



AGENDA  
**MEETINGS OF THE GOVERNING BOARD**  
**CHAFFEY COMMUNITY COLLEGE DISTRICT**  
Wednesday, November 14, 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. Sabbatical Report – Stephen Calebotta
    2. Sabbatical Report – Sandra Collins
    3. Sabbatical Report – Douglas Duno
- IV. **REGULAR SESSION**
  - A. RECONVENE IN REGULAR SESSION
    1. Pledge of Allegiance
  - B. PUBLIC COMMENTS
  - C. COMMUNITY LINKAGES
    1. Governing Board
    2. Legislative Update
    3. Foundation
  - D. REPORTS
    1. Closed Session Actions
    2. Monitoring
      - a. Quarterly Investment Report and Annual Statements of Investment Guidelines
  - E. CONSENT AGENDA
    1. Governance Process
      - a. Approval of Minutes, October 22, 2018
    2. Academic Affairs
      - a. 2019 Summer Academic Calendar
      - b. Curriculum
      - c. Sabbatical Report – Stephen Calebotta
      - d. Sabbatical Report – Sandra Collins
      - e. Sabbatical Report – Douglas Duno

3. Business/Fiscal Affairs
  - a. 2018-2019 California State Preschool (CSPP – 8419) Amendment 01
  - b. 2018-2019 General Child Care and Development Programs (CCTR-8190) Amendment 01
  - c. 2018-2019 Upward Bound Program (UB Year 2-5734) Amendment 01
  - d. Approval to Authorize Agreement for Police Dispatch Services with Fontana Unified School District
  - e. Budget Increase – Restricted General Fund
  - f. California Community Colleges Broadband Connectivity Equipment Grant for Chaffey Community College District
  - g. California Community Colleges Broadband Connectivity Equipment Grant for Chaffey Community College District, Fontana Campus
  - h. Center of Excellence for the Inland Empire/Desert Region – Contract Agreement between Riverside Community College District on Behalf of Moreno Valley College and Chaffey College for Support of the Strong Workforce P15 Regional Data Analysis and Alignment Project
  - i. Child Development Center 2018-2022 Child Care Access Means Parents in School Program (CCAMPIS) Grant
  - j. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
  - k. Supplemental Award for Title V (HSI) Grant – FY 2018-2019
  - l. The Regents of the University of California Puente Project and Chaffey College Agreement No. 18-Puente-CC-05
4. Human Resources
  - a. Hourly Position Certification
  - b. Student Worker Position Certification

F. ACTION AGENDA

1. Business/Fiscal Affairs
  - a. Contract, Purchase Order, and Warrant Lists

G. CEO/STAFF REPORTS

1. Superintendent/President
2. Faculty Senate
3. Classified Senate
4. California School Employees Association (CSEA)
5. Chaffey College Faculty Association (CCFA)
6. Child Development Center Faculty Association (CDCFA)

H. BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

V. **ADJOURNMENT**

*The next regular meeting of the Governing Board will be Thursday, December 13, 2018.*

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

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

(Information)

November 14, 2018

Board Meeting Date

TOPIC **QUARTERLY INVESTMENT REPORT AND ANNUAL STATEMENTS OF INVESTMENT GUIDELINES**

Communication No. IV.D.2.a

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SUPPORTS BOARD POLICY

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

PROPOSAL

To present the quarterly investment report and the annual statements of investment guidelines for information only.

BACKGROUND

As suggested in Government Code 53646, the district investment reports may be presented to the board quarterly and the investment guidelines annually. The quarterly investment report for the quarter ended September 30, 2018, and the investment guidelines are attached. The investment guidelines include the general investment guidelines statement and the investment guidelines statement for construction funds.

BUDGET IMPLICATIONS

*Funding Source* – All funds

*Status of Funds* – N/A

*Future Implications* – N/A

RECOMMENDATION

To review the quarterly investment report for the quarter ended September 30, 2018 and the investment guidelines as presented.

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

# Chaffey Community College District Investment Report



## Governing Board

Kathleen R. Brugger, President  
Gloria Negrete McLeod, Vice President  
Gary C. Ovitt, Clerk  
Lee C. McDougal, Member  
Katherine Roberts, Immediate Past President  
  
Moises Rosales, Student Trustee  
  
Dr. Henry D. Shannon, Superintendent/President

September 30, 2018

# Chaffey Community College District


## Investment Report

### Summary

For The Period Ended September 30, 2018

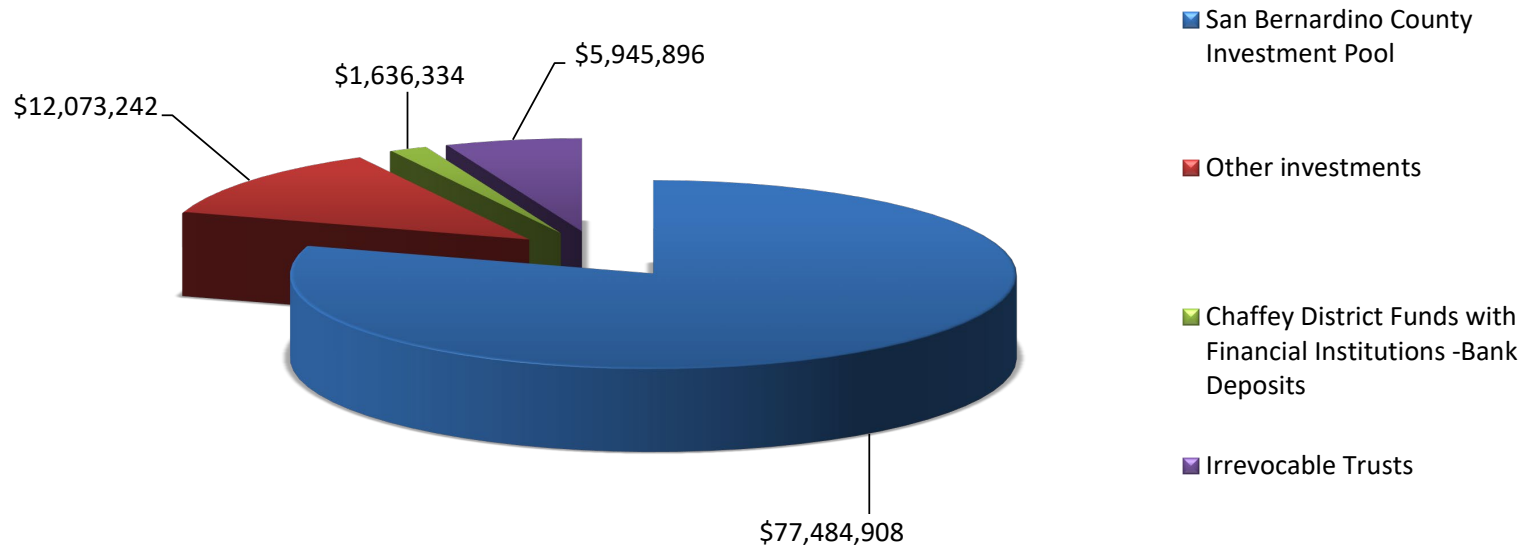
General Portfolio	Fund Value	Market Value
<b>General Portfolio</b>		
San Bernardino County Investment Pool	\$ 77,484,908	\$ 78,004,367
Other Investments	12,073,242	12,126,785
Irrevocable Trusts	5,945,896	7,992,163
Chaffey District Funds with Financial Institutions - Bank Deposits	1,636,334	1,636,334
<b>Total General Portfolio</b>	<u>\$ 97,140,380</u>	<u>\$ 99,759,649</u>

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

  
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Lisa Bailey  
Associate Superintendent, Business Services & Economic Development

**Chaffey Community College District**  
Investment Report

**Summary**  
**For The Period Ended September 30, 2018**



# Chaffey Community College District

## Investment Report

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

For The Period Ended September 30, 2018

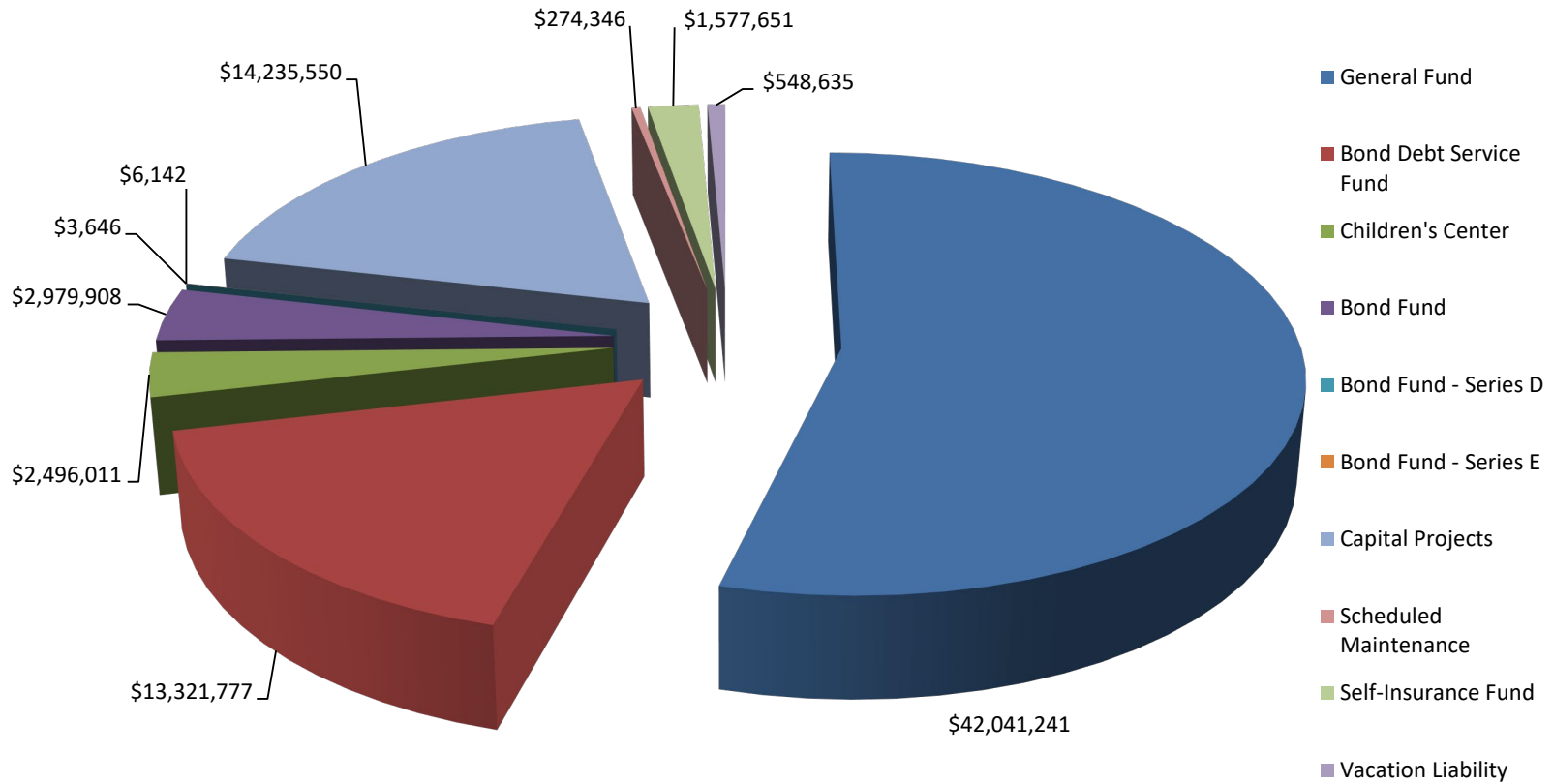
Funds/Accounts in County Investment Pool	Fund Number	Account Number	Fund Total	
General Fund	10	9110	\$ 42,041,241	
Bond Debt Service Fund	21	9110	13,321,777	
Children's Center	33	9110	2,496,011	
Bond Fund	40	9110	2,979,908	
Capital Projects	41	9110	14,235,550	
Scheduled Maintenance	42	9110	274,346	
Bond Fund - Series D	45	9110	3,646	
Bond Fund - Series E	46	9110	6,142	
Self-Insurance Fund	61	9110	1,577,651	
Vacation Liability	69	9110	548,635	
<b>Total Funds in County Investment Pool</b>			\$ 77,484,908	*Market Value Share <u>\$ 78,004,367</u>
<b>Annualized Yield for Quarter Ended</b>	9/30/2018	1.93%		
<b>Annualized Yield for Quarter Ended</b>	6/30/2018	1.85%		
Other Investments			Fund Total	Market Value
US Bank/Payden & Rygel - Series E			12,073,242	12,126,785
<b>Total Other Investments</b>			\$ 12,073,242	\$ 12,126,785
Irrevocable Trusts			Fund Total	Market Value
Benefit Trust Company - Other Post Employment Benefits (OPEB)			5,429,669	7,193,153
Benefit Trust Company - Pension Stability Trust (PST)			516,227	799,010
<b>Total Irrevocable Trusts</b>			\$ 5,945,896	\$ 7,992,163

