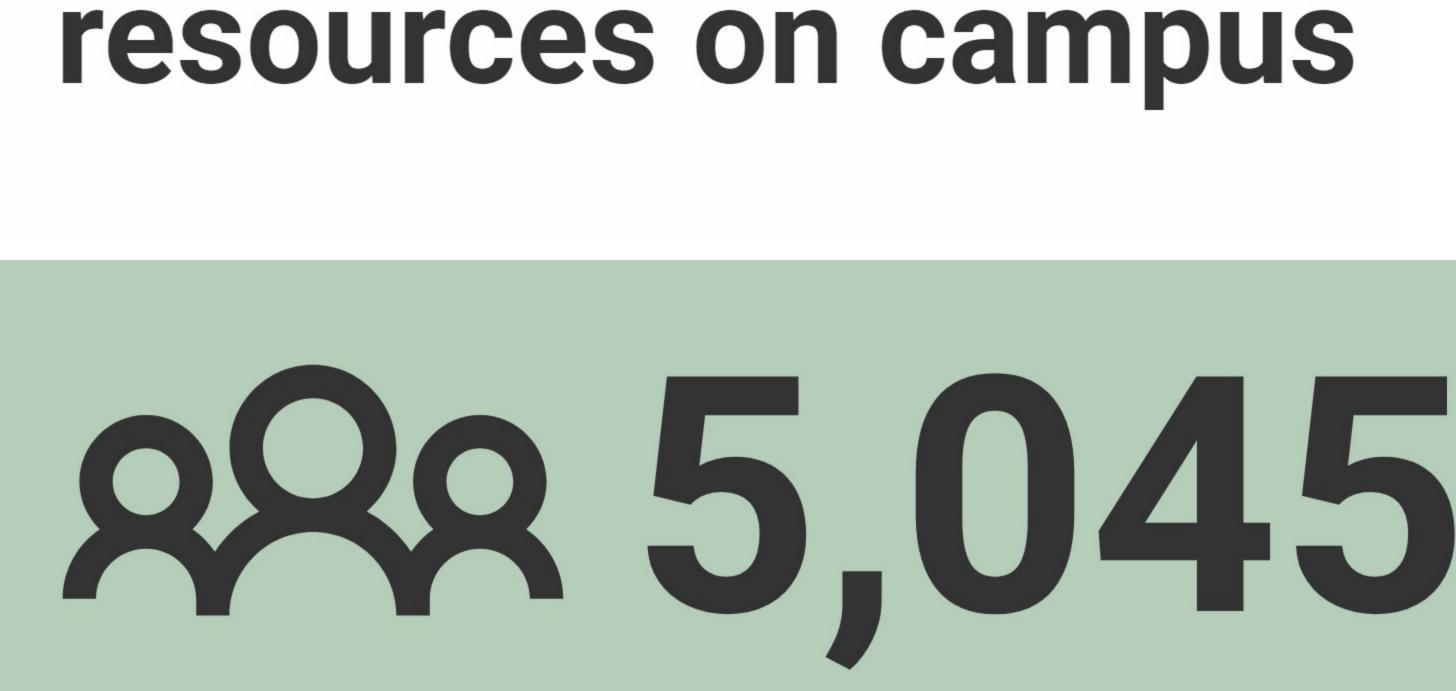
ACCESS

Expand opportunities & eliminate barriers





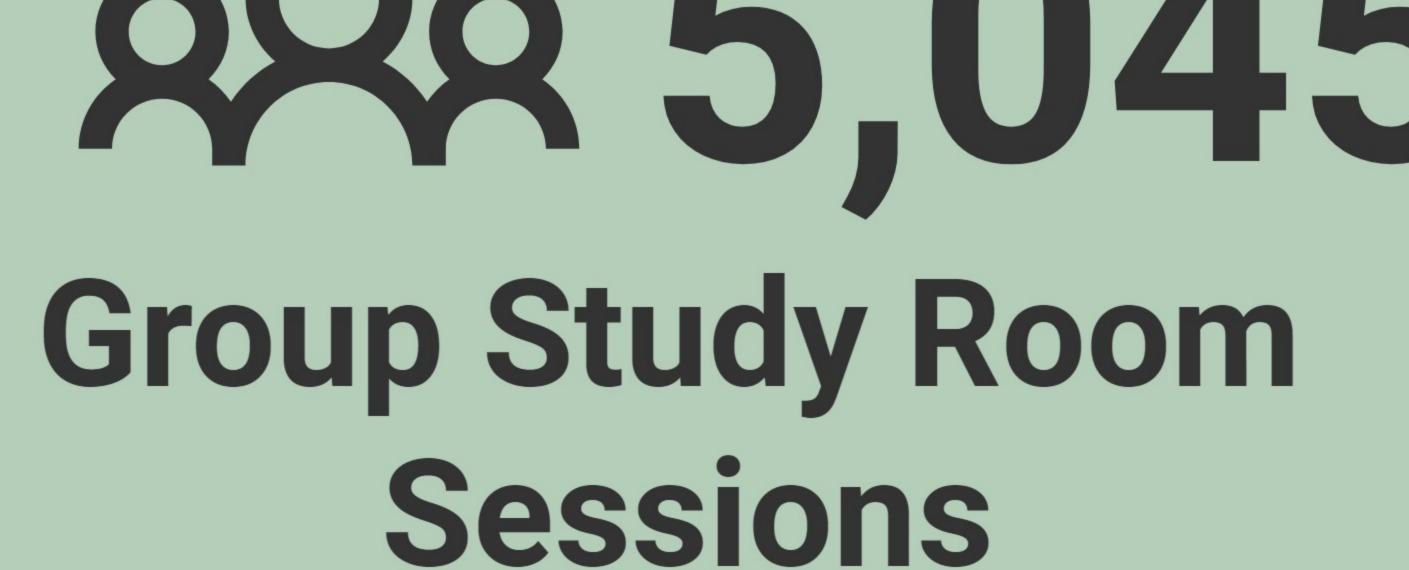




Help students find

WAYFINDING





STUDENT VOICES



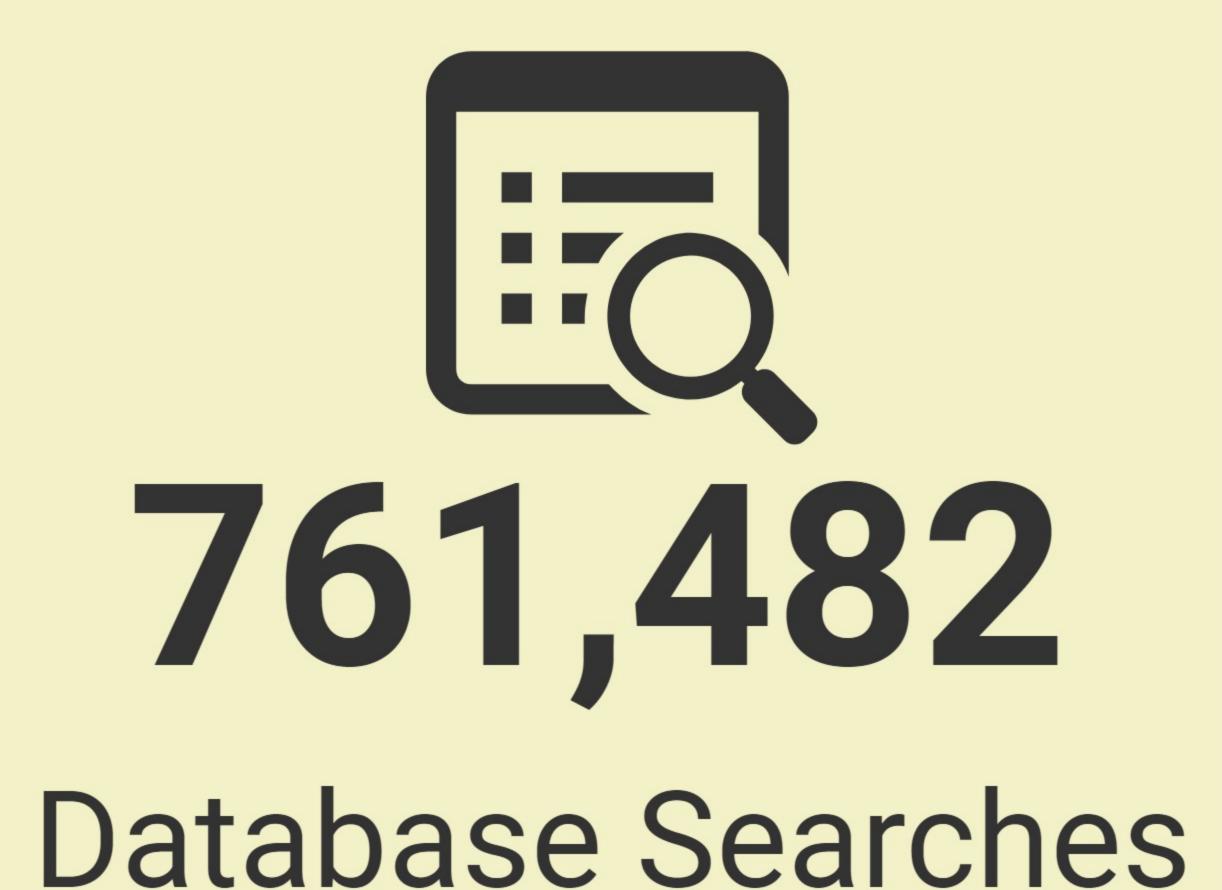


- I know that it might be hard to extend hours, but it would be a great help for my school work. Being in this environment helps me focus. I need more of it. :)
 - Please keep providing a safe environment for students!
 - Keep up the fantastic enthusiasm that you guys bring to serving us. 55
 - Staff is always attentive to all my questions and I couldn't suggest any improvements. Great service!
 - The library helps everyone study.
 - Everything's perfect. / It's perfect =) 55

Chaffey College Libraries ANNUAL REPORTS

RESEARCHIMPACT

Develop critical thinking skills & increase student success



362,266

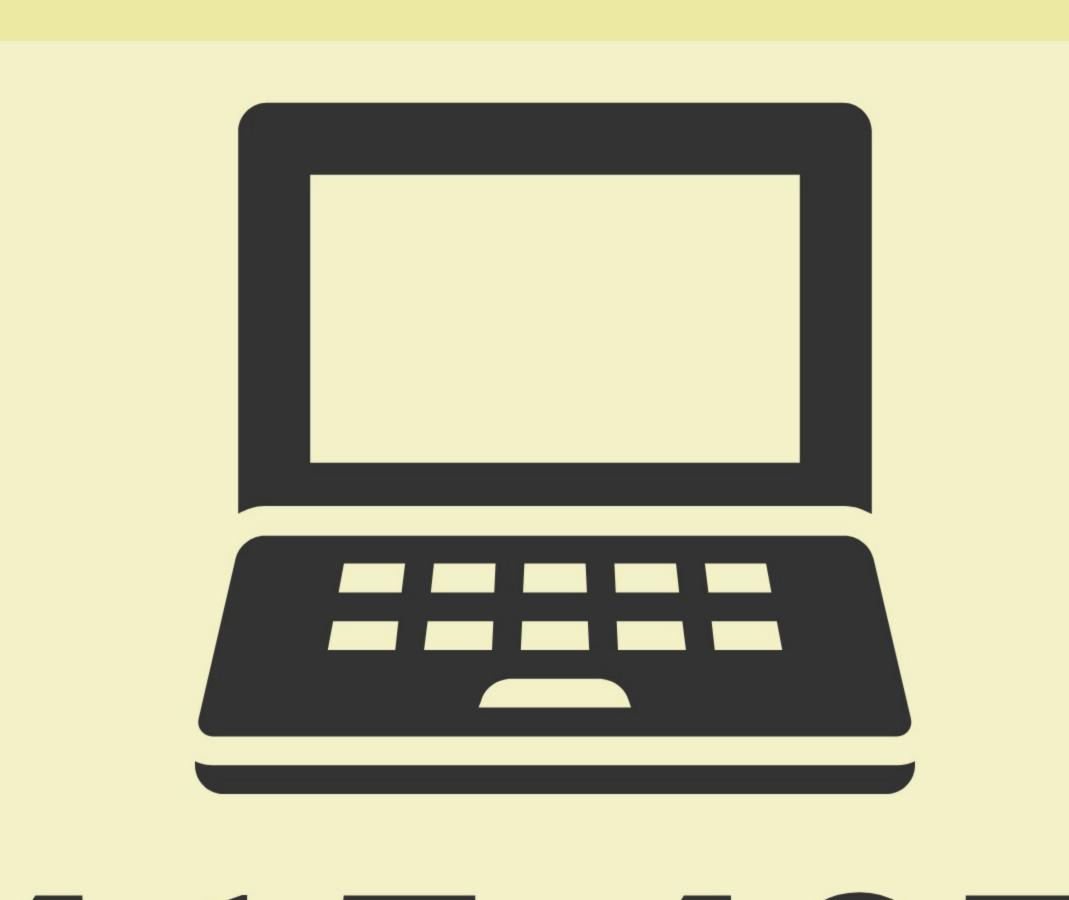
Database Retrievals



Instruction Sessions

14,395

Students Taught



415,497

Website Visits



17,366

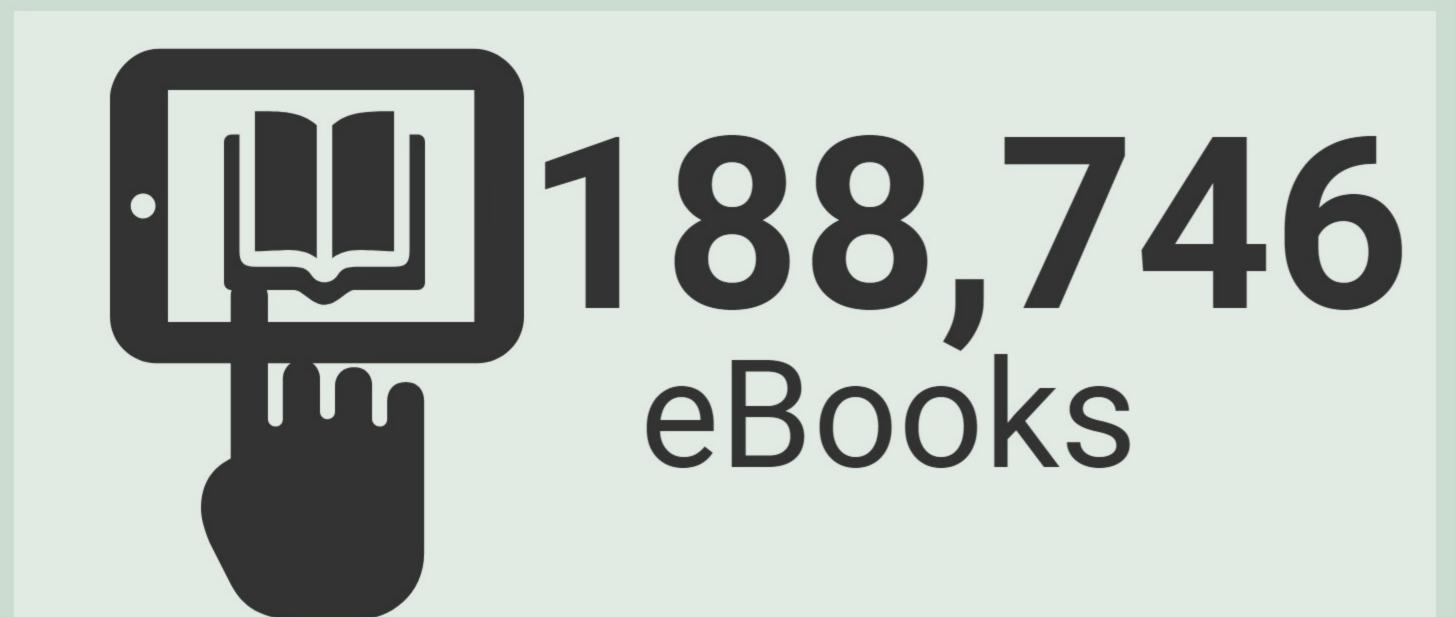
Reference Questions Answered

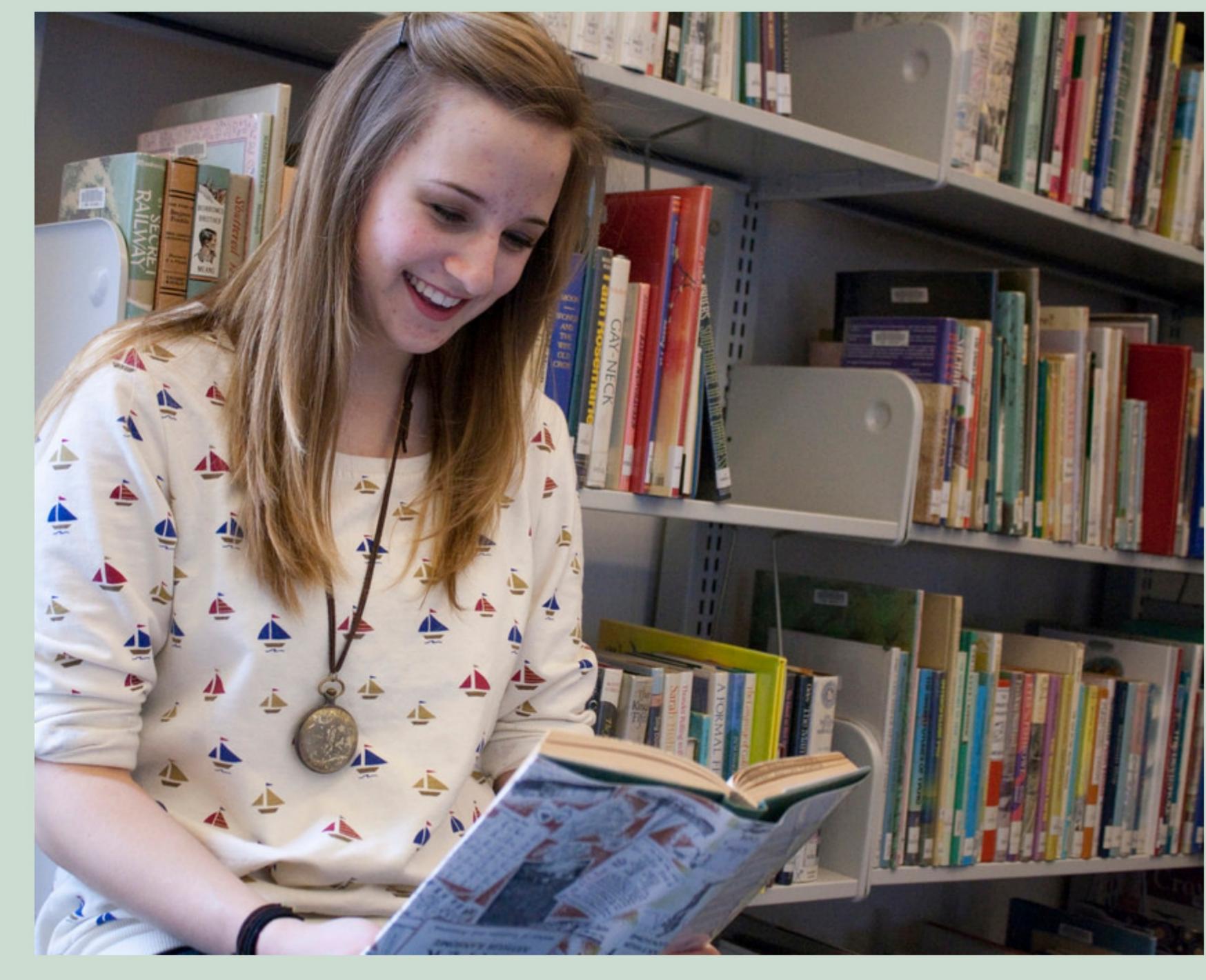


COLLECTIONS

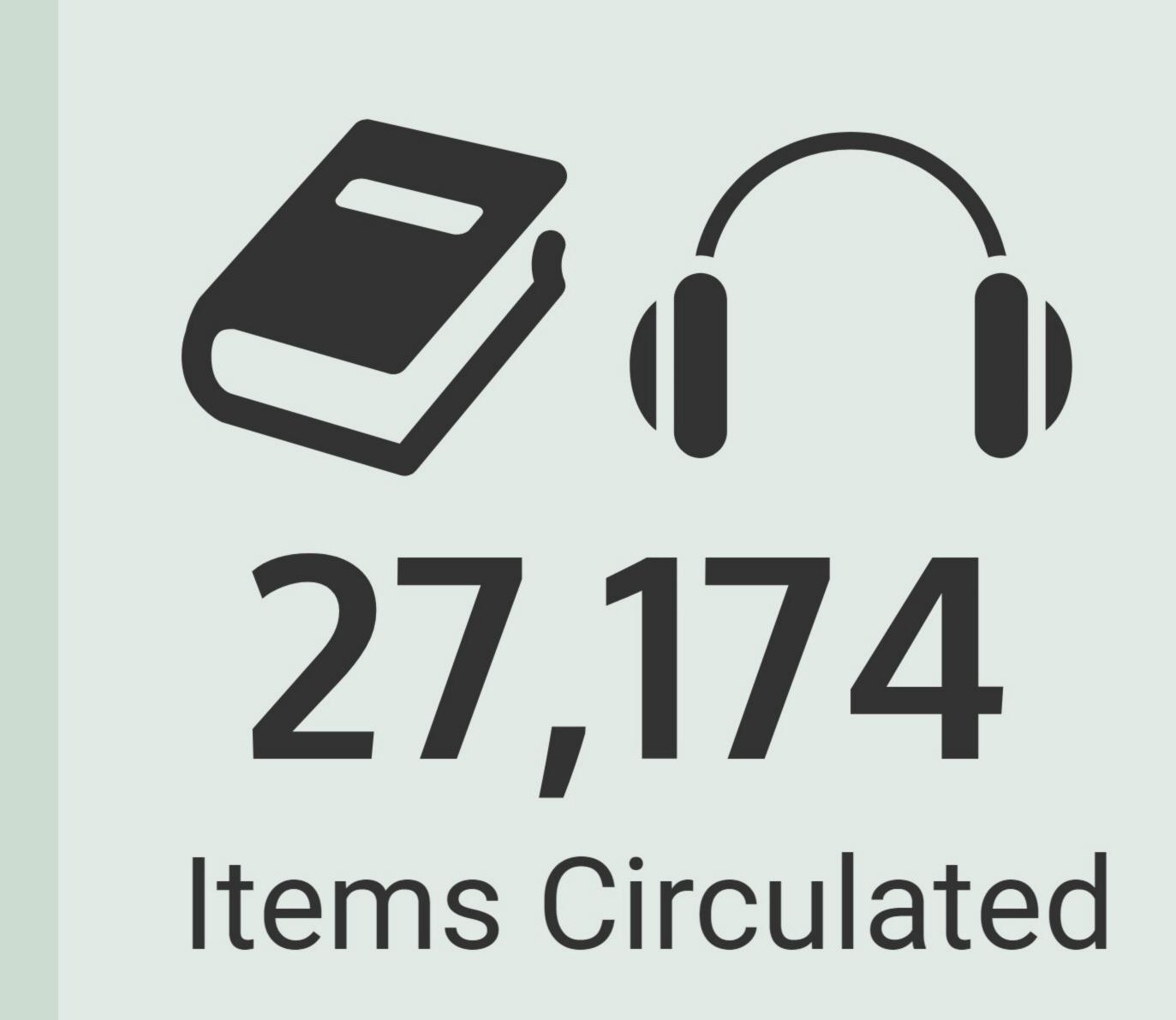
Explore perspectives & foster global awareness

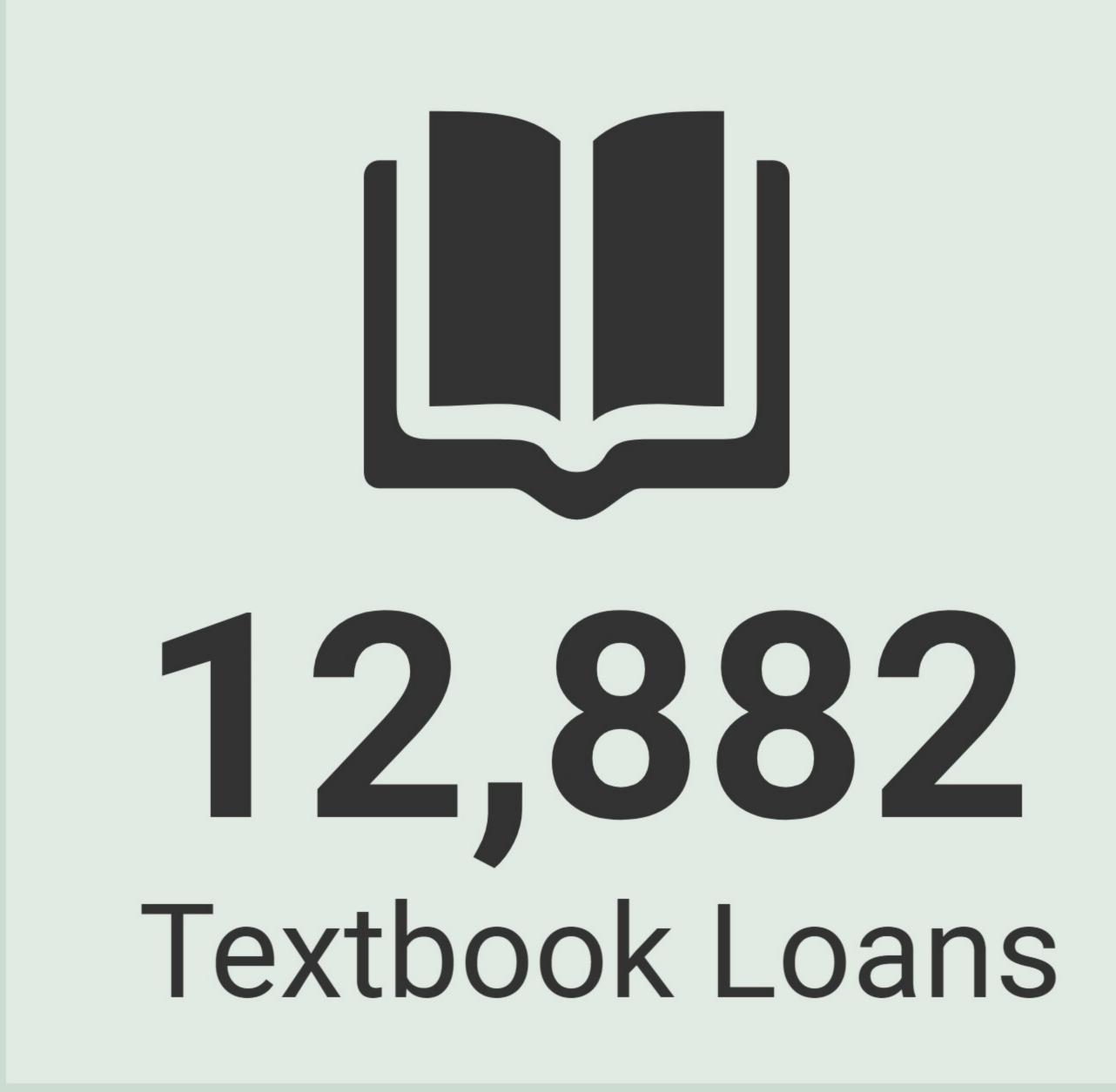






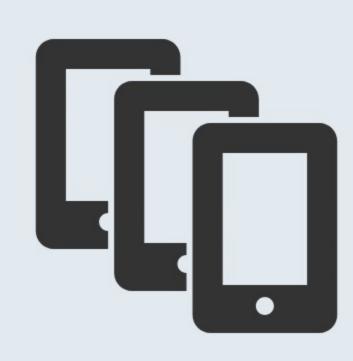






INNOVATIVE OUTREACH

Dynamic engagement



APPS FOR LEARNING POD Faculty and student engagement using educational apps.



AWARENESS MONTHS / TOPIC GUIDES

Quality resource guides on today's issues curated by Librarians.



BOOK DISPLAYS & POETRY ESSAY CONTESTS

Featuring the "Courageous Conversations of the Cultures" collection & Celebrating Banned Books week. A Library, OBOC, & English faculty collaboration.



LIBRARY / LANGUAGE SUCCESS **L** CENTER WORKSHOPS

Scholarly Journals and Fake News activity based instruction.



OPEN EDUCATIONAL RESOURCES / ZERO TEXTBOOK COST

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



POP-UP LIBRARIAN

Providing library research and services at various campus locations & events.



SNACKS 4 SUCCESS & EXTENDED HOURS

Open later on key dates last 2 weeks of term. Provided 700+ students with snacks during finals week, at all sites.



SOCIAL MEDIA

The Library can be found on Instagram and Twitter.



ZINE FEST

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





Reference Librarian Faculty Highlights

Annette Young: Rancho Library

Annette Young is expanding online information literacy at Chaffey College with "Poe, the Panther Librarian." Poe, which stands for Panther Online Education, is the brainchild of Annette and her librarian colleague, Selene Pineda. As Poe, they are embedded in several online, hybrid, and enhanced courses; sharing information literacy content and answering student questions regarding research. In addition, Annette continues to collaborate with the English department, One Book One College, and the Wignall Museum on promoting cultural awareness with the use of zines. She helped organize the first-ever Chaffey College Zine Fest, while leading a workshop which invited students to make their own zines and learn about DIY publishing. Annette also serves as the faculty point person for the Chaffey achieves. There, she is currently organizing an inventory project, along with a complete redesign of the archives space. Annette also served on the 2017-2018 Guided Pathways Faculty Inquiry Team.