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

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

**Chaffey Community College**  
Investment Report

**Chaffey District Funds in San Bernardino County Investment Pool**  
For The Period Ended September 30, 2018



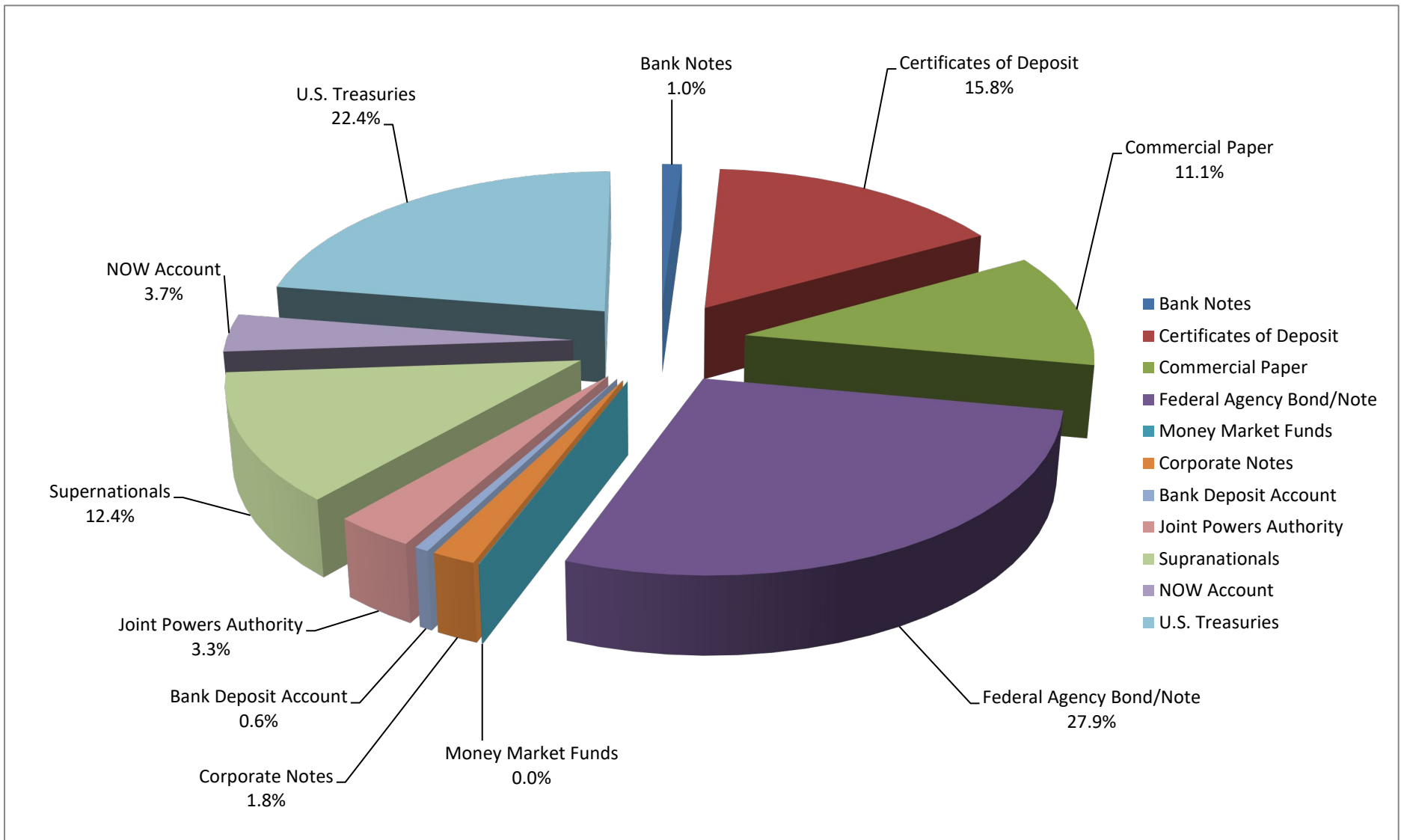


**Chaffey Community College District**  
Investment Report

**San Bernardino County Pool Summary**  
For The Period Ended September 30, 2018

Security Type	Par(\$)	Amortized Cost	Market Value	Yield to Maturity
Bank Notes	\$ 65,000,000.00	\$ 64,989,299.50	\$ 64,131,870.00	2.47%
Certificates of Deposit	965,700,000	965,660,695	965,630,989	2.27%
Commercial Paper	680,000,000	679,012,361	678,889,370	2.22%
Corporate Notes	109,000,000	108,992,025	108,449,426	1.92%
Federal Agencies	1,725,347,000	1,724,398,642	1,708,755,654	1.76%
Supranationals	770,000,000	768,764,196	761,065,809	1.70%
Money Market Funds	2,000,000	2,000,000	2,000,000	1.91%
Bank Deposit Account	35,000,000	35,000,000	35,000,000	2.00%
Joint Powers Authority	200,000,000	200,000,000	200,000,000	2.19%
NOW Account	225,000,000	225,000,000	225,000,000	2.11%
U.S. Treasuries	1,400,000,000	1,392,166,482	1,374,534,175	1.80%
	<hr/>	<hr/>	<hr/>	
<b>Total Securities</b>	<b>\$ 6,177,047,000</b>	<b>\$ 6,165,983,701</b>	<b>\$ 6,123,457,292</b>	<b>1.93%</b>
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
Cash Balances	\$ 199,385,900	\$ 199,385,900	\$ 199,385,900	
	<hr/>	<hr/>	<hr/>	
<b>Total Investments</b>	<b>\$ 6,376,432,900</b>	<b>\$ 6,365,369,600</b>	<b>\$ 6,322,843,192</b>	
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	
Accrued Interest	0	20,666,124	20,666,124	
	<hr/>	<hr/>	<hr/>	
<b>Total Portfolio</b>	<b>\$ 6,376,432,900</b>	<b>\$ 6,386,035,724</b>	<b>\$ 6,343,509,316</b>	
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	

**Chaffey Community College District**  
**Investment Report**  
**San Bernardino County Pool Summary Distribution**  
**For The Period Ended September 30, 2018**



**Chaffey Community College District**  
Investment Report

**Chaffey District Funds with Financial Institutions - Bank Deposits**  
**For The Period Ended September 30, 2018**

Institution	Account Name	Collateralized Deposits	Total Deposits	Interest Rate	Maturity Date
Citizen's Business Bank	Associated Student Body Bus. Analyzed Public Funds Acct.	344,668	344,668	*	N/A
Citizen's Business Bank	Associated Student Body Insured Money Market Public Acct.	149,448	149,448	0.35%	N/A
Citizen's Business Bank	Revolving Cash Fund Bus. Analyzed Public Funds Acct.	18,870	18,870	*	N/A
Citizen's Business Bank	Clearing Account Bus. Analyzed Public Funds Acct.	1,123,349	1,123,349	*	N/A
<b>Total All Banking Institutions</b>		<u>\$ 1,636,334</u>	<u>\$ 1,636,334</u>		

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

All funds are collateralized and fully insured.

**CHAFFEY COMMUNITY COLLEGE DISTRICT  
GENERAL INVESTMENT GUIDELINES STATEMENT  
NOVEMBER 14, 2018**

It shall be the investment guidelines of Chaffey Community College District to achieve the highest possible fiscal return on monies derived from all sources consistent with:

- A. State law (Sections 53601 et seq. and 53635 et seq. of the California Government Code).
- B. Good fiscal practice.
- C. A quasi-liquid position.
- D. Concern as to the source of funds available for investment.
- E. Appropriate procedures in place to safeguard all cash and investments.

**Acceptable Investments:**

U.S. Treasury Instruments	Federal Agency Securities
Collateralized Mortgage Issues	Repurchase Agreements
Domestic Money Market Certificates	Certificates of Deposit
Market Sweep Accounts	Bankers Acceptances
Commercial/Financial Paper	Medium Term Note Obligations
Asset Backed Securities	Municipal Securities
Money Market Sweep Accounts	

**Maturity Parameters**

Maximum maturity of any single issue: 5 years

**Credit Quality & Concentration Restrictions**

- A. Commercial paper must carry the highest letter and numerical ranking (A- 1 /P- 1/F- 1) as provided for by at least two of the three following nationally recognized rating services: Standard & Poor's (A-1), Moody's Investment Services (P-1) or Fitch IBCA Inc. (F-1). Eligible paper is further limited to issuing corporations of \$500,000,000 and have long-term debt ratings, if any, of "A" or better.

In addition, no more than 15% of the portfolio may be invested in commercial paper; unless the dollar-weighted average of commercial paper held is less than 31 days. Given this restriction, a maximum of 30% of the portfolio can be invested in

commercial paper. Purchases of commercial paper may not exceed 270 days maturity nor represent more than 10% of the outstanding paper of the issuing corporation.

- B. No more than 30% of the portfolio can be invested in certificates of deposit or in corporate obligations (rated A or better).
- C. No more than 20% of the portfolio may be invested in any issuer except for U.S. government securities and federal agency securities.
- D. No more than 40% of the portfolio can be invested in bankers acceptances and may not exceed 180 days maturity. No more than 30% of the portfolio can be placed in bankers acceptances of any single commercial bank. Issuing banks must be rated by two of the nationally recognized rating agencies (see above) and must not be rated below the following minimum short-term ratings: A- I /P- 1 /F- 1.
- E. No more than 20% of the portfolio can be invested in collateralized mortgage obligations (CMOs) and asset backed securities. Securities eligible for investment shall have a credit rating of "AA" or better and its issuer shall have a credit rating of "A" or higher for the issuer's debt by at least two nationally recognized rating services (see above).
- F. No more than 30% of the portfolio may be invested in medium-term notes. Eligible notes shall be rated "A" or better by at least two of the three nationally recognized rating agencies (see above). Additionally, if the medium-term note issuer has any short-term rating, it may not be less than the following: A-I/P-I/F-1.
- G. At the time of purchase, all permitted investments shall conform in all respects with these investment guidelines statement and with California Government Code Sections 53601, 53601.1, 53601.2, 53601.6, 53601.5 and 53635 as such may be amended from time to time. If a percentage restriction is adhered to at the time of purchase, a later increase or decrease in percentage resulting from a change in values or assets will not constitute a violation of that restriction. Furthermore, if a credit rating standard is adhered to at the time of purchase; a later downgrade in credit rating will not constitute a violation of that standard. Securities which are downgraded below the minimum acceptable rating levels must be reviewed for possible sale within a reasonable amount of time.
- H. Any investment transactions, credit risk criterion, or market valuation which is not in compliance with this investment policy must be documented and approved, by the president or associate superintendent of business services and economic development, in writing. Thereafter, action shall be taken by the president or associate superintendent of business services and economic development to correct such matter as soon as practical.

**Memorandum of Investment**  
(Effective November 14, 2018)

Consistent with board investment guidelines, the president and associate superintendent of business services and economic development are authorized to invest as follows:

- A. County treasury through the San Bernardino County Schools pool
- B. Investments required through participation in tax revenue anticipation notes (TRANS) and certificates of participation
- C. Banks or savings associations whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC Insured)
- D. State or federal credit unions whose accounts are insured by the National Credit Union Share Insurance Fund or guaranteed by the California Credit Union Share Guaranty Corporation. Investment in state or federal credit unions is prohibited if any member of the Governing Board or any individuals responsible for investment-making decisions of the district also serve on the board of directors or any board appointed committee of the state or federal credit union.

**CHAFFEY COMMUNITY COLLEGE DISTRICT  
INVESTMENT GUIDELINES FOR CONSTRUCTION FUNDS  
NOVEMBER 14, 2018**

**I. STATEMENT OF PURPOSE**

The purpose of this statement is to establish a clear understanding between Chaffey Community College District and the Investment Advisors regarding investment objectives, goals, and guidelines for the Construction Funds investment portfolio. It is intended to provide meaningful guidance in the management of the portfolio and not be overly restrictive given the changing economic and investment market conditions. This policy statement shall be reviewed no less than annually by the Investment Committee or its authorized representative and the Investment Advisor. Any modifications to this policy should be immediately provided to the Investment Advisors.

**II. RULES**

- A.** General Rule: Chaffey Community College will operate its Construction Fund investments under the prudent-man. This affords Chaffey CCD a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under current legislation of the State of California {Government Code Section 53600, et. seq.}.
- B.** Criteria for selecting investments and the order of priority are known by the California Municipal Treasurer’s Association as “SLY”:
- 1.) **Safety:** The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. Chaffey Community College District only operates in those investments that are considered very safe.
  - 2.) **Liquidity:** This refers to the ability to “cash in” at any moment in time with a minimal chance of losing some portion of principal or interest. Liquidity is an important investment quality, especially when the need for unexpected funds appears occasionally.
  - 3.) **Yield:** This is the potential dollar earnings an investment can provide, and sometimes is described as the “rate of return”.

### **III. INVESTMENT OBJECTIVES**

Preservation and protection of Chaffey CCD'S capital is the guiding philosophy of the investment advisor which will manage each portfolio to meet the guidelines stated in the California Government Code 53600 and 53601. This is primarily a fixed income portfolio comprised of domestic fixed income instruments and cash equivalents, and is intended to be structured in accordance with Chaffey CCD's objectives. This portfolio will be managed less aggressively than strictly discretionary fixed income portfolios. In accordance with the investment objectives stated below, assets in the portfolio will be managed in a conservative manner.

The primary investment objective is:

#### **Safety of Principal**

The safety and risk associated with an investment refers to the potential loss of principal, interest, or a combination of these amounts. Chaffey CCD will only operate in those investments that are considered to have a high degree of safety of principal and that concurs with the provisions of this Investment Policy.

#### **Preservation of Purchasing Power**

Asset growth, exclusive of contributions and withdrawals, should exceed the rate of inflation in order to preserve the purchasing power of Chaffey CCD's assets.

The secondary, but also important investment objective is:

#### **Growth of Capital**

- A.** Asset growth, exclusive of contributions and withdrawals, should also exceed the return of the Local Agency Investment Fund (LAIF) plus fees on a consistent basis. If the investment policies of LAIF should change, this objective will be re-evaluated.
- B.** Asset growth, exclusive of contributions and withdrawals, should provide a rate of return competitive with that of an index comprised of the Barclay's 1-3 Year Government/Corporate Index and 90 Day Treasury Bills, while incurring similar or less risk than such index. Growth of capital shall be expected to be somewhat less than that of a more aggressively structured discretionary fixed income portfolio over time.
- C.** Cash flow and asset/liability matching information will be made readily available to the investment advisor. Adequate liquid cash should be maintained by Chaffey CCD so that a forced sale of longer-term securities at a loss is unnecessary to cover short-term cash needs. The overall program shall be designed and managed with a degree of professionalism worthy of the public trust. Losses are acceptable on a sale before maturity and should be taken only if the reinvested proceeds will earn a total return greater than what would have been earned by the old investment considering any capital loss or foregone interest on the original investment, or to accommodate an unforeseen or immediate, unpredicted need for



funds. While active management of the account will be utilized to attain the highest returns with the least amount of risk the investment advisor should only buy securities that could be held to maturity without loss to Chaffey CCD.

The above objectives are expected to be achieved over a minimum time horizon of 1.0 – 5 Years. Should these parameters change, the Investment Advisor will be authorized to make the appropriate adjustments and allocations to the portfolio to meet the new requirements. All changes and adjustment will be approved by the Investment Committee or their authorized representative.

#### **IV. INVESTMENT GUIDELINES**

**General:** Subject to the limitations stated herein, if an approved outside investment advisor is utilized, they may be given full discretion consistent with the investment objective of this portfolio. The asset allocation of the portfolio between fixed income and cash equivalents will vary according to the investment advisor's outlook for the economy and the financial markets. A portion of the portfolio may be allocated to cash equivalents when the investment advisor deems prudent.

**Fixed Income Investments:** The fixed income portion of the portfolio will consist entirely of U.S. dollar denominated, investment grade issues. The portfolio will be well diversified, utilizing U.S. Treasuries, and securities issued by Federal Agencies. Corporate Securities will be allowable as indicated in Section VI. Portfolio Restrictions. Securities may have a maximum -5-Year final stated maturity. The maturity structure of the portfolio will vary according to the investment advisors interest rate outlook, tailored within the restrictions Chaffey CCD has specified. The investment advisor is an active fixed income manager, and securities will not necessarily be held until maturity.

**Short-Term Investment:** Short-Term investments will consist of U.S. Treasury Bills, floating rate notes or similar instruments and/or U.S. Government Money Market funds.

**Endowment Proceeds.** Notwithstanding any other provision herein stated, the investment of proceeds of the District's Election of 2002 General Obligation Bonds, Series 2012E (the "Endowment Proceeds"), and interest earnings thereon, shall be separately invested and accounted for in accordance with the restrictions contained in Section 12(b)(1) of the resolution of the Board of Trustees of the District authorizing the issuance of the such bonds, adopted on June 28, 2012 (the "Endowment Resolution").