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Mellanie Reeve: Rancho Library

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(Information)

	<u> </u>	September 27, 2018
		Board Meeting Date
TOPIC	MARKETING AND PUBLIC RELATIONS MONITORING REPORT FOR 20	17–2018
Communi	cation No. IV.D.2.b	

Executive Summary:

The Chaffey College Marketing & Public Relations Monitoring Report provides the status of all activities related to strategic communications, branding, marketing and public relations, media relations, community outreach, graphic design, printing, and social media efforts during the 2017–2018 year through the areas below.

During this time, Marketing & Public Relations absorbed both the website and community outreach responsibilities for the college.

Branding:

- Developed branded designs for Chaffey College departments, including EOPS, STEM Makers Space, the Career Center and the Center for Culture and Social Justice
- Visible branding at Victoria Gardens, Ontario Mills and Montclair Place promoting enrollment peak times using the "I am Chaffey" brand
- Lamar billboards promoting fall and spring enrollment on Archibald and Foothill as well as
 North Freeway
- Quakes Sponsorship with outfield signage and Quakes Chaffey Night, encouraging a free night of collaboration and fireworks for students, faculty and staff
- Wrapped Chaffey College IT van with branding images so that it is visible when traveling to each campus

Advertising:

- Radio Advertising on 99.1 FM
- Standees at Victoria Gardens and Montclair Place
- Total of 82 advertising placements in more than 20 different media outlets (print, digital/social media and bus card ads) a <u>nearly 14 percent increase</u> from the previous year

Public Relations:

- 15 press releases written and distributed
- Provided support to solar panel organization during construction
- Held three registration rallies held to promote spring enrollment at each campus
- Stay the Course. Stay Chaffey. Campaign to promote retention with students

Media Relations:

- 21 articles placed in local media publications <u>a 16 percent increase</u> from the previous year
- Created "I am Chaffey" Facebook posts to provide platform for student voices

Community Outreach:

- Created 10 postcards (showing pipeline success from high school, Chaffey College through transfer) to distribute at annual 2017 Superintendent's Breakfast, featuring alumni
- Represented Chaffey College at 53 community events (rotaries, school board meetings, city hall meetings, etc.) a <u>64 percent increase</u> from last year! Marketing absorbed community outreach this year. A heavy focus on introducing/reintroducing the college to the communities it serves took place this year in Marketing & PR