#### **V. INVESTMENT PERFORMANCE REVIEW and REPORTS**

Monthly statements with positions marked to the market, all transactions and summary of income will be sent to the Investment Committee or its designated representative.

The portfolio performance results will be measured on a quarterly basis by the investment advisor. Investment performance will be measured against commonly accepted market benchmarks which approximate the specific restrictions on the portfolio in accordance with applicable current legislation by the State of California.

Notwithstanding the foregoing, with respect to the investment of the District's Endowment Proceeds, statements and portfolio performance results shall be delivered in such a time and manner as to permit the District to comply with the recordkeeping and monitoring requirements of Section 12(b)(2) of the Endowment Resolution.

## **VI. PORTFOLIO RESTRICTIONS**

Within the framework of the above stated objectives, Chaffey CCD has placed the following further restrictions in California Government Code on the investment advisors:

1. No derivatives will be allowed in the portfolio.
2. Up to 100% of available funds are allowed to be placed in U. S. Treasury issues, FNMA, or FHLMC. However, not more than 30% of the available funds at the time of investment shall be placed in any one particular Agency of the U. S. Government (GNMA, FFCS, and FHLB). Furthermore, investments in any one financial institution in combination with any other debt from that institution shall not exceed 20% of Chaffey CCD's available funds.
3. Corporate Securities are allowed in Chaffey CCD's portfolio up to a maximum of 30% at the time of issuance, a credit rating of A or better, and a maximum maturity of five years. Except as provided in Section VI(4) below, the maximum remaining maturity on any position may be no longer than 5 years.
4. The investment of Endowment Proceeds, and interest earnings thereon, shall be invested in accordance with the provision of Section 12(b)(1) of the Endowment Resolution. In service thereof, the investment of such Endowment Proceeds in investments with maturities exceeding 5 years is hereby authorized.

## **VII. DELEGATION OF AUTHORITY**

Chaffey CCD's Investment Committee or its authorized representative is authorized to:

- A. Formulate any and all procedures necessary to implement this policy.
- B. Determine the allocation of the Chaffey CCD's total available funds available for investment.
- C. Engage consultants to assist in the investment, management, oversight, evaluation, or other services related to Chaffey CCD's investments.
- D. Take other actions, as appropriate and necessary, to implement and carry out this policy.

## **VIII. ETHICS AND CONFLICT OF INTEREST**

Officers, employees, and agents involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment

program, or which could impair their ability to make impartial decisions. Officers, employees, and agents involved in the investment process shall abide by the California Government Code Section 1090 et. seq. and the California Political Reform Act (California Government Code Section 81000 et. seq.)

**IX. SUMMARY**

All investments are to be made in a prudent manner. (Per Prudent Man rule Civil Code 2261).

The investment advisors will manage the assets in strict adherence to California Government Code 53600 - 53601 and to any other restrictions set forth in Chaffey CCD's Policy Statement.

This policy statement will be reviewed annually. Any additions or modifications of objectives and goals on the part of Chaffey CCD shall be brought to the attention of the investment advisor.

The investment of Endowment Proceeds shall be conducted and monitored in accordance with the specific requirements set forth in the Endowment Resolution.

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

November 14, 2018

Board Meeting Date

TOPIC APPROVAL OF MINUTES, OCTOBER 22, 2018

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Communication No. IV.E.1.a

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the October 22, 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 October 22, 2018, regular board meeting.

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

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

A regular meeting of the Chaffey Community College District Governing Board was held on Monday, October 22, 2018, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President Brugger called the meeting to order at 2:00 p.m.

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

Members absent: none

**CLOSED SESSION**

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

CSEA member Kim Noseworthy addressed the Board regarding CSEA Chapter 431's concerns and questions about the Measure P bond. She stated that CSEA believes that comments made on page 24 of the October 22 Board agenda by Mr. McDougal near the close of the September meeting were made after the meeting adjourned and were added to the minutes. She further stated that in light of the current culture of the college, the CSEA membership felt that the responses to the questions would mean more coming from the Governing Board. She said that CSEA is not playing games, and that they just want honest, straightforward, answers. She requested that her comments be made a part of the meeting minutes.

The Board convened in closed session at 2:02 p.m. Closed session was adjourned at 2:59 p.m.

**STUDY SESSION**

A study session commenced on the following topic:

Professional Development Annual Report – Dr. Michael McClellan introduced Cindy Walker and Vicky Valle from the Faculty Success Center.

Cindy Walker presented on the three facets of professional learning: professional development, faculty success center, and classified success network.

Vicky Valle reported on the activities of the Classified Success Network.

Mr. McDougal asked about what percentage, or how many, of classified employees attended the workshop on conflict. Ms. Valle believed there were approximately 15 attendees.

Ms. Roberts complimented the excellent graphics in the report. Dr. Shannon thanked the committee for their work, and mentioned that others have tried to mimic Chaffey's practices.

Ms. McLeod asked about encouraging more participation at events. Ms. Walker responded that there are liaisons between faculty and the faculty success center and a wide variety of modalities also helps to encourage more attendance. Ms. McLeod asked about including more classified employees. Ms. Valle responded that classified employees are allowed to attend with their supervisor's approval, and that most workshops are scheduled on Fridays when offices are not as busy. Mr. Ovitt asked if any incentives are given to encourage classified attendance. Ms. Valle responded that attendees are given pins for attending workshops. Mr. Ovitt suggested offering gift cards.

Mr. Rosales stated that students rate their professors online before taking their classes. He suggested that faculty members who have attended trainings should advertise that fact to their students.

### REGULAR SESSION

The regular session reconvened at 3:18 p.m., and Vice President McLeod led the Pledge of Allegiance to the Flag.

### PUBLIC COMMENTS

No public comments were made.

### COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Moises Rosales shared that Chaffey College Student Government (CCSG) participated in the Undocumented Student Week of Action led by the Dreamer's Club and the Undocumented Advocates Committee and helped people register to vote; has been campaigning for Measure P on and off campus; passed a resolution and signed endorsement letters in support of Measure P (the resolution is a part of the meeting minutes); and will collaborate with the Chaffey Breeze to host three candidate forums for the mayoral races in Ontario, Fontana, and Rancho Cucamonga.

Gary Ovitt reported attending the Chaffey College tailgate event, and he said that he felt very sorry for Compton College who lost to Chaffey with a score

of 91-0. He stated that he was proud of our team who is playing very well. Trustee Ovitt further reported that he presented twice regarding Measure P to the Ontario City Council. He also attended the City of Rancho Cucamonga art installation at City Hall and stated that he is very proud of our students and staff.

Other events attended by Trustee Ovitt include: Montclair High School varsity football game; West End YMCA Governance Committee meeting; Rancho Cucamonga High School varsity football game; Children's Fund; Children's Assessment Center Accreditation; National Core Executive Leadership Dinner; National Core Gala; Chaffey College Manufacturing Day at the InTech Center; Colony High School football game; walk precincts for Measure P and for CJUHSD candidate, Gil Zendejas; hosted a coffee for Ontario City Council candidate, Alan Wapner and OMSD candidate, Kris Brake; the Leaven IE Advisory Board Committee meeting; Montclair Chamber of Commerce Measure P presentation; National Core and City of Ontario Vista Verde Apartments groundbreaking; Alta Loma High School football game; volunteered at the Chino Hills Foundation Wine Walk; Ontario Chaffey Community Show Band concert; Children's Fund Executive Committee meeting; Chaffey Joint Union High School District Report to Community Leaders; walk precincts for Measure P and for OMSD candidate, Kris Brake; and Chaffey High School football game.

Lee McDougal offered the Board members an opportunity to attend a San Bernardino/Riverside joint meeting in Riverside to cast a vote as the representative to the San Bernardino Committee on School District Organization while he is out of state. Mr. Ovitt volunteered to attend on his behalf.

Mr. McDougal addressed the statement made by Ms. Noseworthy earlier in the meeting, and he stated that he disputes her assertion that the minutes were inaccurate. Based on his recollection and confirmed by the recorder, the minutes were an accurate reflection of the comments he made.

Katie Roberts reported attending four Rotary meetings, a discussion with California Attorney General Xavier Becerra at the InTech Center, the Vintners Ball, Latina Leadership Forum, and the tailgate event. Ms. Roberts also reported that she is putting on an event called *The Mobility Fair* for people in wheelchairs, walkers, canes, etc. hopefully at Chaffey High School or somewhere nearby in January.

Vice President Gloria Negrete McLeod announced that she attended the Chino City Council meeting to extend an invitation to the Report to the Community event, but she forgot to mention Measure P.

Board President Kathy Brugger announced that she attended the art reception at the Rancho Cucamonga City Hall; she and Vice President McLeod will be meeting with Mr. Thomas Epstein, Board of Governors President for the California Community Colleges tomorrow; the monthly Senior Disability Fund of

San Bernardino County meeting; Manufacturing Day; and a discussion with Xavier Becerra, California Attorney General, at the InTech Center. Ms. Brugger discussed an article in the Daily Bulletin in which Walmart and the Walmart Foundation announced it would offer nearly \$4 million in grants to provide underserved adults access to learning and training.

## LEGISLATIVE UPDATE

Lorena Corona, manager, transitional services and governmental relations, stated that today is the last day to register to vote, and that there are 15 days left until the election. She provided a report on recent legislation.

Ms. McLeod named a website to re-register if you have recently moved at <https://vote.sos.ca.gov>. Ms. Corona mentioned that CCSG did a great job with *Rock the Vote* to encourage people to register to vote out in the community.

## FOUNDATION

Lisa Nashua, Executive Director, Foundation, introduced the new president of the Foundation Board, Mary Caporale. Ms. Nashua reported on: tailgate with over 350 participants; football game vs. Compton College, winning 91-0; alumni of the year/hall of fame dinner save the date, April 11, 2019; scholarship awards; community partner awards in process including Ontario Montclair Promise Scholars, City of Ontario's Community College Promise, Soroptimist International of Montclair/Inland Valley Live Your Dream Scholarship application for single mothers - head of household; private foundations – Wells Fargo and JPMorgan Chase; Chaffeyans Retiree Association Wine and Taco Night; Where are they now? Event; annual giving appeal; campus partnerships – CCLFSA scholarship reception; InTech Center Manufacturing Day; and potential new endowment – Aero Mechanical.

## REPORTS

### CLOSED SESSION ACTIONS

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

Employment or ratification of:

Holly Pennington to the position of administrative assistant II, Chino Campus, 1.0 FTE, 12-months, range 18, step A of the CSEA salary schedule, effective November 1, 2018.

Alyssa Kraus to the position of administrative assistant II, classified senate, .475 FTE, 12-months, range 18, step A of the CSEA salary schedule, effective November 1, 2018.

Robert Lopez to the position of instructional assistant III, chemistry, 1.0 FTE, 12-months, range 13, step A of the CSEA salary schedule, effective November 1, 2018.

Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers. Sharlene Smith to the temporary, unclassified, professional expert position of transition facilitator, effective October 1, 2018, through February 28, 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:

Yubel Svensson to the position of educational program assistant, visual and performing arts, 1.0 FTE, 12-months, range 20, step H of the CSEA salary schedule, effective November 1, 2018.

The Governing Board approved the revised educational services coordinator assignments for the 2018–19 academic year.

The Governing Board approved the temporary increase in assignments of the .475 contract employees in visual and performing arts to work a maximum of eight hours per day for no more than twenty consecutive days and for a period that will not exceed seventy-five days during the fall 2018 semester.

The Governing Board took action to impose a two-day unpaid suspension of a classified employee pursuant to an agreement between the employee and the District.

## MONITORING

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

Budget Monitoring Report  
Professional Development Monitoring Report

## CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, September 27, 2018 through Sole Source Purchase of Equipment: Apple Products).

## GOVERNANCE PROCESS

The minutes of the September 27, 2018 regular board meeting were approved as presented.

The Governing Board adopted the resolution to compensate Lee C. McDougal, Governing Board member, for the August 28, 2018 meeting from which he was absent.

The Governing Board adopted the resolution to compensate Gloria Negrete-McLeod, Governing Board member, for the August 28, 2018 meeting from which she was absent.

The Governing Board adopted the resolution to compensate Gary Ovitt, Governing Board member, for the July 16, 2018 meeting from which he was absent.

#### ACADEMIC AFFAIRS

The Governing Board approved approve 5 new courses, 70 course modifications, 10 distance education courses, 3 course reactivations, 10 course deactivations, 4 new programs of study and 8 program of study modifications for the *Chaffey College 2019-2020 Catalog*.

The Governing Board approved the Institution Participation Agreement Ex Libris Subscription Agreement between the Butte-Glenn Community College District, the California Community Colleges Technology Center, acting as fiscal agent on behalf of the California Community Colleges Chancellor's Office, and Chaffey Community College.

#### BUSINESS/FISCAL AFFAIRS

The Governing Board approved the Child Development Training Consortium Grant Agreement between Chaffey College and Yosemite Community College District for the 2018-2019 year in the amount of \$7,500.

The Governing Board approved the agreement between the Employment Training Panel (ETP) and Chaffey Community College District in the amount of \$949,954 to provide training in job-related skills designed to enhance career potential and long-term job security for the period of October 8, 2018 through October 7, 2020.

The Governing Board approved the CCC Maker Implementation Grant (Year 2) agreement between Sierra Joint Community College District and Chaffey Community College for \$250,000 for the period of July 1, 2018 through May 31, 2019.

The Governing Board adopted Resolution 102218, 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 one new member and one existing member to serve a third term on the Measure L Bond Citizens' Oversight Committee.

The Governing Board approved the Budget Transfer Board Reports for the 2017-2018 fiscal year-end closing and the period of July 1, 2018 through September 30, 2018.

The Governing Board approved the Quarterly Financial Status Report for the period ending September 30, 2018.

The Governing Board authorized the district to let sole source purchase orders to Apple, Inc., without formal, public advertising and receiving of bids, for fiscal year 2018-2019 as needed, to buy Apple products for instructional and administrative use.

### ACTION AGENDA

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

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

Through this action, the following were approved: Bid No. 2019PW107, Parking Lot Refurbishment Project through Contract, Purchase Order and Warrant List.

### BUSINESS/FISCAL AFFAIRS

The Governing Board authorized the District to enter into Contract No. 2019PW108 with the lowest responsive and responsible bidder, JB Bostick Co., Inc. of Anaheim, California, for the Parking Lot Refurbishment Project, in the amount of \$727,000, which equals the base bid, as described on the attached Bid Opening Results (District opts not to include Alternate 1).

The Governing Board ratified the attached contract, purchase order, and warrant lists.

### CEO/STAFF REPORTS

Henry Shannon, superintendent/president, announced that he attended a Health Care Round Table, thanked Trustee Ovitt for attending the Ontario City Council meeting and Ms. Rosas for her presentation, mentioned an InTech Center article in the Los Angeles Times and thanked Ms. Bailey for her oversight, and thanked Mr. Rosales for his great student leadership.