MARKETING & PUBLIC RELATIONS MONITORING REPORT 2017–2018 September 27, 2018 Page 2

- Hosted a Faith-Based Leaders Breakfast with Dr. Shannon, inviting local faith-based leaders to learn about the college and build partnership opportunities to support our communities in common.
- Developed 12 President's Update e-newsletters to internal/external audiences, sharing information and happenings at the college.
- Led a total of 61 campus tours (for groups or individuals)

Graphic Design Services:

- 271 graphic design projects completed
- Redesigned/new pieces:
 - Got Culture
 - Tailgate Materials
 - Report to the Community
 - Alumni of the Year Event
- Five largest projects (audiences/run)
 - o Chaffey College Enrollment Mailers (2x annually)
 - Report to Community
 - Golf Materials
 - o Museum Takeaways
 - o Commencement Program
- Three new brochures:
 - o Dreamers
 - o Brother's Forum
 - o Alumni Association

Award Recognitions:

National: 33rd Annual Higher Educational Advertising Awards:

- GOLD: Stay the Course. Stay Chaffey. Poster
- SILVER: Radio Spot: Student Testimonial
- BRONZE: Report to Community Annual Report
- MERIT: "I Am Chaffey" Campaign Poster
- MERIT: Report to the Community Video
- MERIT: Lamar Outdoor AD featuring alumnus

Statewide: California College Public Relations Organization

- First Place: Radio Spot: Student Testimonial
- First Place: Report to Community Video 2017
- Second Place: Got Culture Program
- Second Place: Sports Program
- Third Place: "I am Chaffey" campaign

Lithography Services:

- 27,147 printed projects completed a <u>nearly 10 percent increase</u> in production from last year
 - o 8,166,871 printed impressions

MARKETING & PUBLIC RELATIONS MONITORING REPORT 2017–2018 September 27, 2018 Page 3

Social Media:

- Nine social media platforms, updated daily
 - Facebook: 15,157 an 8 percent increase in followers from last year
 - o Twitter: 5,078 -a 5 percent increase in followers from last year
 - o Instagram: 3,606 a 6 percent increase in followers from last year

Events:

- Report to Community 2017
 - o Largest attendance to date
 - Redesigned publication
 - o Produced video featuring alumni from the cities Chaffey College serves
 - Coordinated event script; developed collateral materials and giveaways; staffed event
 - Invited one student to sit at every table with guests
- Provided support to the Chaffey College Foundation for:
 - Tailgate 2017
 - Athletic Hall of Fame & Alumni of the Year Event
 - Co-produced video for event; staffed event
- Solar Panel Ground breaking and Ribbon-Cutting Event
- Convocation Support, including video on Faculty Achievements
- Grand Opening of the Center for Culture and Social Justice

Website:

- Currently engaged with both Content Management Vendor (Omni Update) and redesign agency (IFactory) to do a complete overhaul of the college's website
- Six focus groups were held for students, faculty and staff at all three campuses for feedback for redesign
- Electronic survey with feedback from nearly 400 participants was distributed for those who could not make the focus groups
- A total of 1,461 web pages were updated in approximately eight months

Outcome/Results:

The Chaffey College Marketing and Public Relations Office has focused on building a foundation of strategic communications work, utilizing many platforms at once, in an effort to increase the visibility and heighten the reputation of the College to a diverse group of target audiences. Using both traditional and digital methods, the office has established marketing and outreach campaigns designed to inspire a sense of "campus pride" among our current students/faculty/staff, while it also promotes the success possible through education to prospective students. The overall goal of this office is to continue to promote Chaffey College as a viable first-choice option for higher education to all the communities it serves.

Submitted by: Alisha Rosas, Director, Marketing and Public Relations

Recommended by: Henry D. Shannon, Superintendent/President

September 27, 2018	
Board Meeting Date	

TOPIC APPROVAL OF MINUTES, AUGUST 28, 2018

Communication No. IV.E.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the August 28, 2018, regular meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the August 28, 2018, regular board meeting.

Submitted by: Henry D. Shannon, Superintendent/President

Recommended by: Henry D. Shannon, Superintendent/President

OFFICIAL PROCEEDINGS OF THE GOVERNING BOARD CHAFFEY COMMUNITY COLLEGE DISTRICT

A regular meeting of the Chaffey Community College District Governing Board was held on Tuesday, August 28, 2018, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President Brugger called the meeting to order at 2:05 p.m.

Members present: Ms. Brugger, Mr. Ovitt, Ms. Roberts

Mr. Rosales (Student Trustee)

Members absent: Mr. McDougal, Ms. McLeod

CLOSED SESSION

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

The Board convened in closed session at 2:05 p.m. Closed session was adjourned at 3:02 p.m.

STUDY SESSION

A study session commenced on the following topic:

2018-2019 Adopted Budget – Associate Superintendent Lisa Bailey expressed her gratitude to Board Clerk Ovitt for his participation in the budget development process. She also thanked Ms. Anita Undercoffer, executive director, budgeting and fiscal services, and her staff for their work on incorporating the new student-centered funding formula and transforming the adopted budget.

Ms. Undercoffer presented the following: 2017-2018 Chaffey College budget update, 2018-2019 Governor's approved budget, 2018-2019 Chaffey College adopted budget, changes from tentative to adopted, and adopted budget summary.

REGULAR SESSION

The regular session reconvened at 3:09 p.m., and Vice President Eric Bishop led the Pledge of Allegiance to the Flag.

ORGANIZATION

Dr. Shannon administered the Oath of Office to Board Members Kathy Brugger and Katie Roberts.

PUBLIC COMMENTS

No public comments were made.

COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Moises Rosales shared that Chaffey College Student Government (CCSG) held its retreat on August 4 and 5. He stated that Superintendent/President Shannon was the keynote speaker; Briana Gonzales, women's volleyball coach, presented on self-care; Lorena Corona presented on effective speaking; and Dean Christopher Brunelle discussed the CCSG constitution and bylaws. CCSG also set their goals for the year. Student Trustee Rosales further stated that he attended student trustee training in Sacramento, and remarked that he appreciates that this Board is a cohesive body. He asked that the Board mentor him during his tenure as the student trustee. Other events Mr. Rosales reported on were: Panther Welcome Day, the Center for Culture and Social Justice grand opening event; and the upcoming CCSG welcome back events.

Gary Ovitt reported that he attended the fall convocation and retiree luncheon; the memorial service for Paul Eaton, mayor of Montclair; the Chaffey College adopted budget review meeting; Daily Bulletin Editorial Board meeting regarding Measure P; and the CHOC Walk at Disneyland honoring Ambassador Justin Helper, which set records for fundraising. Mr. Ovitt announced that he went to South Africa for vacation and talked about the highlights, which included visiting Nelson Mandela's home on his 100th birthday.

Other events attend by Trustee Ovitt included: the Esperanza Scholarship Foundation Board meeting, the Promise Scholars Board Retreat, the Lincoln Club meeting featuring DA-Elect Jason Anderson, the Ontario-Montclair School District meeting with Dr. James Hammond, the Ontario Chaffey Community Show Band meeting, the Chaffey High School Alumni Association dinner, the Children's Fund Executive Committee meeting, the Children's Fund luncheon honoring James Ramon Scholarship, Children's Fund meeting with CEO Dr. Cid Pinedo, the Impact of Poverty and Trauma on Normal Brain Development Conference, the Ontario Parks and Recreation Commission meeting, and the Children's Fund board meeting.

Katie Roberts reported that she was mostly housebound this month, but that she attended four Rotary and one YMCA meetings. She also stated that she

is so proud to be on the Chaffey College Governing Board and working with Dr. Shannon.

Board President Kathy Brugger announced that she enjoyed the employee recognition luncheon and she recognized the Chaffeyans retiree group for their continued involvement. Ms. Brugger also commented that the opening for the Center for Culture and Social Justice (CCSJ) was very well attended, and she commended Dr. Bishop and Dr. Shannon for their perseverance in getting the center opened.

LEGISLATIVE UPDATE

Lorena Corona, manager, transitional services and governmental relations, reported on the upcoming local elections. She stated that she was happy to follow the elections and report back.

PRESENTATIONS

There were no presentations at the August 28, 2018, meeting.

FOUNDATION

Lisa Nashua, executive director of the Foundation, reported on the following: Chaffey College Day at the Fair, 2018 Tailgate, Alumni Advisory Council, Private Foundation report, Endowments, Emergency Housing Fund, Foundation Board of Advisors planning retreat, Athletics, and Chaffeyans events.

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 (3:0) vote.

Employment of:

- Jonathan Johnson to the position of accompanist/music program technician, .475 FTE, 10-months, range 20, step A of the CSEA salary schedule, effective August 20, 2018.
- Gurpreet Kaur to the position of accounting technician, 1.0 FTE, 12-months, range 17, step B of the CSEA salary schedule, effective August 20, 2018.
- Ryan Sipma to the position of catalog/schedule coordinator, 1.0 FTE, 12-months, range 20, step A of the CSEA salary schedule, effective August 13, 2018.
- Christy Carter to the temporary, one-year position of child development center teacher, .75 FTE, effective August 14, 2018, through May 28, 2019.
- Joan of Arc Godinez to the temporary, one-year position of counselor, 1.0 FTE, effective August 1, 2018, through June 30, 2019, for the 2018-19 academic year.
- Brent McLaren to the temporary, one-year position of counselor, 1.0 FTÉ, effective August 1, 2018, through June 30, 2019, for the 2018-19 academic year.
- Nabil Torres Arguelles to the position of educational services generalist, 1.0 FTE, 12-months, range 15, step A of the CSEA salary schedule, effective September 3, 2018.
- Stephanie Romero to the position of facility maintenance attendant, 1.0 FTE, 12-months, range 7, step A of the CSEA salary schedule, effective September 1, 2018.

- Fabian Ramirez to the position of instructional assistant III, automotive, .475 FTE, 10-months, range 13, step A of the CSEA salary schedule, effective August 20, 2018.
- Robert Campbell to the temporary, one-year position of instructional specialist, math success center, 1.0 FTE, effective August 13, 2018, through June 30, 2019, for the 2018-19 academic year.
- Ana Rosales to the temporary, one-year position of instructor, administration of justice, 1.0 FTE, effective August 15, 2018, through May 23, 2019, for the 2018-19 academic year.
- Tanya Cusick to the position of instructor, dental assisting, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.
- Sharon Alton to the position of instructor, English, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.
- Luci Marzola to the one-year temporary position of instructor, film studies/cinema, 1.0 FTE, effective August 15, 2018, through May 22, 2019, for the 2018-19 academic year.
- James Trittin to the temporary one-year position of instructor, radiologic technology, 1.0 FTE, effective August 15, 2018.
- Jordan Hung to the position of instructor, vocational nursing, 1.0 FTE, 10-month tenure-track assignment effective August 15, 2018.
- Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.
- James Caldwell to the temporary, unclassified, professional expert position of administrator, key talent development, effective September 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.
- Christopher Araya to the temporary, unclassified, professional expert position of first assistant coach, men's soccer/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.
- Anthony Naso to the temporary, unclassified, professional expert position of second assistant coach, baseball/out-of-season, all sports, effective August 29, 2018, through May 31, 2019, under the terms and conditions of the employment agreement.
- James Morante to the temporary, unclassified, professional expert position of sector navigator, energy, construction and utilities, effective September 1, 2018, through June 30, 2019, under the terms and conditions of the employment agreement.