Faculty Senate President Misty Burruehl highlighted supplemental instruction leaders and faculty members Mary Beierle, Art; Lucy Bellamy,

librarian; Peter Buck, Music; Hadley Holliday, Art; Stan Hunter, Art; CJ Jilek, Art; Michael Aschenbrennar, Art; Stacy Scibelli, Fashion Design; Joann Eisberg, Astronomy; and Brad Hughes, Astronomy.

Classified Senate President Trisha Albertsen highlighted classified employees Saba Kazmi, International Student Center Coordinator and April Winkle, Payroll Technician.

CSEA President Monica Han thanked the Governing Board for allowing her release time for professional development and the opportunity to work in Sacramento in a small community college forum with Chancellor Oakley. She also thanked the faculty and staff of the School of Instructional Support for their support.

She further provided clarity on Measure P even though she was not present at the last few Board meetings. She stated that CSEA had the intent to be collaborative and supportive with the District, but that CSEA is a democratically member run organization and that information was requested to provide to their leadership because when CSEA decides to provide support, it must be put forth for a vote of the membership. She stated that CSEA is not here to play games, but because of the back and forth and time issues, CSEA is not officially taking a position on Measure P but looks forward to the conversations that will take place after the measure probably passes.

Ms. Han also responded to the earlier conversation about classified participation in professional development and that she is in agreement with providing incentives to increase participation. It is her hope that the District will look deeper as to what are the roadblocks to classified participation.

CCFA President Jonathan Ausubel reported that CTA members who live in our District would be receiving postcards from CCFA in support of Measure P. He also stated that the Faculty Association rep council voted unanimously today to ask the District to recognize Cesar Chavez day as a holiday for the District.

CDCFA had no members present to report.

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

Mr. Ovitt asked that the meeting adjourned in memory of David Van Fleet, a former board member of the Ontario Montclair School District.

Mr. Rosales asked when the shade structure in the quad would be completed, and Vice President Siddiqi responded that it should be completed by the end of November.

Ms. Roberts added that she neglected to mention in her earlier report that she also attended the Manufacturing Day event at the InTech Center.

ADJOURNMENT

The meeting was adjourned at 4:08 p.m.

The next regular meeting of the Chaffey Community College District Governing Board will be Wednesday, November 14, 2018.

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President

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Clerk

## CCSG Resolution

### To Support Chaffey College's Bond Measure P

I, the undersigned, being the President of Chaffey College Student Government consent that the following resolution was made on October 15, 2018 at 12:30 PM on MACC210, Rancho Main Campus

I do hereby consent that CCSG decided that:

*Whereas it is the purpose of CCSG to be the official representative body of the students of Chaffey College and shall provide for the scholastic, social, and governmental welfare of the students, within the guidelines of the policies and regulations, as set forth in the Constitutions and Bylaws.*

*Whereas it is our self-imposed responsibility to advance and represent the best interest of Chaffey College Students.*

*Therefore, CCSG supports Bond Measure P to ensure better, equitable, up-to-date facilities, and evolving educational opportunities for the growing population of Chaffey Students.*

On behalf of Chaffey College Student Government,



Moises Rosales, President and Student Trustee



Chaffey College Student Government

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

November 14, 2018

Board Meeting Date

TOPIC 2019 SUMMER ACADEMIC CALENDAR

Communication No. IV.E.2.a

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SUPPORTS BOARD POLICY

**BP 4010 Academic Calendar** – The Superintendent/President shall present annually for Governing Board approval an academic calendar that includes consultation with CCFA and CSEA.

PROPOSAL

To approve the 2019 summer academic calendar.

BACKGROUND

The proposed 2019 summer academic calendar was developed by the Calendar Committee, which includes representatives from Faculty Senate, Classified Senate, faculty association, and management and reflects the provisions of Article 17 (Academic Calendar) of the Chaffey Community College District/Chaffey College Faculty Association Agreement.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board approve the 2019 summer academic calendar.

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





# Chaffey College 2019 Summer Sessions Calendar

## Summer Sessions 2019

June 3 - July 26

Instruction Starts..... June 3  
 Independence Day Holiday..... July 4  
 Instruction Ends..... July 26

		2019																
		W	T	W	T	F	S	S	M	T	W	T	F	S	S	W	W	
		K														K	K	
March						1	2	3							1	2		
		4	5	6	7	8	9	10	3	4	5	6	7	8	9		1	
		11	12	13	14	15	16	17	10	11	12	13	14	15	16		2	June
		18	19	20	21	22	23	24	17	18	19	20	21	22	23		3	
		25	26	27	28	29	30	31	24	25	26	27	28	29	30		4	
April		1	2	3	4	5	6	7	1	2	3	4	5	6	7		5	
		8	9	10	11	12	13	14	8	9	10	11	12	13	14		6	
		15	16	17	18	19	20	21	15	16	17	18	19	20	21		7	July
		22	23	24	25	26	27	28	22	23	24	25	26	27	28		8	
		29	30						29	30	31							
May				1	2	3	4	5				1	2	3	4			
		6	7	8	9	10	11	12	5	6	7	8	9	10	11			
		13	14	15	16	17	18	19	12	13	14	15	16	17	18			
		20	21	22	23	24	25	26	19	20	21	22	23	24	25			
		27	28	29	30	31			26	27	28	29	30	31				August

LEGEND	
	= 8 Week Session and First 6 Week Session Instruction Begins
	= Second 6 Week Session Instruction Begins
	= Holiday
	= Instruction Ends



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

November 14, 2018  
Board Meeting Date

TOPIC     **CURRICULUM**    

Communication No.   IV.E.2.b

SUPPORTS BOARD POLICY

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

PROPOSAL

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

- 7 new courses
- 2 course modifications
- 5 distance education courses
- 1 course deactivation
- 1 new program of study
- 2 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, distance education courses, course deactivations, new programs, 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 seven new courses, two course modifications, five distance education courses, one course deactivation, one new program of study, two program of study modifications, and two program of study 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: Networking	CISNTWK-435	0708.00	Introduction to the Linux Operating System	3
2.	Computer Information Systems: Networking	CISNTWK-70	0708.10	Virtualization and Cloud Essentials	4
3.	Gerontology	GERO-600	1309.00	Principles of Caregiving: Older Adults and Their Care	0
4.	Gerontology	GERO-655	1309.00	Resources and Services for Older Adults	0
5.	Gerontology	GERO-662	1309.00	Activity Coordinator Training	0
6.	Gerontology	GERO-663	1309.00	Social Work Designee/Assistant Training	0
7.	Nursing: Vocational Nursing	NURVN-600	1230.20	NCLEX Review for VN Licensure Examination	0

## COURSES - MODIFICATIONS

	Discipline	Course ID	TOP Code	Title	Units
1.	Computer Information Systems: Networking	CISNTWK-11	0708.10	Microsoft Network Server	3
2.	Gerontology	GERO-22	1309.00	Dying and Death	3

## COURSES – DISTANCE EDUCATION

	Discipline	Course ID	TOP Code	Title	Units
1.	Gerontology	GERO-22	1309.00	Dying and Death	3
2.	Gerontology	GERO-600	1309.00	Principles of Caregiving: Older Adults and Their Care	0
3.	Gerontology	GERO-655	1309.00	Resources and Services for Older Adults	0
4.	Gerontology	GERO-662	1309.00	Activity Coordinator Training	0
5.	Gerontology	GERO-663	1309.00	Social Work Designee/Assistant Training	0

## COURSES - DEACTIVATIONS

	Discipline	Course ID	TOP Code	Title	Units
1.	Nursing: Vocational Nursing	NURVN-500	1230.20	NCLEX Review for VN Licensure Examination	2

## PROGRAMS OF STUDY – NEW PROGRAMS

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Gerontology	Certificate of Competency	1309.00	Caregiving Essentials	0

## PROGRAMS OF STUDY - MODIFICATIONS

	Program of Study	AA/AS/C	TOP Code	Title	Units
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1.	Computer Information Systems	A.S.	0702.00	Computer Information Systems	32.5
2.	Computer Information Systems	Certificate of Achievement	0702.00	Computer Information Systems	32.5
<b>PROGRAMS OF STUDY - DEACTIVATIONS</b>					
	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Business and Office Technologies	A.S.	0514.00	Professional Administrative Assistant	37.5
2.	Business and Office Technologies	Certificate of Achievement	0514.00	Professional Administrative Assistant	37.5

November 14, 2018 Curriculum Board Report

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

November 14, 2018  
Board Meeting Date

TOPIC     **SABBATICAL REPORT – STEPHEN CALEBOTTA**    

Communication No.   IV.E.2.c

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SUPPORTS BOARD POLICY

**Board Policy 7340 Leaves** – The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District.

PROPOSAL

To review and accept the sabbatical leave report from Stephen Calebotta, School of Language Arts, who was granted a sabbatical leave for the spring 2018 semester.

BACKGROUND

Pursuant to district procedures, faculty on leave must return to the service of the district for a period of time not less than twice that of their leaves and must, no later than Friday of the eighth week of instruction, submit a report of sabbatical leave activities to the Chief Instructional Officer. In accord with district sabbatical leave procedures, the Faculty Senate has carefully reviewed this report, and has formally recommended its acceptance. The Dean and Associate Superintendent of Instruction and Institutional Effectiveness have also reviewed the report and concur in the recommendation of acceptance. Attached with the board materials, is a copy of the executive summary of the sabbatical leave report. The full report and materials are available through the Office of the Associate Superintendent of Instruction and Institutional Effectiveness. In addition to the written report, the faculty recipient will present an oral report to the board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the sabbatical leave report.

Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

Stephen Calebotta  
Sabbatical Final Report, Fall 2018  
English Department / Language Arts  
Chaffey College

Dean of Language Arts, Anthony DiSalvo

Faculty Senate President, Misty Buruell

Associate Superintendent of Instruction, Meridith Randall

**Stephen Calebotta  
School of Language Arts / English  
Sabbatical Leave Request  
Spring 2018**

**Sabbatical Purpose**

I am a person who identifies strongly with my Native American heritage, and so I use my writing to explore and express that experience. Since writing is cathartic and healing, perhaps that is why I was drawn to the craft of writing in the first place. I have an advanced degree in English, with a concentration in creative writing, but whereas I have pursued publications in the past, I have never had the opportunity to devote undivided attention to my writing projects. Before I began working at Chaffey, I had several small short story publications. After receiving a tenure track position here at Chaffey, I knew I wanted to continue with my writing. Over the past several years, I have been writing a novel heavily inspired by themes, plot, character, and writing style prevalent in Native American Literature. Staying active with my writing project will make me a more engaged and informed instructor of the courses I teach: English Composition (ENGL 475, 1A, 1B) and Native American Literature (ENGL 79).

**Sabbatical Objectives**

I have a novel in the works. Many authors use elements of the real world to create an imaginary one. I am using Pre-Columbian Native America to create mine. My story explores themes that run through much of Native American Literature, such as colonialism, genocide, displacement and forced removal, loss of culture, racial identity, family dysfunction and domestic violence.

My writing project will allow me to strengthen teaching skills necessary for the College's English Composition, Literature, and Creative Writing courses. Engaging in my craft of writing, I will more effectively instruct students regarding the following:

- elements that go into the creation of short fiction
- characters and plot through the written creation of scenes and stories
- the simple formula fiction and more sophisticated literary work
- evaluation of student's own work and the works of others through written and oral critiques
- revisions of student's own work based on the critiques offered by the instructor and other students
- Originality and creativity in the formation and organization of ideas in both fictional and nonfictional projects
- the study of Native American Literature

**Sabbatical Activities**

Engaging in my craft of writing will make me a more effective instructor in both literature and writing courses. Activities will include the following:

I plan to attend the Native American Literature Symposium in Albuquerque New Mexico. NALS is one of the largest Native American studies conferences in the country. Each year NALS provides a place to discuss literature, art, history, philosophy, and social and political issues relevant to the indigenous community.

I plan to return from my sabbatical with a completed draft of my novel. This should be at least 80,000 words. Each week of my sabbatical, I will be doing large amounts of research and producing approximately 5,000 words of text.

I also plan to use my sabbatical to compile material and create a lesson plan for teaching a class on Native American Literature that can be used as an open education resource. This resource will be ready for me to begin using in my Native American Literature course so I can begin receiving student feedback in preparation for uploading it to a website like Merlot, Coursera, or OER Commons.

### **Benefits of the Sabbatical**

My sabbatical will make me a more effective instructor to Chaffey students in the fields of Creative Writing, English Composition, and Native American Literature.

Whereas literature classes focus on the study of a particular field of literature, English Composition classes focus primarily on the writing process as a skill to acquire. My sabbatical work may be immediately relevant to the teaching of Native American Literature, but much of this work also aligns with the course objectives of English 475, 1A, and 1B. Writing is an art form. Honing my craft and increasing my base of knowledge will allow me to help students develop critical thinking strategies, to analyze the written work of others, and to understand the relationship between audience, tone, and purpose.

My study of Native American Literature will focus on polyvocality, trickster tales, identity and authenticity, and the cultural diversity of various Native peoples in America. I will study both fiction and non-fiction, analyzing theme, plot, character, and writing style with such authors as Shakespeare, Joseph Campbell, David Treuer, James Welch, Leslie Marmon Silko, Cormac McCarthy, Black Elk, Mary Crow Dog, and N. Scott Momaday.

I will bring the benefits of my sabbatical activities back to my colleagues in the English department and to my students in the classroom in the following ways:

- Help students of ENGL 79 develop a professional vocabulary appropriate to the study of Native American literature by addressing concepts such as polyvocality, trickster tales, identity and authenticity.
- Share with students in Native American literature (ENGL 79), American Literature (ENGL 75A and 75B), and World Literature (ENGL 70A and 70B) the results of my research regarding literary criticism, history, and sociological analysis of colonialism and the current social and political circumstances of Native peoples in North America.
- Structure lesson plans to help students critique literature objectively, while also recognizing and analyzing subjective responses to the works.
- Help students understand the ethical concerns that arise from race, gender, and class issues reflected in the literature, which addresses issues in our Equity Plan
- Studying the work of major authors in the Native American Renaissance, and using their writing styles as inspiration to create my own work, which will improve my ability to identify and comment on the defining characteristics of Native American literature. This will translate into helping students distinguish the characteristics of American Indian literatures and to evaluate their relationships to storytelling and the oral tradition.

In addition to improving my performance inside the classroom, I also plan to use my sabbatical work to contribute to the Chaffey community. When I return, I want to organize panel discussions on Native American Literature and issues relevant to the Native community. I would also like to help organize other Native American themed campus events. In particular, I want to

increase the number of Native American themed events on campus during Native American Heritage Month (November).

**Statements of Support**

Attached, please find a letter of support from my colleague, Professor Julie LaMay.

**Application for Sabbatical Leave**

Attached, please find the Application for Sabbatical Leave.



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

November 14, 2018

Board Meeting Date

TOPIC           **SABBATICAL REPORT – SANDRA COLLINS**

Communication No.     IV.E.2.d

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SUPPORTS BOARD POLICY

**Board Policy 7340 Leaves** – The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District.

PROPOSAL

To review and accept the sabbatical leave report from Sandra Collins, School of Math and Science, who was granted a sabbatical leave for the 2017-2018 academic year.