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

Appointment of:

- Liliana Garcia to the position of administrative assistant II, social & behavioral sciences 1.0 FTE, 12 months, range 18, step H of the CSEA salary schedule, effective September 1, 2018.
- Christine Phillips to the position of educational program assistant, 1.0 FTE, 12-months, range 20, step D of the CSEA salary schedule, effective August 29, 2018.
- Lorie Vazquez to the position of educational services generalist, 1.0 FTE, 12-months, range 15, step C of the CSEA salary schedule, effective September 3, 2018.
- Heather Flynn t to the position of human resources generalist, 1.0 FTE, 12-months, range 2, step C of the confidential salary schedule, effective September 3, 2018.
- Educational Services Coordinators 2018-2019
- The Governing Board approved the educational services coordinator assignments for the 2018–19 academic year.
- The Governing Board denied the request for an unpaid leave of absence for Cynthia Ulloa, program assistant, financial aid, for the period of August 10, 2018, through August 10, 2019.
- The Governing Board approved the recommendation of the superintendent/president to issue a notice of unprofessional conduct to an academic employee, Identification Number 9363.
- The Governing Board authorized the district to enter into a last chance agreement and ten-day disciplinary suspension of an academic employee with identification number 1966.

MONITORING

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

Budget Monitoring Report
Environmental Sustainability Monitoring Report
Quarterly Investment Report

PUBLIC HEARINGS

BUSINESS/FISCAL AFFAIRS

A public hearing was held on the 2018-2019 proposed budget.

No comments were made.

Communication No. IV.F.1.b 2018-2019 Budget Adoption

The Governing Board adopted the 2018-2019 budget and adopted Resolution No. 82818 on a motion of Mr. Ovitt, and second by Ms. Brugger.

Yeas: Ms. Brugger, Mr. Ovitt, Ms. Roberts

Mr. Rosales (advisory)

Nays: None

Absent: Mr. McDougal, Ms. McLeod

CONSENT AGENDA

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

Yeas: Ms. Brugger, Mr. Ovitt, Ms. Roberts

Mr. Rosales (advisory)

Nays: None

Absent: Mr. McDougal, Ms. McLeod

Through this action, the following were approved (Approval of Minutes, July 16, 2018 through Professional Services Agreement).

GOVERNANCE PROCESS

The minutes of the July 16, 2018 regular board meeting were approved as presented.

The Governing Board changed the dates of the October 2018 and May 2019 board meetings to Monday, October 22 and Wednesday, May 22, respectively.

BUSINESS/FISCAL AFFAIRS

The Governing Board approved the 2018-2019 appropriation limit of \$181,913,484.

The Governing Board approved the California Apprenticeship Initiative – New and Innovative Grant Program, RFA 18-191 from the Workforce and Economic Development Division of the California Community Colleges Chancellor's Office in the amount of \$700,000 for the period of July 18, 2018 through December 31, 2021.

The Governing Board adopted Resolution 82818A, 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 second augmentation in the amount of \$35,000 and extension of September 1, 2018 through October 31, 2018, from the California Community Colleges Chancellor's Office, of existing Deputy Sector Navigator Contract currently ending on June 30, 2018.

The Governing Board approved the determination that Proposition 55 Education Protection Account funds in the estimated amount of \$14,801,508 be used to partially fund instructional faculty salaries and benefits for the 2018-2019 fiscal year.

The Governing Board accepted the General Fund Financial Reports and approve the Quarterly Financial Status Report for the period ending June 30, 2018.

HUMAN RESOURCES

The Governing Board amended the Chaffey Community College District's 2018 Conflict of Interest Code to include the changes/additions/deletions as indicated on the attached list.

The Governing Board approved the professional services agreement with the Chancellor's Office of the California Community Colleges for the period of September 1, 2018, through June 30, 2019, in accordance with the terms and conditions of the agreement.

ACTION AGENDA BUSINESS/FISCAL AFFAIRS

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

Yeas: Ms. Brugger, Mr. Ovitt, Ms. Roberts

Mr. Rosales (advisory)

Nays: None

Absent: Mr. McDougal, Ms. McLeod

The Governing Board ratified the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from a Central Plant closed water loop leak at a location north of the Library building on the Rancho Cucamonga Campus, and the award of a contract to Southland Industries of Garden Grove, CA for repairs necessary to remediate the same, for a total cost of \$219,924, on the motion of Mr. Ovitt, second of Ms. Roberts.

Yeas: Ms. Brugger, Mr. Ovitt, Ms. Roberts

Mr. Rosales (advisory)

Nays: None

Absent: Mr. McDougal, Ms. McLeod

CEO/STAFF REPORTS

Superintendent/President Henry Shannon showed the video, *Chaffey College: Transforming the Student Experience*. He thanked Misty Burruel and Alisha Rosas for their work on the video which was presented at the 2018 Fall Convocation. Dr. Shannon also highlighted: the 2018 Management/Confidential Retreat, the Guided Pathways Joint Meeting, the Cities of Fontana and Ontario meetings, the Chaffey College Ontario Campus and University Center, and updates from Business Services and Economic Development, Instruction and Institutional Effectiveness, and Student Services.

Faculty Senate President Misty Burruel highlighted the English Department winning the Innovation Award for its work on AB 705, curriculum, professional development, and new faculty orientation.

Classified Senate President Trisha Albertsen highlighted classified employees Caleb Ulrich, Special Populations, and thanked the Board and Dr. Shannon for their support of the Classified Senate inauguration luncheon.

CSEA had no report.

CCFA President Jonathan Ausubel read the resolution affirmed by CCFA representative council on August 27, 2018 in support of Measure P (the resolution has been made a part of the meeting minutes.)

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Ms. Roberts spoke about the Chaffey College nursing program.

ADJOURNMENT

The meeting was adjourned at 3:55 p.m. in memory of Jerry Young, former superintendent/president of Chaffey College; Robert Stone, husband of retired Chaffey College employee Debbie Stone and father of Brian Stone, admissions and records; and Darnell McClellan, father of Chaffey College Dean Dr. Michael McClellan.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, September 27, 2018.

 President	
 Clerk	



Whereas overall Chaffey College requires significant upgrades to infrastructure; and

Whereas decaying College infrastructure creates health and safety concerns;

Whereas student enrollment at Chaffey College has doubled since 2000; and

Whereas student demand has grown beyond the facilities built through Measure L;

Whereas Chaffey College's mission includes service to all the cities in the District; and

Whereas Chaffey College sites are not present in all those communities;

Be it therefore resolved that the Chaffey College Faculty Association supports passage of Ballot Measure P, a \$700 million bond to improve these conditions.

September 27, 2016	
Board Meeting Date	

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TOPIC CURRICULUM

Communication No. IV.E.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

- 23 new courses
- 19 course modifications
- 5 course deactivations
- 2 new programs of study
- 3 program of study modifications
- 2 program of study deactivations

BACKGROUND

AB 1725 and Section 53200(c) of Title 5 define the role of the Faculty Senate in assuming primary responsibility for making recommendations in the areas of curriculum and academic standards. The Curriculum Committee has reviewed the attached new courses, course modifications, course deactivations, new programs of study, program modifications, and program deactivations, which are not currently in the college curriculum. As a result of deliberations, the college Curriculum Committee, the Faculty Senate, and the Associate Superintendent of Instruction and Institutional Effectiveness are recommending these curriculum changes.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board approve 23 new courses, 19 course modifications, 5 course deactivations, 2 new programs of study, 3 program modifications, and 2 program deactivations for the *Chaffey College 2019-2020 Catalog.*

Prepared by:	Marie Boyd, Curriculum Chairperson
Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

Curriculum 2018-2019

	NEW COURSES						
	Discipline	Course ID	TOP Code	Title	Units		
1.	Computer Information Systems: Programming	CISPROG-600	0702.10	iOS App Development with SWIFT	0		
2.	Dental	DENTAL-405	1240.10	Basic Dental Sciences	3		
3.	Dental	DENTAL-415	1240.10	Dental Chairside Skills I	4.5		
4.	Dental	DENTAL-425	1240.10	Dental Materials	3		
5.	Dental	DENTAL-435	1240.10	Infection Control in Dentistry	2.5		
6.	Dental	DENTAL-445	1240.10	Oral Radiology	3.5		
7.	Dental	DENTAL-455	1240.10	Dental Office Procedures	2.5		
8.	Dental	DENTAL-460	1240.10	Clinical Experience I	2		
9.	Dental	DENTAL-465	1240.10	Clinical Experience II	5		
10.	Dental	DENTAL-475	1240.10	Dental Specialty Skills	2.5		
11.	Dental	DENTAL-480	1240.10	Dental Chairside Skills II	3		
12.	Dental	DENTAL-490	1240.10	Advanced Clinical Procedures	1.5		
13.	Dental	DENTAL-600	1240.10	Dental Basic Skills I	0		
14.	Dental	DENTAL-605	1240.10	Dental Assisting Advanced Skills	0		
15.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-606	0946.00	HVAC Flues and Ducts	0		
16.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-607	0946.00	HVAC Commercial Applications	0		
17.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-608	0946.00	HVAC Troubleshooting	0		
18.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-609	0946.00	Advanced Commercial HVAC	0		
19.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-610	0946.00	Building Automation Control Systems	0		
20.	Heating, Ventilation, Air Conditioning, and Refrigeration	HVACR-611	0946.00	HVAC Management Topics	0		
21.	Industrial Maintenance Mechanic	INDMM-601	0945.00	Basic Communication and Employability Skills, and Core Testing	0		
22.	Industrial Maintenance Mechanic	INDMM-602	0945.00	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills	0		
23.	Industrial Maintenance Mechanic	INDMM-603	0945.00	Trade Math and Drawings, Material Handling, and Mobile Equipment	0		