BACKGROUND

Pursuant to district procedures, faculty on leave must return to the service of the district for a period of time not less than twice that of their leaves and must, no later than Friday of the eighth week of instruction, submit a report of sabbatical leave activities to the Chief Instructional Officer. In accord with district sabbatical leave procedures, the Faculty Senate has carefully reviewed this report, and has formally recommended its acceptance. The Dean and the Associate Superintendent of Instruction and Institutional Effectiveness have also reviewed the report and concur in the recommendation of acceptance. Attached with the board materials, is a copy of the executive summary of the sabbatical leave report. The full report and materials are available through the Office of the Associate Superintendent of Instruction and Institutional Effectiveness. In addition to the written report, the faculty recipient will present an oral report to the board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the sabbatical leave report.

Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

*Sandra Collins*  
*Math and Science*  
*Sabbatical Report*  
*Fall 2018*

**EXECUTIVE SUMMARY:**

I have completed my sabbatical activities and objectives. I believe that some of the objectives will continue to be a life-long pursuit in that I will always be looking for ways to help our students reduce the achievement, gender, and leadership gaps.

I took a total of six classes at the Claremont Colleges and Cal Poly Pomona in the area of gender and ethnic studies. The courses gave me great insight into the history of women's issues, activism, and involvement to bring social change. The education I attained further explained the history and development of issues such as the gender wage gap, women in the workplace, family and social issues, women and the law, women's roles in society, women's health and social justice, and Chicana/o and Latina/o historical experience and women in STEM. The experience was truly extraordinary and highlights the need for the humanities in our every-day lives and in STEM. Everything I learned can be applied to help our students succeed in our courses and throughout their educational journey.

To expand the classroom content, I attended a variety of talks in these areas to further help me grasp certain topics that affect women's lives. Factors that affect women's lives include: rape on college campuses, bias in education, women in STEM, the barriers and isolation they face as a result of their sex are just a few of the topics.

Through my coursework and seminars, I have been exposed to effective leadership strategies and practices which have historically helped women and minorities. I have also developed new skills and concepts to help empower women and minorities. Additionally, I joined the American Association of University Women and am learning

effective techniques in leadership, political action, STEM education, and student leadership and empowerment.

I have shared and want to continue sharing my knowledge with the campus community. My first opportunity to do this was as a panelist in the “Celebrating Women in STEM” talk on November 17, 2017 in association with the STEM academy and have been actively engaged with the STEM academy since the return from my sabbatical. I am currently collaborating with the STEM academy for our future Women in STEM night and STEM family night this semester.

I have collaborated with the Faculty Success Center by creating a Women in STEM workshop and presenting the workshop during the fall 2018 flex. In the workshop I discussed issues women face today and effective ways for helping women succeed in the STEM courses and fields. Due to the interest and inquiry by fellow faculty, I will lead another Women in STEM workshop at the FSC during the spring 2019 semester.

I plan to share my new knowledge on engaging women in STEM in President’s Equity Council sessions and subcommittees. I am also going to see if I can partner with the Center for Culture and Social Justice in regards to sharing what I have learned to help our students.

In regards to my classes, I am implementing and using strategies that I have learned during my sabbatical. I was able to analyze and see what methodologies would translate well into my classroom and plan to implement them in my classes. Faculty advising is another avenue for me to apply my new knowledge to help students whenever it is appropriate. To attract student interest, the school of Math and Science is purchasing posters of women in science and technology and displaying the posters in areas around

campus, beginning with the Math and Science areas. It would be a good idea to display them in other areas around campus, where students are likely to see the posters in the hopes that the posters will inspire, motivate, and empower students much like the Dreamers and Chaffey College Student Transfer and Career posters have done.

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

November 14, 2018

Board Meeting Date

TOPIC           **SABBATICAL REPORT – DOUGLAS DUNO**

Communication No.     IV.E.2.e

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SUPPORTS BOARD POLICY

**Board Policy 7340 Leaves** – The Superintendent/President shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District.

PROPOSAL

To review and accept the sabbatical leave report from Douglas Duno, School of Language Arts, who was granted a sabbatical leave for the 2017-2018 academic year.

BACKGROUND

Pursuant to district procedures, faculty on leave must return to the service of the district for a period of time not less than twice that of their leaves and must, no later than Friday of the eighth week of instruction, submit a report of sabbatical leave activities to the Chief Instructional Officer. In accord with district sabbatical leave procedures, the Faculty Senate has carefully reviewed this report, and has formally recommended its acceptance. The Dean and the Associate Superintendent of Instruction and Institutional Effectiveness have also reviewed the report and concur in the recommendation of acceptance. Attached with the board materials, is a copy of the executive summary of the sabbatical leave report. The full report and materials are available through the Office of the Associate Superintendent of Instruction and Institutional Effectiveness. In addition to the written report, the faculty recipient will present an oral report to the board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the sabbatical leave report.

Submitted by:	Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness
Recommended by:	Henry D. Shannon, Superintendent/President

Sabbatical Leave Report  
2017-2018 Academic Year

September 14, 2018

Douglas José Duno Guerrero  
Modern Languages  
2017-2018 Academic Year

## **II. Sabbatical Purpose**

The Spanish department has begun a process to improve the ways it enriches the lives of our students through language learning. *My two main purposes are: to obtain an Online Teaching Certification and to collect and share cultural knowledge including language pedagogy through a couple of academies in Cuba and Uruguay.*

Our department has experienced a rapid growth in the last two years. Such growth has left us without physical space where to offer more needed classes. Although I have started to teach hybrid courses, it is imperative to teach classes online to ease the room availability. I will enroll with the Community College Chancellor's preferred institution to obtain a certification for teaching online. Such a program will help me to leverage new media, updated methodology, and tools to inspire students to succeed and to increase retention rates.

<http://www.onefortraining.org/certification>

The improvement our department is engaging in involves the renewal of the Spanish for Spanish Speakers curriculum. To that extent I will visit and study some cultural aspects of the Spanish language in Cuba and Uruguay. Spanish, taught in the United States as a second language, embraces generally four main geographic areas: Spain, Mexico, the Caribbean, and the South Cone (Argentina, Uruguay, Chile, and Paraguay). I have researched, lived and studied in Spain and Mexico. This sabbatical will allow me to study the Caribbean (Cuba) and the South Cone (Uruguay).

The academy in Uruguay, offers a course designed for experts in the teaching of Spanish as a second language. Their methodology, based on the communicative approach, combines the theoretical and practical dimensions of the Spanish as a Foreign Language classroom.

## **III. Sabbatical Objectives**



1. Interpret information and knowledge provided during the Online Teaching Certification to create the foundation for Heritage Speakers courses.
2. Assess the gained technological skills and design online courses (Span 3SS & 4SS) that meet the chancellor's' office guidelines for Online Teaching.
3. In conjunction with the course I'm taking in Cuba, I will explore the complexities of life in the island and appraise the evolving changes taking place there, at the present moment. The poetry of Dulce María Loynaz will be studied and analyzed. This combination -class and real-life exchanges- will provide me with first-hand experiences to design and develop cultural learning activities closely linked to the Spanish curriculum of the college.
4. Evaluate lectures, conferences, plays and other performing arts including different subjects pertinent to this fascinating time in the Cuban society.
5. Rate and appraise the teaching language methodology of the Academia Uruguay.
6. Collect pertinent literary and cultural information to create lessons and activities to improve students learning in the Span 3 and 4 SS online courses.

#### IV. Sabbatical Activities

1. I will enroll with the institution @ One to complete courses to obtain Online Teaching Certification.
2. I will create during the Practicum, guided by an experienced coach and done after completing the course work with @One, an online course (Span 3SS) ready to be taught during Fall 2018.
3. I will enroll in a four-week Cuban Culture course at the academy, Estudios Sampere. I will study the poetry of Dulce María Loynaz guided by Cuban instructors.
4. I will attend theater plays, conferences, lectures, and concerts at different venues in Cuba and Uruguay to create accessible activities and lessons, based on the gathered information, to better the learning of orthography rules.
5. I will enroll in a four-week Spanish for Teachers of Spanish course at the Academia Uruguay. I will meet colleagues to discuss teaching methodologies and share experiences about the present state of the Uruguayan society.

6. I will visit two of the largest book fairs in the Spanish speaking world:
  - a. A. Guadalajara, Mexico (last week of November)  
[https://www.fil.com.mx/ingles/i\\_info/i\\_info\\_fil.asp](https://www.fil.com.mx/ingles/i_info/i_info_fil.asp)
  - B. Madrid, Spain (last week of May) <http://www.ferialibromadrid.com/>

## **V. Benefits of the Sabbatical**

### **1. Benefit to the student**

- a. First-hand knowledge of the complexities of the Cuban society especially during this changing time will benefit immensely the creation of pertinent activities for Span 3 and 4 SS. This authentic and refreshed information about this Caribbean country will strengthen the Heritage courses curriculum.
- b. Obtaining the Online Teaching Certification (highly recommended by Terri Helfand and Catherine Bacus) will provide me the necessary confidence to teach well online. Students will enroll in a class taught by an expert according to the Community College Chancellor's Office.
- c. Offering classes online will increase the opportunities for students to enroll in a Spanish class. Our classes are impacted, and offering more courses will provide more access.

### **2. Benefit to the district**

- a. The district will benefit by having a well-trained faculty member to teach courses online. The district will also have a faculty member who has updated his knowledge about Spanish language, literature and culture.
- b. Having the certification to teach online will allow me to train faculty in my department. Presently, I'm the only faculty member teaching hybrid courses. It is imperative to get my colleagues trained in this field. They will feel more at ease in training sessions because they are being trained by somebody in their own discipline.

### **3. Benefit to me as an educational professional**

- a. Refresh and update the knowledge on the works of a well-known Cuban poet, Dulce María Loynaz. Being in Cuba, not allowed until recently, would grant me the opportunity to

discuss her works with critics, friends, and relatives on the island. The gained knowledge will strengthen the lectures given on Span 8, 13 and 14.

b. The course in Uruguay, Spanish for Spanish teachers, will provide me with renewed and updated methodology to teach Heritage Speakers courses. The experiences gained will provide me with plenty of materials to create and update lesson plans.

c. Language teachers should be exposed frequently, not only to the real rhythm of the language they teach, but also to the actual exchange with faculty members who teach the same discipline in their native country.

*There is a small change to the sabbatical activities.*

**Sabbatical Amendment \***

I had to cancel my trip to Cuba because of changes by the current USA administration. Besides all the troubles of transportation and visa, there was also a change of program in the class I was going to take there. I'm submitting the following proposal for your approval:

1. I will enroll in a culture class in Bogotá, Colombia
2. I will enroll in a 4-week course, "Assessment in Digital Learning" with @One Online Education Initiative
3. I will visit Chile and Argentina to continue gathering cultural experiences of the Spanish speaking world

The course in Bogotá, Colombia, during the month of February, will substitute the cultural class I was supposed to take in Cuba. I will focus primarily on:

1. Studying the work of Héctor Abad Faciolince. This Colombian novelist, translator, and journalist is one of the most read columnists in the present time in Colombia. His works appear not only nationally but in other Spanish speaking countries. Besides discussing his engaging columns, I will read and study this "Casa de las Americas" Award winning author to discover through our daily discussions how Faciolince depicts Colombia's contemporary society.
2. Studying, visiting, and discussing the original works of the Colombian painter, Fernando Botero. The Collection of Art of the Bank of the Republic: Museo Botero is the permanent headquarters of this famous artist. His paintings and sculptures provide a view of Colombia

during the last fifty years. His works shows a social-economic and political stage in which the Colombian society has evolved. I will value the perspective of a Colombian teacher about Botero's opus.

3. Analyze different aspects of Colombian culture including: Plaza del Mercado de Paloquemao, Museo de Oro, Casa Quinta Bolívar, Santuario del Divino Niño del 20 de julio, Mercado Artesanal Pasaje Rivas.

**Attention:**

The sentence about co-authoring a workbook was actually deleted from the very last copy I submitted to Senate. In fact, I remember it because my colleagues, in the department, emphatically recommended me to delete the idea of the workbook to concentrate only on the online class. Tara might have the last copy I submitted. The idea behind the workbook was simply to have a hardcopy of the activities before transferring them to Canvas.

As one of my sabbatical activities, I attended the second largest book fair in the world in Guadalajara, Mexico in November. It happened that Madrid was the guest of honor on this book fair. (I did not know it when I submitted my sabbatical proposal) Since the Madrid Book Fair is another one of my activities in May, 2018, I am suggesting to skip it. Flying to Madrid to attend a previously experienced activity would be redundant and an unnecessary financial hardship.

\*This amendment is based on the last copy of the proposal I thought I had sent to Senate.

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

November 14, 2018

Board Meeting Date

TOPIC 2018-2019 CALIFORNIA STATE PRESCHOOL (CSPP – 8419) AMENDMENT 01

Communication No. IV.E.3.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve Amendment 01 to increase the amount of the California Department of Education 2018-2019 California State Preschool program (CSPP - 8419) by \$19,677.

BACKGROUND

On July 2018, the Governing Board approved contract CSPP with the California Department of Education (CDE) in the amount of \$340,185. The CDE has amended the contract by increasing the maximum reimbursable amount by \$19,677, due to the minimum days of enrollment increasing from 7,439.0 to 7,453.0.

BUDGET IMPLICATIONS

*Funding Source* – California Department of Education, Child Development Division.

*Status of Funds* – The 2018-2019 restricted Child Development Center fund budget will be increased by \$19,677 for this amendment as indicated below:

48xxx	Income	<u>\$19,677</u>
52xxx	Classified Salaries	\$12,000
53xxx	Benefits	1,677
54xxx	Supplies	<u>6,000</u>
	Total	<u>\$19,677</u>

*Future Implications* – It is anticipated the Child Development Center will continue to receive funds from the California Department of Education (CDE), Child Development Division in the future.

RECOMMENDATION

It is recommended that the Governing Board approve Amendment 01 to increase the amount of the California Department of Education 2018-2019 California State Preschool program by \$19,677.

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

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

November 14, 2018

Board Meeting Date

TOPIC 2018-2019 GENERAL CHILD CARE AND DEVELOPMENT PROGRAMS (CCTR-8190) AMENDMENT 01

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 Amendment 01 to increase the amount of the California Department of Education 2018-2019 General Child Care and Development Programs Contract (CCTR-8190) by \$85,920.

BACKGROUND

On July 2018, the Governing Board approved contract CCTR with the California Department of Education (CDE) in the amount of \$359,385. The CDE has amended the contract by increasing the maximum reimbursable amount (MRA) by \$85,920, due to MRA increase from \$45.44 to \$47.98.

BUDGET IMPLICATIONS

*Funding Source* – California Department of Education, Child Development Division.