		COURSE	S - MODIFIC	CATIONS	
	Discipline	Course ID	TOP Code	Title	Units
1.	Anthropology	ANTHRO-1L	2202.00	Laboratory for Biological Anthropology	1
2.	Art	ART-15	1002.10	Color Theory	3
3.	Automotive Technology	AUTOTEC- 407	0948.40	Introduction to Hybrid Vehicles	2.5
4.	Automotive Technology	AUTOTEC- 416	0948.00	Basic Automotive Air Conditioning Systems	2
5.	Automotive Technology	AUTOTEC- 427	0948.00	Engine Operation and Service	5
6.	Automotive Technology	AUTOTEC- 430	0948.00	Engine Rebuilding - Upper Engine	5
7.	Automotive Technology	AUTOTEC- 431	0948.00	Engine Rebuilding - Lower Engine	5
8.	Automotive Technology	AUTOTEC- 435	0948.00	High Performance Engine Rebuilding and Blueprinting	5
9.	Automotive Technology	AUTOTEC- 443	0948.00	Engine and Emission Control Training Level 1	4
10.	Dance	DANCE-450	1008.00	Student Choreography for Performance	0.75
11.	Mathematics	MATH-401	1701.00	Mathematics for Health Science	1
12.	Nutrition and Food	NF-471	1306.20	Dietetic Service Supervisor I	1
13.	Nutrition and Food	NF-471L	1306.20	Dietetic Service Supervisor: Supervised Clinical Laboratory I	2
14.	Nutrition and Food	NF-472	1306.20	Dietetic Service Supervisor II	1
15.	Nutrition and Food	NF-472L	1306.20	Dietetic Service Supervisor II: Supervised Clinical Laboratory	2
16.	Nursing: Vocational	NURVN-411L	1230.20	Advanced Medical Surgical Nursing Lab	3
17.	Psychology	PSYCH-41	2001.00	Biological Psychology	3
18.	Psychology	PSYCH-80	2001.00	Research Methods in Psychology	4
19.	Sociology	SOC-10	2208.00	Introduction to Sociology	3
		COURSE	S - DEACTIV	VATIONS	
	Discipline	Course ID	TOP Code	Title	Units
1.	Dental	DENTAL-400	1240.10	Dental Assisting Core Sciences	6
2.	Dental	DENTAL-410	1240.10	Dental Assisting Preclinical Sciences	6
3.	Dental	DENTAL-420	1240.10	Radiography for Dental Assistants	6
4.	Dental	DENTAL-430	1240.10	Clinical Practice	6
5.	Gerontology	GERO-406	1240.10	Gerontology Career Practicum	1-1
		PROGRAMS OF	STUDY – NI	EW PROGRAMS	
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Dental Assisting	A.S.	1240.10	Dental Assisting	33
2.	Dental Assisting	Certificate of Achievement	1240.10	Dental Assisting	33

	PROGRAMS OF STUDY - MODIFICATIONS							
	Program of Study	AA/AS/C	TOP Code	Title	Units			
	Industrial	Certificate of	0945.00	Industrial Maintenance Mechanic	0			
1.	Maintenance	Completion		Skills Builder I				
	Mechanic							
	Industrial	Certificate of	0945.00	Industrial Maintenance Mechanic	0			
2.	Maintenance	Completion		Skills Builder II				
	Mechanic							
	Industrial	Certificate of	0945.00	Industrial Maintenance Mechanic	0			
3.	Maintenance	Completion		Skills Builder III				
	Mechanic							
	PROG	RAMS OF STUI	OY – PROGR	AM DEACTIVATIONS				
Program of Study AA/AS/C TOP Code Title U								
1.	Dental	A.S.	1240.10	Dental Assisting	24			
2.	Dental	Certificate of Achievement	1240.10	Dental Assisting	24			

September 27, 2018 Curriculum Board Report

September 27, 2018	
Board Meeting Date	

TOPIC

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS

Communication No. IV.E.3.a

SUPPORTS BOARD POLICIES

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

PROPOSAL

To adopt attached Resolution 92718, 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 92718 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 92718, 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 92718

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. 92718

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.

<u>Section 2</u>. 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 27rd day of September, 2018, at a regular meeting by the following vote:

Ayes:	
Noes:	
Abstentions:	
Absent:	

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

Gary Ovitt	
•	
Clerk, Governing Board	

EXHIBIT A

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS

BOARD MEETING DATE: SEPTEMBER 27, 2018

Ouentitu	Description	Coriol #2 (Access #25)
<u>Quantity</u>	(Make, Model, Color, Dimensions, Etc.)	Serial #s (Asset #'s)
113	Computer, Dell Optiplex 7010	GGMHGQ1 (133306), CDGZDX1 (135037),
		CDDZDX1 (135062), FSBLFX1 (135094),
		FSQLFX1 (135097), FSRMFX1 (135100),
		FSKJFX1 (135101), FSXJFX1 (135102),
		FRNKFX1 (135106), FV6LFX1 (135107),
		FV7LFX1 (135108), FRYJFX1 (135109),
		FVSLFX1 (135114), FSSLFX1 (135126),
		FSLLFX1 (135133), FSQKFX1 (135134),
		FT1MFX1 (135136), FSLJFX1 (135139),
		FV8MFX1 (135144), FVGKFX1 (135145),
		FV9MFX1 (135150), FVCKFX1 (135154), FRSJFX2 (135156), FVSKFX1 (135158),
		FVVLFX1 (135177), FRCMFX1 (135182),
		FSFKFX1 (135196), FSTLFX1 (135207),
		FS59FX1 (135221), FVIMFX1 (135227),
		FTFKFX1 (135243), FRHKFX1 (135250),
		FT8KFX1 (135252), FTPKFX1 (135257),
		FSPMFX1 (135259), FT6MFX1 (135260),
		FT4LFX1 (135264), FRBKFX1 (135272),
		FTWLFX1 (135289), FVKKFX1 (135291),
		FSALFX1 (135292), FSSMFX1 (135293),
		FVLMFX1 (135308), FVFMFX1 (135310),
		FTWKFX1 (135321), FTILFX1 (135339),
		FTLJFX1 (135340), FVLKFX1 (135349),
		FSNLFX1 (135350), FS2KFX1 (135355),
		FRLJFX1 (135360), FTPLX1 (135362),
		FRPLFX1 (135368), FPZJFX1 (135390),
		FQKJFX1 (135392), 6HTMFX1 (135402),
		6HHQFX1 (135408), 6HXQFX1 (135416),
		FQGKFX1 (135417), FQ0KFX1 (135418),
		FQXLFX1 (135419), FQNJFX1 (135421),
		FQGMFX1 (135423), FQGLFX1 (135424),
		FQMKFX1 (135427), FPZLFX1 (135431), FQQLFX1 (135432), FQYLFX1 (135442),
		FQFKFX1 (135442), 6ALPFX1 (135442),
		6HVNFX1 (135472), 6HWMFX1 (135477),
		6HKQFX1 (135472), 6HRNFX1 (135477),
		6HWQFX1 (135492), 6HNPFX1 (135493),
		6HLNFX1 (135494), 6HMQFX1 (135495),
		FRLMFX1 (135496), FRMLFX1 (135498),
		FRVKFX1 (135502), FVKLFX1 (135503),
		FRTJFX1 (135505), FQRMFX1 (135517),
		FQBKFX1 (135523), FR7LFX1 (135532),
		FQXKFX1 (135534), FQ3LFX1 (135539),
		FQ2LFX1 (135541), FQMJFX1 (135542),
		FR3LFX1 (135544), 6HMPFX1 (135546),
		6HTQFX1 (135550), 6HWNFX1 (135552),
		FRXJFX1 (135555), FRQLFX1 (135556),

	-	.
		FRVJFX1 (135557), FSFLFX1 (135560),
		FRQKFX1 (135564), FPXJFX1 (135587),
		FQWJFX1 (135595), FQ5MFX1 (135598),
		FQRJFX1 (135600), FR2KFX1 (135617),
		FQQKFX1 (135628), FSQMFX1 (135643),
		FT4MFX1 (135645), FVPJFX1 (135649),
		FRWKFX1 (135353), FRHLFX1 (135654),
		FSHKFX1 (135656), FTHLFX1 (135657),
		9QRTL02 (136433)
		9QK1L02 (130433)
	Occasion Bull October 745	00000004 (407000) 50400004 (400070)
2	Computer, Dell Optiplex 745	99PSWC1 (127822), 5S16DD1 (128079)
3	Server, CISCO MCS 7800	KQ334GB (133042), KQ060KY (133044), KQ256RW (133045)
6	Server, Dell PowerEdge R900	JKMZ6J1 (130790), 7FDBQG1 (129740),
J	33.731, 2311 31131 Lago 11000	5FDBQG1 (129741), 6FDBQ6A (129739),
		4CPTQG1 (129765), 67TLRJ1 (131254)
1	Computer, Dell Optiplex 760	53N7MJ1 (131047)
1	Computer, Dell Optiplex 790	6GPHGQ1 (133314)
4	Binocular Microscope LX400	NA (130134), NA (130131), NA (130140), NA
1	Xerox Docuprint N2125	(130141) NA (121583)
1	HP LaserJet 4100 N	USJNJ47340 (118975)
1	AV Rack and Enclosure, Full-Size	NA (128735)
3	Laser Printer	NA (121583), NA (115884), NA (118975)
1	Steel City, Table Saw	2107HI (131553)
	Oteci Oity, Table Gaw	2107111 (101000)

September 27, 2018
Board Meeting Date

TOPIC GOODWILL SOUTHERN CALIFORNIA

Communication No. IV.E.3.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Agreement between Chaffey College/InTech Center and Goodwill Southern California (GSC), to offer training and employment services to clients of Chaffey College InTech Center who graduate from their programs.

BACKGROUND

Through the Pre-Apprenticeship training program, Chaffey will offer training and certifications in Cal OSHA-10, NCCER Core Certificate & Amatrol certificates. The PreApprenticeship Training Program was developed to prepare individuals to enter into one of two registered apprenticeship programs (Industrial Electrical or Industrial Mechanical). Employers select candidates to participate in either a paid internship or a registered apprenticeship.

BUDGET IMPLICATIONS

Funding Source - Goodwill Southern California

Status of Funds - The 2018-19 budget will be increase by \$150,000.

48xxx	Income	<u>\$150,000</u>
52xxx	Classified Salaries	\$30,000
53xxx 54xxx	Benefits Supplies	9,425 23,000
55xxx	Other Services	87,575
	Total	\$1 <u>50,000</u>

Future Implications - None

RECOMMENDATION

It is recommended that the Governing Board approve the Agreement between Chaffey College/InTech Center and Goodwill Southern California (GSC), to offer training and employment services to clients of Chaffey College InTech Center who graduate from their programs.

Prepared by:	Sandra Sisco, Director, Economic Development
Submitted by:	Joy Haerens, Dean, Economic Development
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

September 27, 2018	
Board Meeting Date	

TOPIC

MEASURE L CITIZENS' OVERSIGHT COMMITTEE MEMBERSHIP

Communication No. IV.E.3.c

SUPPORTS BOARD POLICY

Board Policy 6740 Citizens' Bond Oversight Committee — If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Superintendent/President shall establish a Citizens' Bond Oversight Committee in accordance with the applicable law and necessary regulations.