*Status of Funds* – The 2018-2019 restricted Child Development Center fund budget will be increased by \$85,920 for this amendment as indicated below:

48xxx	Income	<u>\$85,920</u>
52xxx	Classified Salaries	\$70,000
53xxx	Benefits	9,320
54xxx	Supplies	<u>6,600</u>
	Total	<u>\$85,920</u>

*Future Implications* – It is anticipated the Child Development Center will continue to receive funds from the California Department of Education (CDE), Child Development Division in the future.

RECOMMENDATION

It is recommended that the Governing Board approve Amendment 01 to increase the amount of the California Department of Education 2018-2019 General Child Care and Development Program contract (CCTR-8190) by \$85,920.

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

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

November 14, 2018

Board Meeting Date

TOPIC 2018-2019 UPWARD BOUND PROGRAM (UB YEAR 2- 5734) AMENDMENT 01

Communication No. IV.E.3.c

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 Amendment 01 to increase the Upward Bound (UB) Program grant by \$42,508 for the 2018-2019 fiscal year.

BACKGROUND

The Consolidated Appropriations Act, 2018, Pub. L. 115-141 provided an additional \$60 million to all Federal TRIO Programs. On August 28, 2018, the U.S. Department of Education sent out notifications to all Upward Bound grantees that they were allocated a 4.25 percent across the board increase from 2017 funding levels. The additional 4.25% equals \$17,655 in additional funds for the 2018-2019 fiscal year.

Additionally, the Department of Education sent out an invitation to all Upward Bound grantees to submit a proposal for a one-time supplemental award to increase STEM focused activities in the existing Upward Bound grant that align with the Secretary’s supplemental priorities for discretionary grant program that were published in the Federal Register on March 2, 2018 (83 FR 9096). On September 28, 2018 the Upward Bound program at Chaffey College was notified that they had been awarded a supplemental award for the program of \$24,853 for the 2018-2019 fiscal year.

The Upward Bound Program at Chaffey College was initially awarded \$257,500 for project year 2018-2019. This action approves the additional 4.25% (\$17,655) increase plus \$24,853 supplemental STEM award for a combined total increase of \$42,508 for the 2018-2019 fiscal year.

BUDGET IMPLICATIONS

*Funding Source* – United States Department of Education, Federal TRIO Programs

*Status of Funds* – The 2018-2019 restricted general fund budget will be increased by \$42,508 for this program resulting in a total budget of \$300,008 for year two of the Upward Bound grant.

48xxx	Income	\$42,508
51xxx	Classified Salaries	\$15,000
53xxx	Benefits	1,412
54xxx	Supplies	13,050
55xxx	Other Services	<u>13,046</u>
	Total	\$42,508

*Future Implications* – N/A

**2018-2019 UPWARD BOUND PROGRAM (UB YEAR 2- 5734) AMENDMENT 01**

November 14, 2018

Page 2

RECOMMENDATION

It is recommended that the Governing Board approve Amendment 01 to increase the Upward Bound (UB) Program grant by \$42,508 for the 2018-2019 fiscal year.

Prepared by:	Elizabeth C. Almanza, Director, Upward Bound Program Meridith Randall, Associate Superintendent, Instruction & Institutional Effectiveness
Submitted by:	Jim Fillpot, Dean, Institutional Research, Policy and Grants
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President



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

November 14, 2018

Board Meeting Date

TOPIC      **APPROVAL TO AUTHORIZE AGREEMENT FOR POLICE DISPATCH SERVICES  
WITH FONTANA UNIFIED SCHOOL DISTRICT**

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Communication No.    IV.E.3.d

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SUPPORTS BOARD POLICY

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

PROPOSAL

To authorize the District to waive the competitive bidding process and issue a contract with Fontana Unified School District of Fontana, CA (FUSD), for a total not-to-exceed amount of \$180,000 for police dispatch services, pursuant to California Public Contract Code, Section 10340 (b)(3)(A).

BACKGROUND

Under California Public Contract Code Section 10340 (b)(3)(A), the District is not required to obtain three competitive bids or proposals when a contract is with another state agency, a local governmental entity, an auxiliary organization of the California State University, an auxiliary organization of a California community college, a foundation organized to support the Board of Governors of the California Community Colleges, or an auxiliary organization of the Student Aid Commission established pursuant to Section 69522 of the Education Code.

In April of 2015, the District entered into a five-year agreement with California State University, San Bernardino (CSUSB) for police dispatch services. Under this agreement, emergency calls for Chaffey College have been routed to CSUSB's dispatch center. The agreement also included monitoring of fire and security alarms. In a letter dated March 29, 2018, CSUSB notified the District of an increase in fees for these services of approximately 285%, commencing with the 2018-2019 fiscal year and the expansion of services to provide dispatch to regional colleges. After several attempts to negotiate, a determination was made that it is in the best interest of the District for the agreement with CSUSB to terminate on December 31, 2018, and for the District to seek other providers.

Following discussion with several entities that operate police dispatch centers in the region, District staff determined that FUSD is able to provide the properly trained staff and the appropriate systems to meet the police dispatch needs of the District, at a reasonable cost. The proposal for police dispatch services from FUSD is to begin on January 1, 2019 and conclude June 30, 2020, with the option of three (3) one-year extensions.

BUDGET IMPLICATIONS

*Funding Source* – Restricted Parking budget.

*Status of Funds* – Funds of \$60,000 are included in 2018-2019 restricted Parking budget for the first year of service.

*Future Implications* – The remaining \$120,000 will be included in the 2019-2020 restricted Parking budget.

APPROVAL TO AUTHORIZE AGREEMENT FOR POLICE DISPATCH SERVICES  
WITH FONTANA UNIFIED SCHOOL DISTRICT

November 14, 2018

Page 2

RECOMMENDATION

To authorize the District to waive the competitive bidding process and issue a contract with Fontana Unified School District of Fontana, CA (FUSD), for a total not-to-exceed amount of \$180,000 for police dispatch services, pursuant to California Public Contract Code, Section 10340 (b)(3)(A).

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

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

November 14, 2018  
 Board Meeting Date

TOPIC **BUDGET INCREASE – RESTRICTED GENERAL FUND**

Communication No. IV.E.3.e

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the budget increase of \$1,456,211 to the 2018-2019 restricted general fund budget for the California College Promise, Cooperating Agencies Foster Youth Educational Support (NEXTUP), and Strong Workforce programs.

BACKGROUND

The adopted restricted budgets were based on an estimated advance allocation. Per notification from the Chancellor’s Office, the District has received allocations for the California College Promise and NEXTUP programs and the Strong Workforce program allocation has increased.

<u>Program</u>	<u>Current Budgeted Allocation</u>	<u>Adjustments</u>	<u>Revised Allocation</u>
California College Promise	\$ 0	\$664,980	\$664,980
NEXTUP Program (CAFYES)	0	566,850	566,850
Strong Workforce Program	<u>2,225,108</u>	<u>224,381</u>	<u>2,449,489</u>
<b>Total</b>	<b><u>\$2,225,108</u></b>	<b><u>\$1,456,211</u></b>	<b><u>\$3,681,319</u></b>

BUDGET IMPLICATIONS

*Funding Source* – California Community Colleges Chancellor’s Office.

*Status of Funds* – The 2018-2019 restricted general fund budget will be increased as indicated below for these programs:

48xxx	Income	\$1,456,211
51xxx	Academic Salaries	\$75,000
52xxx	Classified Salaries	64,000
53xxx	Benefits	19,948
54xxx	Supplies	3,500
55xxx	Other Services	266,481
56xxx	Capital Outlay	20,000
57xxx	Student Aid	<u>1,007,282</u>
	<b>Total</b>	<b><u>\$1,456,211</u></b>

*Future Implications* – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$1,456,211 to the 2018-2019 restricted general fund budget for the California College Promise, Cooperating Agencies Foster Youth Educational Support (NEXTUP), and Strong Workforce programs.

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

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

November 14, 2018

Board Meeting Date

TOPIC **CALIFORNIA COMMUNITY COLLEGES BROADBAND CONNECTIVITY EQUIPMENT GRANT FOR CHAFFEY COMMUNITY COLLEGE DISTRICT**

Communication No. IV.E.3.f

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the California Community Colleges Broadband Connectivity Equipment Grant for \$50,000 for the 10 GB firewall upgrade at Chaffey Community College District.

BACKGROUND

A mini-grant of \$50,000 is being offered under the California Community Colleges Broadband Connectivity Equipment Grant project to provide each successful applicant college financial assistance with the funding of equipment that may be needed to facilitate 10 Gb circuit upgrades involved with connecting the CENIC network post-router to the college network.

Chaffey’s mission as a college is dependent on Internet connectivity. Demand for bandwidth is increasing as mobile devices and smart devices are increasingly used and connect to the network. To assist with the need for increased throughput, the California State Legislature and State Governor’s Office recognizes the need for colleges and districts to upgrade circuit infrastructure to meet this demand. Funds have been allotted for the District to work with the Subgrantee to upgrade, where available, existing 1Gb (or less) circuits providing connectivity to colleges to 10Gb redundant circuits.

BUDGET IMPLICATIONS

*Funding Source* – California Community Colleges Chancellor’s Office administered by Butte-Glenn Community College District

*Status of Funds* – The 2018-2019 restricted general fund budget will be increased by \$50,000 as indicated below:

48xxx	Income	<u>\$50,000</u>
56xxx	Equipment	<u>50,000</u>
	Total	<u>\$50,000</u>

*Future Implications* – None

RECOMMENDATION

It is recommended that the Governing Board approve the California Community Colleges Broadband Connectivity Equipment Grant for \$50,000 for the 10 GB firewall upgrade completed at Chaffey Community College District.

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

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

November 14, 2018

Board Meeting Date

TOPIC **CALIFORNIA COMMUNITY COLLEGES BROADBAND CONNECTIVITY EQUIPMENT GRANT FOR CHAFFEY COMMUNITY COLLEGE DISTRICT, FONTANA CAMPUS**

Communication No. IV.E.3.g

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the California Community Colleges Broadband Connectivity Equipment Grant for \$50,000 for the 10 GB firewall upgrade completed at the Chaffey Community College District Fontana Campus.

BACKGROUND

A mini-grant of \$50,000 is being offered under the California Community Colleges Broadband Connectivity Equipment Grant project to provide each successful applicant college financial assistance with the funding of equipment that may be needed to facilitate 10 Gb circuit upgrades involved with connecting the CENIC network post-router to the college network.

Chaffey's mission as a college is dependent on Internet connectivity. Demand for bandwidth is increasing as mobile devices and smart devices are increasingly used and connect to the network. To assist with the need for increased throughput, the California State Legislature and State Governor's Office recognizes the need for colleges and districts to upgrade circuit infrastructure to meet this demand. Funds have been allotted for the District to work with the Subgrantee to upgrade, where available, existing 1Gb (or less) circuits providing connectivity to colleges to 10Gb redundant circuits.

BUDGET IMPLICATIONS

*Funding Source* – California Community Colleges Chancellor's Office administered by Butte-Glenn Community College District

*Status of Funds* – The 2018-2019 restricted general fund budget will be increased by \$50,000 as indicated below:

48xxx	Income	<u>\$50,000</u>
56xxx	Equipment	<u>50,000</u>
	Total	<u>\$50,000</u>

*Future Implications* – None

RECOMMENDATION

It is recommended that the Governing Board approve the California Community Colleges Broadband Connectivity Equipment Grant for \$50,000 for the 10 GB firewall upgrade completed at the Chaffey Community College District Fontana Campus.

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

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

November 14, 2018  
 Board Meeting Date

TOPIC      **CENTER OF EXCELLENCE FOR THE INLAND EMPIRE/DESERT REGION - CONTRACT AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT ON BEHALF OF MORENO VALLEY COLLEGE AND CHAFFEY COLLEGE FOR SUPPORT OF THE STRONG WORKFORCE P15 REGIONAL DATA ANALYSIS AND ALIGNMENT PROJECT**

Communication No.    IV.E.3.h

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 contract agreement between Riverside Community College District, on behalf of Moreno Valley College, and Chaffey College, Center of Excellence for the Inland Empire /Desert Region for support of the Strong Workforce P15 Regional Data Analysis and Alignment Project in the amount of \$331,085 for the period of November 14, 2018, through December 31, 2020.

BACKGROUND

Integral to the Economic and Workforce Development Program (EWD) and the Strong Workforce Initiative, the Centers of Excellence for Labor Market Research (COE) serves as labor market and data resource experts for educational and industry stakeholders. COEs provide real-time labor market research and data that is validated by industry partners to connect businesses with the community colleges and economic development professionals and advance the workforce mission.

The scope of this project will cover the following six data deliverables and technical support objectives: 1) Annual CTE report for each of the 11 regional colleges participating on the project; 2) Collaborate with the Career Technical Education Outcome Survey (CTEOS) research team at Santa Rosa Jr. College to develop methods to increase the number of alumni survey results; 3) Write and conduct a new college student survey to obtain educational objectives of incoming CTE students; 4) Host regional data meeting with research analysts and institutional researchers throughout the region to improve data results; 5) Provide code alignment support for the 11 Desert/Inland Empire region colleges participating on this project; 6) Conduct a high school student survey to track secondary to postsecondary education pathways. The COE will conduct these services at multiple locations throughout the region. To meet the increased workload capacity of this Strong Workforce project, the COE will hire two part-time research analysts.

BUDGET IMPLICATIONS

Funding Source – Riverside Community College District on behalf of Moreno Valley College

Status of Funds – The 2018-2019 restricted general fund budget will be increased by \$331,085 for this contract as indicated below:

48xxx	Income	<u>\$331,085</u>
52xxx	Classified Salaries	\$198,000
53xxx	Benefits	38,000
54xxx	Supplies	4,000
55xxx	Other Services	89,085
56xxx	Capital Outlay	<u>2,000</u>
	Total	<u>\$331,085</u>

CENTER OF EXCELLENCE FOR THE INLAND EMPIRE/DESERT REGION - CONTRACT AGREEMENT BETWEEN RIVERSIDE COMMUNITY COLLEGE DISTRICT ON BEHALF OF MORENO VALLEY COLLEGE AND CHAFFEY COLLEGE FOR SUPPORT OF THE STRONG WORKFORCE P15 REGIONAL DATA ANALYSIS AND ALIGNMENT PROJECT  
November 14, 2018  
Page 2

*Future Implications – None*

RECOMMENDATION

It is recommended that the Governing Board approve the contract agreement between Riverside Community College District, on behalf of Moreno Valley College, and Chaffey College, Center of Excellence for the Inland Empire/Desert Region for support of the Strong Workforce P15 Regional Data Analysis and Alignment Project in the amount of \$331,085 for the period of November 14, 2018, through December 31, 2020.

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



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

November 14, 2018  
Board Meeting Date

TOPIC      **CHILD DEVELOPMENT CENTER 2018-2022 CHILD CARE ACCESS MEANS PARENTS IN SCHOOL PROGRAM (CCAMPIS) GRANT**

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Communication No.    IV.E.3.i

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the four-year funding award for the Child Care Access Means Parents in School Program (CCAMPIS) grant in the amount of \$757,888 for the period of October 1, 2018 - September 30, 2022.