PROPOSAL

To consider a recommendation for one existing member to serve a third term on the Measure L Bond Citizens' Oversight Committee.

BACKGROUND

The Citizens' Oversight Committee monitors and reports to the public on an annual basis the proper expenditure of bond revenues. The committee provides oversight that the bond revenues are expended only for projects identified in the Chaffey College Facilities Assessment Report.

Existing member recommended to serve a third term is indicated in bold.

Member	Residence	Occupation	Category	Term
Moises Rosales	Colton	Student/Chaffey College	Member	1
Ed Cook	Montclair	Public Service and Business Owner	Member	2
Vacant		Senior Advisory		
Jamie Harwood	Chino	Business Organization	Member	3
Richard Riley	Ontario	Taxpayer's Organization	Member	1
Loren E. Sanchez	Upland	Advisory/Foundation	Member	2
Aaron T. Skeers	Rancho Cucamonga	Business Organization	Member	3
Ester Vargas Pipersky	Montclair	Public Service	Member	2

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

To approve one existing member to serve a third term on the Measure L Bond Citizens' Oversight Committee.

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

September 27, 2018
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

Communication No. IV.E.3.d

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Memorandum of Understanding between the Chaffey Joint Union High School District and Members of the West End Consortium. The MOU will facilitate a fourth year of Adult Education Block Grant funding totaling \$200,000 for the period of the 2018-19 funding cycle.

BACKGROUND

The 2018-19 State Budget, under the auspices of Assembly Bill 104, appropriated five hundred million dollars to the California Community College Chancellor's Office (CCCCO) to provide funding to support adult education. AB 104 dedicates these appropriations to regional adult education consortiums, the distribution of which is determined by consortia plans that focus on expanding and improving education and workforce services for adults. The July 1, 2015, consortia, consisting of K-12 school districts, community college districts, and other partners developed three-year regional education and workforce service plans for adults. The 2018-19 State Budget extends the funding for these plans for a fourth year, with the direction to continue services implemented through the three-year consortia plans. There are no matching District funds required or impact to other funding or services at Chaffey College. These additional funds will contribute to continuing the employment of the Director of Adult Education and High School Partnerships, the Administrative Assistant II for the Office of Adult Education and High School Partnerships, as well as Adult Education Block Grant programming.

The West End Corridor Consortium maintains a consortium-wide account for the purpose of managing and carrying out consortium-wide activities for the achievement of goals per the regional plan. These consortium-wide funds are allocated to and expended through the fiscal agent and reflected as such in the 2018-19 CFAD. The Chaffey Joint Union High School District will continue to serve as the fiscal agent for the West End Corridor Consortium.

BUDGET IMPLICATIONS

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

Status of Funds – The 2018-2019 restricted general fund budget will be increased by \$200,000 for this program as indicated below:

48xxx	Income	\$200,000
52xxx	Classified Salaries	\$114,453
53xxx	Benefits	50,055

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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 54xxx
 Supplies
 25,492

 55xxx
 Other Services
 10,000

 Total
 \$200,000

Future Implications - None

RECOMMENDATION

It is recommended that the Governing Board approve the Memorandum of Understanding between the Chaffey Joint Union High School District and Members of the West End Consortium. The MOU will facilitate a fourth year of Adult Education Block Grant funding totaling \$200,000 for the period of the 2018-19 funding cycle.

Prepared by: Matthew Morin, Director, Adult Education and High School Partnerships

Submitted by: Jim Fillpot, Dean, Institutional Research, Policy and Grants

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

Recommended by: Henry D. Shannon, Superintendent/President

September 27, 2018
Board Meeting Date

TOPIC CONTRACT, PURCHASE ORDER, AND WARRANT LISTS

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

The attached reports represent all contracts, purchase orders, and district warrants for the month of September 2018.

BUDGET IMPLICATIONS

Funding Source - All Funds

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

Future Implications - None

RECOMMENDATION

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

Prepared by:	Eva Ramirez, Interim Director, Purchasing Services
Reviewed by:	Kim Erickson, Executive Director, Business Services
Submitted by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry Shannon, Superintendent/President

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS119	3Play Media	Boston, MA	For a not-to-exceed amount, to provide captioning and transcription for the College's website, for the period of July 2, 2018 through June 29, 2019, as approved by Marketing and Public Relations.	\$750.00	Unrestricted General Fund
2019PW55	ABM Electrical Power Services, LLC	Ontario, CA	For a not-to-exceed amount, to prepare site and install five (5) ChargePoint CT-4000 Dual-Port electric vehicle charging stations at the Chino, Fontana, and Rancho Cucamonga Campuses, for the period of August 31, 2018 through September 21, 2018, as approved by Administrative Affairs. Contract awarded through an informal bid process, bidder failed to acknowledge the second addendum on the Bid Form; however, the District concluded that this error was immaterial and therefore, a waivable error. District accepted the bid from ABM Electrical Power Services, LLC, as responsive.	122,086.00	Capital Projects Fund
2019CS110	ACI Specialty Benefits	San Diego, CA	Annual service agreement for the 2018-2019 Employee Assistance Program and crisis management counseling for benefit eligible employees in the following employee groups: management, faculty, confidential, and professional experts, for the period of July 1, 2018 through June 30, 2019, as approved by Human Resources.	8,539.80	Unrestricted General Fund
2019CS118	Aimee Mele	Ontario, CA	For a not-to-exceed amount, to provide on-call sign language interpreter services to students, for the period of July 1, 2018 through June 30, 2019, as approved by Disability Programs and Services. ²	12,000.00	Restricted General Fund
2019CS87	Alvarez & Associates – CPTED, Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to furnish administrative and general investigation services for the period of August 1, 2018 through June 30, 2019, as approved by Human Resources.	5,000.00	Unrestricted General Fund
2019CS129	American Crane Training & Consulting Inc.	Orcutt, CA	For a not-to-exceed amount, to provide training for workers of District's business clients and community partners in the areas of, but not limited to: mobile crane training on mobile telescopic cranes, fixed cab and swing cab, for the period of August 1, 2018 through June 30, 2019, as approved by Economic Development. ³	2,000.00	Restricted General Fund

Funding for all contracts and change orders on this list are included in the 2018-2019 adopted district budgets.
 Funded by Disability Programs and Services (DPS) budget.
 Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS72	Angelique Rogers	Highland, CA	For a not-to-exceed amount, to provide professional development workshops for CalWORKs students in the topics of but not limited to: business etiquette, etiquette for digital work, time management, building successful habits, improving communication skills, emotional intelligence, extreme attitude makeover, dress for success, and selfmotivation, for the period of September 1, 2018 through June 30, 2019, as approved by CalWORKs. ⁴	\$4,000.00	Restricted General Fund
2019CS141	Baldy Fire and Safety Inc.	Alta Loma, CA	For a not-to-exceed amount, to provide annual inspection and maintenance of fire extinguishers, fire sprinklers, fire hydrants, and fire suppression systems at the Rancho Cucamonga, Chino, and Fontana Campuses, and Off-Campus Centers, as mandated by, and in compliance with, California Code of Regulations, for the period of July 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	11,200.00	Unrestricted General Fund
2019CS56	Brian Vanderzanden	Beaumont, CA	Amendment 1 to increase the not-to-exceed amount for additional training and to add the following topics for InTech Center training services: advanced manufacturing, construction, mechatronics, industrial electrical, pre-engineering, machining, industrial mechanical, welding, NCCER programs, and HVAC, as approved by Economic Development. ⁵	1,040.00	Restricted General Fund
2019CS95	Career Training Solutions, LLC	Woodstock, GA	For a not-to-exceed amount, to deliver training for the Summer/Fall 2018 <i>Clinical Medical Assistant</i> program, for the period of July 21, 2018 through December 1, 2018, as approved by Community Education.	48,000.00	Unrestricted General Fund
2018CS664	CareerAmerica, LLC.	Boulder, CO	Contract of Service/End User License Agreement for GetAnswers Penny Financial Aid Chatbot online service, customized for Chaffey College, which includes 24/7/365 artificial intelligence chatbot, customizable financial aid knowledge base, indexing of financial aid webpages, and mobile responsiveness, for the period of July 1, 2018 through June 30, 2019, as approved by Financial Aid. ⁶	7,750.00	Restricted General Fund
2019CS185	Christopher Bertolino	Rancho Cucamonga, CA	For a not-to-exceed amount, participate in an exhibition at the Rancho Cucamonga City Hall, for the period of September 1, 2018 through September 14, 2018, as approved by Wignall Museum.	250.00	Unrestricted General Fund

 ⁴ Funded by Career Development grant funds.
 ⁵ Funded by Economic Development grant funds.
 ⁶ Funded by Board Financial Assistance Program (BFAP) Financial Aid budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS135	Coastal Handyman Connection	Riverside, CA	For a not-to-exceed amount, to provide training for workers of District's business clients and community partners in the areas, not limited to: advanced manufacturing, industrial electrical, industrial mechanical, HVAC, construction, preengineering, welding, mechatronics, machining, and NCCER programs, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ⁷	\$11,000.00	Restricted General Fund
2019CS140	Controltec Inc.	Escondido, CA	Service License Usage and Maintenance Fee, to provide Center Track proprietary software system to track information pertaining to attendance at the Child Development Center, located at the Rancho Cucamonga campus, for the period July 1, 2018, through June 30, 2019, as approved by Child Development Center.	3,090.00	Children's Center fund
2019PW133	Custom Asphalt, Inc.	Pomona, CA	For a not-to-exceed amount, install approximately 150 tons of Class II base material, fine grade, water, compact, and stripe approximately 114,000 square feet of exiting soil at Parking Lot 14 and Utility Field, located at the Rancho Cucamonga Campus, for the period of August 13, 2018 through August 20, 2018, as approved by Facilities Development.8	24,999.00	Restricted General Fund
2019CS58	Developing Leaders, Inc.	Fontana, CA	For a not-to-exceed amount, to provide training for workers of District's business clients and community partners in the areas, not limited to: business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills, and safety skills, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ⁹	40,000.00	Restricted General Fund
2019CS104	Duane Tkatch	Fontana, CA	For a not-to-exceed amount, to provide professional photography services for social media and advertising purposes, for the period of July 24, 2018 through June 29, 2019, as approved by Marketing and Public Relations.	3,500.00	Unrestricted General Fund
2019CS68	Educational Management Solutions	Murphys, CA	For a not-to-exceed amount, to examine reclassification appeal requests submitted by District employees and/or union representatives, for the period of July 1, 2018 through June 30, 2019, as approved by Human Resources.	2,000.00	Unrestricted General Fund
2019CS105	Elite Live Scan & Process Server	San Bernardino, CA	For a not-to-exceed amount, to provide live scan fingerprinting services for apprentices and Federal Work Study students, for the period of July 1, 2018 through June 30, 2019, as approved by Child Development Center.	4,500.00	Children's Center Fund

 ⁷ Funded by Economic Development grant funds.
 ⁸ Funded by Physical Plant & Instructional Support Block grant budget.
 ⁹ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS81	Ellucian	Reston, VA	To provide a software maintenance agreement for Ellucian Mobile Foundation Services, for the period of August 1, 2018 through July 31, 2019, as approved by Administrative Systems.	\$20,374.00	Unrestricted General Fund
2019CS186	Erasmo Tapia	Canoga Park, CA	For a not-to-exceed amount, to participate in an exhibition at the Rancho Cucamonga City Hall, for the period of September 1, 2018 through September 14, 2018, as approved by Wignall Museum.	250.00	Unrestricted General Fund
2019CS54	James des Lauriers	Claremont, CA	For a not-to-exceed amount, to provide professional services for the Tree Committee, for the period of July 1, 2018 through June 30, 2019, as approved by Administrative Services.	1,500.00	Unrestricted General Fund
2019CS122	John A. Gilkey	Upland, CA	For a not-to-exceed amount, to provide piano tuning and repair services as needed for the music department, for the period of August 13, 2018 through June 30, 2019, as approved by Visual and Performing Arts.	4,205.00	Unrestricted General Fund
2019CS74	Jonathan B. Fox	La Jolla, CA	For a not-to-exceed amount, to convene meetings with business, industry, non-profit and governmental partners to identify training needs and related opportunities, with the primary goal of expending federal, state and local grants/contracts, meet the objectives of grants/contracts and maintain grant/contract compliance, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ¹⁰	35,000.00	Restricted General Fund
2019CS59	Katherine J. Edwards, Esq.	Huntington Beach, CA	For a not-to-exceed amount, to provide as- needed independent, impartial and confidential investigations of workplace allegations, concerns or other information as requested by the District, for the period of July 1, 2018 through June 30, 2019, as approved by Human Resources.	20,000.00	Unrestricted General Fund
2019CS117	Kelikani Consulting, LLC	Beaumont, CA	For a not-to-exceed amount, to create a motion graphics video of the timeline of transformational initiatives and programs at the College, for the period of July 24, 2018 through August 15, 2018, as approved by Marketing and Public Relations.	3,400.00	Unrestricted General Fund
2019CS28	KRPA A Corporation	Walnut Creek, CA	For a not-to-exceed amount, to engage with major business and economic development organizations across the state to inform them and, in turn, promote broader awareness of the workforce development potential of the clean energy sector, for the period of July 1, 2018 through June 30, 2019, as approved by Sector Navigator. ¹¹	40,000.00	Restricted General Fund

Funded by Economic Development grant funds.Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS106	Lorbel Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide semi- annual and annual preventative maintenance of Uninterruptible Power Supply (UPS), battery and generator at the Rancho Cucamonga Campus, for the period of August 25, 2018 through August 24, 2019, as approved by Technical Services.	\$3,700.00	Unrestricted General Fund
2018CS656	LV Integrators	North Hills, CA	Amendment 1 to extend the completion date to October 31, 2018 to allow additional time to complete the fiber relocation project, as approved by Technical Services.	No Cost Impact	Unrestricted General Fund
2019CS131	LW Special Events Management LLC	Lake Elsinore, CA	For a not-to-exceed amount, to provide customer service webinar training for employees of District with a focus on sensitivity, delivery and the understanding of how critical their role is connecting with students/faculty, for the period of August 8, 2018 through September 30, 2018, as approved by Human Resources.	500.00	Unrestricted General Fund
2019CS27	Markazan Romero	Highland, CA	For a not-to-exceed amount, to provide training for workers of District's business clients and community partners in the areas of, but not limited to: advanced manufacturing, industrial electrical, HVAC, construction, preengineering, welding, mechatronics, machining, NCCER programs, business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills, and safety skills, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ¹²	13,000.00	Restricted General Fund
2019CS111	Melissa Cable	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide on-call sign language interpreter services to students, for the period of July 1, 2018 through June 30, 2019, as approved by Disability Program and Services. 13	12,000.00	Restricted General Fund
2019CS100	Melissa Quiroz	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide on-call sign language interpreter services to students, for the period of July 1, 2018 through June 30, 2019, as approved by Disability Programs and Services. ¹⁴	20,000.00	Restricted General Fund
2019CS136	Miller Electric MFG	Appleton, WI	For a not-to-exceed amount, to deliver training to District's business clients and community partners in the following areas: Miller Masters Certification, welding processes, and filler metals, for the period of August 13, 2018 through June 30, 2019, as approved by Economic Development. ¹⁵	8,000.00	Restricted General Fund

Funded by Economic Development grant funds.
 Funded by Disability Programs and Services (DPS) budget.
 Funded by Disability Programs and Services (DPS) budget.
 Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS29	Mt. SAC	Walnut, CA	Memorandum of Understanding whereas the Los Angeles/Orange County Center of Excellence will provide research and data findings to the Energy Construction and Utilities Sector Navigator for legislative decision-making, for the period of July 1, 2018 through June 30, 2019, as approved by Sector Navigator. ¹⁶	\$4,000.00	Restricted General Fund
2019CS61	Nicole Miller & Associates, Inc.	San Clemente, CA	For a not-to-exceed amount, to provide independent workplace investigations and safety and security assessments, for the period of July 1, 2018 through June 30, 2019, as approved by Human Resources.	30,000.00	Unrestricted General Fund
2019CS114	NyShae Perkins	Riverside, CA	For a not-to-exceed amount, to provide a presentation at the <i>Girl Talk</i> event on July 28, 2018, as approved by Student Services. ¹⁷	300.00	Restricted General Fund
2019CS47	Patrick Miller	Los Angeles, CA	For a not-to-exceed amount, to provide as- requested DJ music entertainment for Wignall Museum receptions and events, for the period of July 26, 2018 through June 30, 2019, as approved by Wignall Museum.	1,400.00	Unrestricted General Fund
2019CS157	PrintB3	Rancho Cucamonga, CA	For a not-to-exceed amount, to fabricate, setup and install laminated grand format wall prints in the Math Success Center, located at the Rancho Cucamonga Campus, for the period of August 21, 2018 through September 29, 2018, as approved by Math and Science.	4,345.66	Unrestricted General Fund
2018CS550	Quiel Signs	San Bernardino, CA	Amendment 1 to extend the completion date to September 30, 2018 to allow additional time to complete the electronic marquee display project, as approved by Technical Services.	No Cost Impact	Unrestricted General Fund
2019CS101	Rick Gulizia	Colton, CA	For a not-to-exceed amount, to provide training for workers of District's business clients and community partners in the areas of, but not limited to: advanced manufacturing, industrial electrical, industrial mechanical, HVAC, construction, pre-engineering, welding, mechatronics, machining, and NCCER programs, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. 18	19,500.00	Restricted General Fund
2019CS113	RISE Interpreting Inc.	Riverside, CA	For a not-to-exceed amount, to provide American Sign Language interpreting services for hearing impaired students, for the period of July 1, 2018 through June 30, 2019, as approved by Disability Programs and Services. ¹⁹	10,000.00	Restricted General Fund

Funded by Economic Development grant funds.
 Funded by Student Equity budget.
 Funded by Economic Development grant funds.
 Funded by Disability Programs and Services (DPS) budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS75	RISE Interpreting Inc.	Riverside, CA	For a not-to-exceed amount, to provide American Sign Language interpreting services for hearing impaired individuals, for the period of July 1, 2018 through June 30, 2019, as approved by Human Resources.	\$30,000.00	Unrestricted General Fund
2019CS98	Sheri Geerer	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide on-call sign language interpreter services to students, for the period of July 1, 2018 through June 30, 2019, as approved by Disability Programs and Services. ²⁰	20,000.00	Restricted General Fund
2019CS128	Shred-It US JV LLC	Riverside, CA	For a not-to-exceed amount, to provide district-wide document shredding and on-call disposal services, for the period of July 1, 2018 through June 30, 2019, as approved by Business Services.	30,000.00	Unrestricted General Fund
2019CS115	Siemens Industry Inc.	Cypress, CA	For a not-to-exceed amount, to install one modular panel to provide communication to two Trane chillers at the Central Plant located at the Rancho Cucamonga Campus, for the period August 1, 2018 through October 31, 2018, as approved by Facilities/Physical Plant.	21,741.00	Scheduled Maintenance and Unrestricted General Fund
2019CS85	Spectrum Striping Services, Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, to re-stripe existing markings at parking lots at the Chino, Fontana, and Rancho Cucamonga campuses for the period of July 25, 2018 through December 31, 2018, as approved by Facilities/Physical Plant.	43,736.00	Capital Projects Fund
2019CS22	Stephen Nagy	Victorville, CA	Amendment 1 to increase the not-to-exceed amount for additional InTech Center training services, as approved by Economic Development. ²¹	3,700.00	Restricted General Fund
2019CS184	Victoria Ramirez	Fontana, CA	For a not-to-exceed amount, participate in an exhibition at the Rancho Cucamonga City Hall, for the period of September 1, 2018 through September 14, 2018, as approved by Wignall Museum.	250.00	Unrestricted General Fund
2019CS116	Western Indoor Environmental Services	Monterey Park, CA	For a not-to-exceed amount, to steam clean, sanitize and degrease kitchen exhaust fans and hoods at the Child Development Center and at the Dining Commons located in the MACC building on the Rancho Cucamonga Campus, for the period of August 3, 2018 through October 31, 2019, as approved by Facilities/Physical Plant.	2,690.00	Auxiliary and Unrestricted General Fund

List reflects contracts entered into and change orders to existing contracts for the month of August 2018.²²

Funded by Disability Programs and Services (DPS) budget.
 Funded by Economic Development grant funds.
 Funding for all contracts and change orders on this list are included in the 2018-2019 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE

WARRANT REGISTER REPORT

FOR THE MONTH OF AUGUST 2018

GENERAL FUNDS (10)

PAYROLL 4,770,020.79 COMMERCIAL 5,162,224.20

TOTAL FUND (10) 9,932,244.99

SCHEDULED MAINTENANCE FUND (42) 12,220.08

BUILDING FUND (40) 421,330.39

EARLY RETIREMENT FUND (61)

VACATION LIABILITY (69) 26,745.20

CAPITAL OUTLAY PROJECT FUND (41) 285,190.00

CHILD DEVELOPMENT FUND (33)

PAYROLL 49,428.33 COMMERCIAL 75,353.03

TOTAL FUND (33) 124,781.36

TOTAL ALL FUNDS \$ 10,802,512.02

PAYROLL WARRANT/ADVICE NUMBERS

124476-124543 389571-390858

COMMERCIAL WARRANT NUMBERS

1012575-1012637 1705842-1706652

PURCHASE ORDER NUMBERS

BPO's 13652-13741 \$ 2,197,639.21 PO's 50490-50698 \$ 568.446.25