BACKGROUND

The United States Department of Education/Office of Postsecondary Education designed a program to support the participation of low-income parents in the postsecondary education system through the provision of campus-based child care services. The Higher Education Act of 1965, as amended, authorized the Secretary of Education to award grants to institutions of higher education to assist in the institutions in providing campus-based child care services to low-income students. An institution will be eligible for a maximum grant award equal to 1 % of its Pell Grant disbursement.

This award begins a new four-year funding cycle which allows for the following activities:

- Support a campus-based child care program for toddlers and pre-school primarily serving the needs of low income students at the institution.
- Sponsorship of 15 toddlers and 10 CCAMPIS funded preschool children.
- Expansion of hours by one hour per day Monday-Thursday and two hours on Fridays for the toddler program.
- Extended hours better accommodate students enrolled in early evening courses and align service hours to our standard scheduling block.
- Parent education, nutrition and other support services to support the development of healthy families.
- Allow Pell grant eligible student parents to utilize an emergency drop off program to attend impromptu tutoring, study group meetings and other school related activities that fall outside of their regularly scheduled CDC drop-off times.
- Pay for teaching personnel in the Toddler/Pre-school program and support Child Development students who are working in the Child Development Center.

BUDGET IMPLICATIONS

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

*Status of Funds* – The 2018-2019 restricted child development center fund budget will be increased by \$189,472 for year one of this grant that begins October 1, 2018 and ends September 30, 2019.

**CHILD DEVELOPMENT CENTER 2018-2022 CHILD CARE ACCESS MEANS PARENTS IN SCHOOL PROGRAM (CCAMPIS) GRANT INCREASE**

November 14, 2018  
Page 2

48xxx	Income	<u>\$189,472</u>
51xxx	Academic Salaries	\$ 61,812
52xxx	Classified Salaries	44,451
53xxx	Benefits	51,724
54xxx	Supplies	10,500
55xxx	Other Services	18,485
56xxx	Capital Outlay	<u>2,500</u>
	Total	<u>\$189,472</u>

*Future Implications* – This is a four-year grant, beginning October 1, 2018 through September 30, 2022 with an annual allocation of \$189,472 (\$757,888 over four years).

RECOMMENDATION

It is recommended that the Governing Board approve the four-year funding award for the Child Care Access Means Parents in School Program (CCAMPIS) grant in the amount of \$757,888 for the period of October 1, 2018 - September 30, 2022.

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

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

November 14, 2018

Board Meeting Date

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

Communication No.    IV.E.3.j

**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 111418, 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 111418 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 111418, 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 111418

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. 111418**

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

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

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

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

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

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

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

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

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

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

**PASSED AND ADOPTED** by the Governing Board of the Chaffey Community College District at Rancho Cucamonga, California, this 14<sup>th</sup> day of November, 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.

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Gary Ovitt  
Clerk, Governing Board

**EXHIBIT A**

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

**BOARD MEETING DATE: NOVEMBER 14, 2018**

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
46	OPTIPLEX 7010	FPTLFX1 (135454), FV2KVX1 (135146), 6HKPFX1 (NA), 6HNQFX1 (NA), FTBMFX1 (135242), FV36FX1 (135137), FQCLFX1 (135440), FV4KFX1 (135152), FQ9LFX1 (135437), FR0MFX1 (135461), FRPJFX1 (135228), FQZJFX1 (135429), FRKJFX1 (135226), FVPLFX1 (135348), H4FK842 (136850), FVPLFX1 (135524), FRGLFX1 (135281), FPZKFX1 (135444), FQWLFX1 (135632), FVPMFX1 (135314) FQHLLFX1 (135521), FQDKX1 (135602), FQ5KFX1 (135596), FRMJFX1 (135504), FVCLFX1 (135506), FRNJFX1 (135501), FRCLFX1 (135119), CDCZDX1 (135064), FT7LFX1 (135253), FVRMFX1 (135155), FRSMFX1 (135116), FQSJFX1 (135451), FTQLFX1 (1351), HFLC842 (NA), FSWLFX1 (135247), FVRLFX1 (135151), FR6KFX1 (135463), FV6KFX1 (135122), FQ4MFX1 (135462), FSWKFX1 (135130), FV7MFX1 (135294), FQJMF1 (135458), FTCKFX1 (135127), FQFMFX1 (135455), FTJLFX1 (135131), FR5MFX1 (135460)
10	OPTIPLEX 745	7WL6CF1 (128564), J1K1C1 (125795), HGHB5C1 (NA), 2BCK1C1 (125849), 2RZNBC1 (127812), 2BPSWC1 (127823), 9GX5DD1 (128106), 7P5QJG1 (126689), 7W1L1C1 (125828), JB16DD1 (128037),
2	OPTIPLEX 760	83K75L1 (132070), 8106MS1 (NA),
1	EXTRON SW/VGA/ARS SERIES	A047DAJ (128661)
1	OPTIPLEX 790	GGZFGQ1 (130298)
1	HP LaserJet 2100 TN Model: C4172A	NA (113239)

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

November 14, 2018  
 Board Meeting Date

TOPIC     **SUPPLEMENTAL AWARD FOR TITLE V (HSI) GRANT – FY 2018-2019**    

Communication No. IV.E.3.k

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 supplemental grant award from the United States Department of Education Grant for Developing Hispanic Serving Institutions Program for the 2018–2019 fiscal year in the amount of \$109,240.

BACKGROUND

Chaffey College successfully competed for a supplemental grant award to support financial literacy curriculum development and related support for our Hispanic student population, and was awarded a total of \$109,240 for the fourth year of the grant (October 1, 2018 – September 30, 2019). The supplemental funding request will support creation of curriculum for financial literacy, a financial literacy outreach worker, supplies and materials for community outreach, instructional materials, the ECMC financial literacy program and default prevention service, mileage to develop transfer agreements, professional development to instruct financial literacy, and professional development in teacher education/financial literacy.

BUDGET IMPLICATIONS

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

*Status of Funds* – The 2018–2019 restricted general fund budget will be increased by \$109,240 as indicated below for the amendment to year four of the grant:

48xxx	Income	<u>\$109,240</u>
51xxx	Academic Salaries	\$18,830
52xxx	Classified Salaries	11,644
53xxx	Benefits	4,766
54xxx	Supplies	38,000
55xxx	Other Services	<u>36,000</u>
	Total	<u>\$109,240</u>

*Future Implications* – none

RECOMMENDATION

It is recommended the Governing Board approve the supplemental grant award from the United States Department of Education Grant for Developing Hispanic Serving Institutions Program, for 2018–2019 fiscal year in the amount of \$109,240.

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

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

November 14, 2018

Board Meeting Date

TOPIC      **THE REGENTS OF THE UNIVERSITY OF CALIFORNIA PUENTE PROJECT AND CHAFFEY COLLEGE AGREEMENT NO. 18-PUENTE-CC-05**

Communication No.    IV.E.3.I

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 Agreement No. 18-PUENTE-CC-05 between the Regents of the University of California Puente Project and Chaffey College, in the amount of \$25,000 for fiscal years 2018-2021.

BACKGROUND

Chaffey College has partnered with the Regents of the University of California, Puente Project to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn degrees, and return to the community as leaders and mentors to future generations. This program supports the agreement between the California Community Colleges and the Regents which calls for increased transfers to the University and expansion of Puente. If sufficient funds are not appropriated by the State of California for this Program, or if funding for any fiscal year is reduced or deleted, this Agreement shall either be cancelled pursuant to the applicable Agreement termination provisions or amended to reflect a reduction in funds.

BUDGET IMPLICATIONS

*Funding Source* – The Regents of the University of California, Puente Project.

*Status of Funds* – The 2018-2019 restricted general fund budget will be increased by \$15,000 for this program as indicated below:

48xxx	Income	\$15,000
55xxx	Other Services	\$15,000

*Future Implications* – This is a three year grant, beginning July 1, 2018 through June 30, 2021 with initial operating funds of \$15,000 for the 2018-19 fiscal year; \$5,000 for 2019-20; and \$5,000 for 2020-21 (total of \$25,000 over three years).

RECOMMENDATION

It is recommended that the Governing Board approve Agreement No. 18-PUENTE-CC-05 between the Regents of the University of California Puente Project and Chaffey College, in the amount of \$25,000 for fiscal years 2018-2021.

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

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

November 14, 2018

Board Meeting Date

TOPIC HOURLY POSITION CERTIFICATION

Communication No. IV.E.4.a

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SUPPORTS BOARD POLICY

**Board Policy 7130 Compensation** – Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee shall be established by the Governing Board.

PROPOSAL

To approve the attached short-term worker and apprentice position and salary schedule effective January 1, 2019.

BACKGROUND

The administration recommends salary changes as reflected in the attached short-term worker position schedule due to the increase in the state minimum wage to \$12.00 per hour effective January 1, 2019.

BUDGET IMPLICATIONS

*Funding Source* – Restricted and unrestricted general fund

*Status of Funds* – Affected budgets will absorb any increased expenditures as a result of this hourly position certification proposal

*Future Implications* – N/A

RECOMMENDATION

It is recommended the Governing Board approve the attached short-term worker and apprentice position and salary schedule effective January 1, 2019.

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



## POSITION DESCRIPTION LISTING

(170 days or 980 hours in an academic year is the maximum an employee can work in a short-term position)

### Short-Term Workers

Short-Term Worker A: Positions in this pay group work under very close supervision; require minimal skill level; perform routine tasks which require a brief training period; provide instructional or departmental assistance; and have a very limited scope of responsibility.  
**\$12.00/hr**

Short-Term Worker B: Positions in this pay group work under close supervision; have limited scope of responsibility; perform routine tasks; have some knowledge and experience; may provide instructional support; and may answer questions which require knowledge of policy and procedure.  
**\$12.50/hr**

Short-Term Worker C: Positions in this pay group work under supervision; require knowledge, training or experience; may require knowledge of software packages; answer questions which require knowledge of policy and procedure.  
**\$12.75/hr**

Short-Term Worker D: Positions in this pay group work under supervision; require knowledge, training and experience; require knowledge of software packages; may exercise judgment appropriate to level of assignment.  
**\$13.00/hr**

Short-Term Worker E: Positions in this pay group perform under general supervision; require knowledge, training and experience in the position for which hired; require knowledge of software packages; and exercise judgment appropriate to level of assignment.  
**\$14.00/hr**

Short-Term Worker F: Positions in this pay group perform skilled work under minimal direction; require extensive knowledge, education/training and experience; and exercise independent judgment and initiative.  
**\$15.50/hr**

Short-Term Worker G: Positions in this pay group perform highly skilled work with minimal direction; require extensive knowledge, education/training and experience; and exercise independent judgment and initiative.  
**\$18.00/hr**

Short-Term Worker H: Positions in this pay group perform at advanced level. Positions in this group are generally regarded as paraprofessional and require advanced knowledge, education/training, and experience; exercise independent judgment and initiative.  
**\$22.00/hr**

Short-Term Worker I: Positions in this pay group perform at a highly advanced level. Positions in this pay group are regarded as professional and/or highly technical advanced education and/or training is required; makes recommendations and exercises independent judgment and initiative.  
**\$25.00/hr**

Short-Term Worker J: Positions in this pay group perform at a highly advanced level. Positions in this pay group are regarded as professional and/or have highly technical or advanced education and/or training; makes recommendations and exercises independent judgment and initiative specific to the area/program employed.  
**\$30.00/hr**

Short-Term Worker K: Positions in this pay group perform at the highest level of expertise; require expert knowledge, education/training, and experience; make recommendations and exercise independent judgment and initiative.  
**\$40.00/hr**

Short-Term Worker L: Positions in this pay group perform at the highest level of expertise; require expert knowledge, education/training, and experience; make recommendations and exercise independent judgment and initiative, specific to the area/program employed.  
**\$48.00/hr**

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Governing Board Member  
**\$400.00/mo**

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## Apprentices

Apprentice 1: Trainees in this pay group perform under close instruction; develop skills, abilities, and sensitivities for assisting a diverse population in an educational setting. Trainees in this pay group may perform work in the Child Development Center and must be enrolled in at least three (3) units, showing continuous progress towards a child development permit and/or degree in Early Childhood Education and have successfully completed at least six (6) units in Early Childhood Education. These trainees perform under very close instruction, work directly with children, oversee daily activities, and with help of the center teachers develop and implement activities.

**\$12.00/hr**

Apprentice 2: Trainees in this pay group perform under close instruction; require tutoring experience or subject competency; and provide tutoring, basic computer, and online instructional support for faculty, staff, and students.

**\$12.00/hr**

Apprentice 3: Trainees in this pay group may perform skilled work under general instruction; may provide instructional technology, assistive/alternate technology, and accounting support for faculty, staff, and students; may provide support for productions, exhibitions, and presentations for faculty, staff, students, and the community; and/or may support instructional strategies through mentoring, coaching, and/or training. In addition, trainees in this pay group may perform under general instruction; develop marketable job skills, abilities and sensitivities for assisting a diverse population in a student service/educational setting. Trainees performing work in the Child Development Center must be enrolled in at least three (3) units showing continuous progress towards a child development permit and/or degree in Early Childhood Education and have successfully completed twenty-four (24) units of college courses in Early Childhood Education. They perform skilled work under general instruction, working directly with children, observing daily activities, and with help of the Center teachers, develop and implement activities.

**\$12.50/hr**

Apprentice 4, 5, 6 & 7: Not currently assigned.

Apprentice 8: Trainees in this pay group perform skilled work under general direction and exercise independent decision-making within the scope of responsibility; may provide support and organize department projects; provide support for productions, exhibitions, and presentations for faculty, staff, students, and the community.

**\$14.00/hr**

Apprentice 9: Trainees in this pay group perform skilled work under general instruction; may require a bachelor's degree; and provide assistance to faculty, management, and staff including individual and small group tutoring, mentoring, coaching, and/or accounting support. May provide advanced instructional/technological support.

**\$15.00/hr**

Master Tutor Apprentice 10: Trainees in this pay group have already demonstrated leadership and expertise and have 2 years' experience in a learning lab, tutorial center, learning resource center, or the equivalent; must complete Level 2 CRLA certification, NADE or other appropriate organization certification); require a bachelor's degree; play a mentoring role for the developing apprentices to better assist students in individual and small group tutoring, directed learning activities, learning groups, and through the use of instructional technology.

**\$17/hr**

## POSITION DESCRIPTION LISTING

(170 days or 980 hours in an academic year is the maximum an employee can work in a short-term position)

### Short-Term Workers

Short-Term Worker A: Positions in this pay group work under very close supervision; require minimal skill level; perform routine tasks which require a brief training period; provide instructional or departmental assistance; and have a very limited scope of responsibility.  
**\$412.00/hr**

Short-Term Worker B: Positions in this pay group work under close supervision; have limited scope of responsibility; perform routine tasks; have some knowledge and experience; may provide instructional support; and may answer questions which require knowledge of policy and procedure.  
**\$412.50/hr**

Short-Term Worker C: Positions in this pay group work under supervision; require knowledge, training or experience; may require knowledge of software packages; answer questions which require knowledge of policy and procedure.  
**\$412.75/hr**

Short-Term Worker D: Positions in this pay group work under supervision; require knowledge, training and experience; require knowledge of software packages; may exercise judgment appropriate to level of assignment.  
**\$12.00/hr**

Short-Term Worker E: Positions in this pay group perform under general supervision; require knowledge, training and experience in the position for which hired; require knowledge of software packages; and exercise judgment appropriate to level of assignment.  
**\$134.00/hr**

Short-Term Worker F: Positions in this pay group perform skilled work under minimal direction; require extensive knowledge, education/training and experience; and exercise independent judgment and initiative.  
**\$15.50/hr**

Short-Term Worker G: Positions in this pay group perform highly skilled work with minimal direction; require extensive knowledge, education/training and experience; and exercise independent judgment and initiative.  
**\$18.00/hr**

Short-Term Worker H: Positions in this pay group perform at advanced level. Positions in this group are generally regarded as paraprofessional and require advanced knowledge, education/training, and experience; exercise independent judgment and initiative.  
**\$22.00/hr**

Short-Term Worker I: Positions in this pay group perform at a highly advanced level. Positions in this pay group are regarded as professional and/or highly technical advanced education and/or training is required; makes recommendations and exercises independent judgment and initiative.  
**\$25.00/hr**

Short-Term Worker J: Positions in this pay group perform at a highly advanced level. Positions in this pay group are regarded as professional and/or have highly technical or advanced education and/or training; makes recommendations and exercises independent judgment and initiative specific to the area/program employed.  
**\$30.00/hr**

Short-Term Worker K: Positions in this pay group perform at the highest level of expertise; require expert knowledge, education/training, and experience; make recommendations and exercise independent judgment and initiative.  
**\$40.00/hr**

Short-Term Worker L: Positions in this pay group perform at the highest level of expertise; require expert knowledge, education/training, and experience; make recommendations and exercise independent judgment and initiative, specific to the area/program employed.  
**\$48.00/hr**

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Governing Board Member  
**\$400.00/mo**

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## Apprentices

Apprentice 1: Trainees in this pay group perform under close instruction; develop skills, abilities, and sensitivities for assisting a diverse population in an educational setting. Trainees in this pay group may perform work in the Child Development Center and must be enrolled in at least three (3) units, showing continuous progress towards a child development permit and/or degree in Early Childhood Education and have successfully completed at least six (6) units in Early Childhood Education. These trainees perform under very close instruction, work directly with children, oversee daily activities, and with help of the center teachers develop and implement activities.

**\$142.00/hr**

Apprentice 2: Trainees in this pay group perform under close instruction; require tutoring experience or subject competency; and provide tutoring, basic computer, and online instructional support for faculty, staff, and students.

**\$142.00/hr**

Apprentice 3: Trainees in this pay group may perform skilled work under general instruction; may provide instructional technology, assistive/alternate technology, and accounting support for faculty, staff, and students; may provide support for productions, exhibitions, and presentations for faculty, staff, students, and the community; and/or may support instructional strategies through mentoring, coaching, and/or training. In addition, trainees in this pay group may perform under general instruction; develop [marketable job](#) skills, abilities and sensitivities for assisting a diverse population in a [student service](#) educational setting. Trainees performing work in the Child Development Center must be enrolled in at least three (3) units showing continuous progress towards a child development permit and/or degree in Early Childhood Education and have successfully completed twenty-four (24) units of college courses in Early Childhood Education. They perform skilled work under general instruction, working directly with children, observing daily activities, and with help of the Center teachers, develop and implement activities.

**\$142.50/hr**

Apprentice 4, 5, 6 & 7: Not currently assigned.

Apprentice 8: Trainees in this pay group perform skilled work under general direction and exercise independent decision-making within the scope of responsibility; ~~may provide support and organize department projects and provide support for;~~ [provide support for](#) productions, exhibitions, and presentations for faculty, staff, students, and the community.

**\$14.00/hr**

Apprentice 9: Trainees in this pay group perform skilled work under general instruction; may require a bachelor's degree; and provide assistance to faculty, management, and staff including individual and small group tutoring, mentoring, coaching, and/or accounting support. May provide advanced instructional/technological support.

**\$15.00/hr**

Master Tutor Apprentice 10: Trainees in this pay group have already demonstrated leadership and expertise and have 2 years' experience in a learning lab, tutorial center, learning resource center, or the equivalent; must complete Level 2 CRLA certification, NADE or other appropriate organization certification); require a bachelor's degree; play a mentoring role for the developing apprentices to better assist students in individual and small group tutoring, directed learning activities, learning groups, and through the use of instructional technology.

**\$17/hr**

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

November 14, 2018

Board Meeting Date

TOPIC STUDENT WORKER POSITION CERTIFICATION

Communication No. IV.E.4.b

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SUPPORTS BOARD POLICY

**Board Policy 7130 Compensation** – Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each contract employee shall be established by the Governing Board.

PROPOSAL

To approve the attached student worker salary schedule effective January 1, 2019.

BACKGROUND

The administration recommends salary changes as reflected in the attached position schedule due to the increase in the state minimum wage to \$12.00 per hour effective January 1, 2019.

BUDGET IMPLICATIONS

*Funding Source* – Restricted and unrestricted general fund

*Status of Funds* – Affected budgets will absorb any increased expenditures as a result of this hourly position certification proposal.

*Future Implications* – N/A

RECOMMENDATION

It is recommended the Governing Board approve the attached student worker salary schedule effective January 1, 2019.

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

## POSITION DESCRIPTION LISTING

### **Student Workers**

Student Worker 1, Entry-Level-Positions: Student Workers in this pay group require minimal previous experience. Acceptable performance levels can be reached primarily through on-the-job training. Examples: entry-level office assistants, entry-level lab assistants, entry-level bookstore clerks, police cadets, Maintenance and Operations assistants, student ambassadors and food service workers

**\$12.00/hour**

Student Worker 2, Intermediate-Level Positions: Student Workers in this pay group require some previous experience. Acceptable performance levels can be reached primarily through a combination of prior knowledge, skills and abilities working in conjunction with on-the-job training. Examples: Intermediate-level office assistants and lab assistants, peer advisors and senior bookstore clerks.

**\$12.50/hour**

Student Worker 3, Advanced-Level Positions: Student Workers in this pay group have considerable previous experiences or certification such as a medical assistant certificate or CPR certificate. Although on-the-job training may be provided, acceptable performance levels can only be reached through a sufficient amount of specific prior knowledge, skills and abilities. Examples: Tutors, medical assistants and Information Technology interns.

**\$13.00/hour**

## POSITION DESCRIPTION LISTING

### **Student Workers**

**Student Worker 1, Entry-Level-Positions:** Student Workers in this pay group require minimal previous experience. Acceptable performance levels can be reached primarily through on-the-job training. Examples: entry-level office assistants, entry-level lab assistants, entry-level bookstore clerks, police cadets, Maintenance and Operations assistants, student ambassadors and food service workers

**\$412.00/hour**

**Student Worker 2, Intermediate-Level Positions:** Student Workers in this pay group require some previous experience. Acceptable performance levels can be reached primarily through a combination of prior knowledge, skills and abilities working in conjunction with on-the-job training. Examples: Intermediate-level office assistants and lab assistants, peer advisors and senior bookstore clerks.

**\$412.50/hour**

**Student Worker 3, Advanced-Level Positions:** Student Workers in this pay group have considerable previous experiences or certification such as a medical assistant certificate or CPR certificate. Although on-the-job training may be provided, acceptable performance levels can only be reached through a sufficient amount of specific prior knowledge, skills and abilities. Examples: Tutors, medical assistants and Information Technology interns.

**\$423.00/hour**

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

November 14, 2018  
Board Meeting Date

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

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Communication No.   IV.F.1.a

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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 October 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 LIST<sup>1</sup>

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018PW438	Albert A. Webb Associates	Riverside, CA	Amendment 1 to extend the completion date to December 31, 2018, to provide environmental services related to preparing the California Environmental Quality Act (CEQA) documentation for projects at the Fontana and Chino Campuses, as approved by Administrative Affairs.	No Cost Impact	Capital Projects Fund
2019CS295	Alert Security Systems Inc.	Upland, CA	For a not-to-exceed amount, install electrical outlets, lighting, and televisions, and to install wiring for speakers in the MACC building, Dining Commons, at the Rancho Cucamonga Campus, for the period of October 9, 2018 through October 31, 2018, as approved by Facilities Development.	\$8,280.00	Unrestricted General Fund
2019CS206	All County Environmental & Restoration, Inc.	Anaheim, CA	For a not-to-exceed amount, to provide moisture remediation services in the Center for Arts (CAA) building, located at the Rancho Cucamonga Campus, for the period of August 15, 2018 through November 10, 2018, as approved by Human Resources.	3,400.00	Unrestricted General Fund
2019CS288	All County Environmental & Restoration, Inc.	Anaheim, CA	For a not-to-exceed amount, to restore and remodel water damaged areas in the Center for the Arts (CAA) building, in room 218 and 232A, located at the Rancho Cucamonga Campus, for the period of October 4, 2018 through December 31, 2018, as approved by Human Resources.	1,649.43	Unrestricted General Fund
2019CS275	Angel Manzo	Eastvale, CA	For a not-to-exceed amount, to operate volleyball table scoreboard and maintain scorebook for home contests, for the period of August 29, 2018 through November 13, 2018, as approved by Athletics.	140.00	Auxiliary Services Fund
2019CS282	Brandon Paul Morse	Norco, CA	For a not-to-exceed amount, to provide InTech Center training services for workers of District's business clients and community partners in the areas of, but not limited to: advanced manufacturing, construction, mechatronics, industrial electrical, pre-engineering, machining, industrial mechanical, welding, NCCER Programs, and HVAC, for the period of October 2, 2018 through June 30, 2019, as approved by Economic Development. <sup>2</sup>	7,280.00	Restricted and Unrestricted General Fund
2019CS120	Cision US Inc.	Chicago, IL	Year 1 of a 2-year agreement, to provide media monitoring services and access to media contacts, for the period of July 9, 2018 through July 8, 2020, as approved by Marketing and Public Relations.	10,872.00	Unrestricted General Fund
2019CS239	Citizens Business Bank Arena	West Conshohocken, PA	Use license agreement for venue rental and, associated services for the <i>Chaffey College 102<sup>nd</sup> Commencement Ceremony</i> taking place on May 23, 2019, as approved by Student Services.	83,974.16	Unrestricted General Fund
2019CS246	Claudia Gray Pohl	Rancho Cucamonga, CA	For a not-to-exceed amount, to support the dental department in programmatic reviews, and ensuring compliance with California Dental Board and CODA requirements, for the period of September 28, 2018 through December 31, 2018, as approved by Health Sciences.	9,900.00	Unrestricted General Fund

<sup>1</sup> Funding for all contracts and change orders on this list are included in the 2018-2019 adopted district budgets.

<sup>2</sup> Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS276	Corey Kwok	Arcadia, CA	For a not-to-exceed amount, to serve as announcer for home football games scheduled September 1, 2018 through November 24, 2018, as approved by Athletics.	\$600.00	Auxiliary Services Fund
2019CS178	DocuSign, Inc.	San Francisco, CA	Annual software subscription to the DocuSign Business Pro Edition to enable the electronic signing of documents, for the period of July 1, 2018 through June 30, 2019, as approved by Purchasing Services.	7,500.00	Unrestricted General Fund
17P28	Dovetail DCI	San Anselmo, CA	Amendment 1 to increase the not-to-exceed amount, for additional consulting services to the Measure L Build Out Projects <i>Phase II: Implementation Services</i> , as approved by Administrative Affairs.	4,175.00	Measure L Bond Fund
2019CS285	Floor Technology Group	Orange, CA	For a not-to-exceed amount, to remove and dispose of existing glued down carpet and install new carpet tiles in the Child Development Center, building D, at the Rancho Cucamonga Campus, for the period of October 6, 2018 through November 30, 2018, as approved by Human Resources.	14,848.00	Unrestricted General Fund
2019CS230	Foundation for California Community Colleges	Oakland, CA	For a not-to-exceed amount, provide strategic planning and subject matter expertise to support the District's student services <i>Guided Pathways</i> work sessions, for the period of July 1, 2018 through August 31, 2018, as approved by Counseling and Student Success and Support Programs. <sup>3</sup>	19,800.00	Restricted General Fund
2019CS289	Graffiti Protective Coatings, Inc.	Los Angeles, CA	For a not-to-exceed amount, to provide as-needed graffiti removal services at the Fontana Campus, for the period of July 1, 2017 through June 30, 2019, as approved by Facilities/Physical Plant.	13,920.00	Unrestricted General Fund
2019CS34	Immaculata Studios, LLC	Columbia Falls, MT	Amendment 1 to modify scope of work and to increase the not-to-exceed amount, for additional video advertising services to produce a video advertisement for the Report to the Community campaign, as approved by Marketing and Public Relations.	19,500.00	Unrestricted General Fund
2018PW604	Inland Signs, Inc.	Rancho Cucamonga, CA	Amendment 1 to extend the completion date to October 3, 2018, to allow additional time needed to install room signage for the Science Complex building, located at the Rancho Cucamonga Campus, as approved by Facilities Development.	No Cost Impact	
2019CS222	Kathy Gandara	Rancho Cucamonga, CA	For a not-to-exceed amount, to conduct an independent workplace investigation, for the period of September 18, 2018 through June 30, 2019, as approved by Human Resources.	10,000.00	Unrestricted General Fund
2019CS38	Kevin Kaler	Rancho Cucamonga, CA	Amendment 1 to increase the not-to-exceed amount for additional training services for District's business clients and community partners, as approved by Economic Development. <sup>4</sup>	3,640.00	Restricted General Fund
2019CS264	Landwirth Legacy Productions, LLC	Studio City, CA	For a not-to-exceed amount, provide professional video and production services for the <i>Girl Talk</i> event, for the period of July 28, 2018 through August 4, 2018, as approved by Special Populations and Equity. <sup>5</sup>	2,500.00	Restricted General Fund

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

<sup>4</sup> Funded by Economic Development grant funds and by Contract Education program.

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

<b>Contract Number</b>	<b>Vendor</b>	<b>City, State</b>	<b>Description of Service</b>	<b>Amount</b>	<b>Funding Source</b>
2019CS208	Liebert Cassidy Whitmore	Los Angeles, CA	For a not-to-exceed amount, to present the workshops on the topic of "Harassment, Abuse of Conduct and Title IX," for the period of September 18, 2018 through December 31, 2018, as approved by Human Resources.	\$5,000.00	Unrestricted General Fund
2019PW284	Little Diversified Architectural Consulting, Inc.	Newport Beach, CA	For a not-to-exceed amount, to prepare bid documents, obtain DSA approval, and provide construction administration for the second phase of tenant Improvements within the Automotive Technology (ATL) building on the Rancho Cucamonga Campus, for the period of September 18, 2018 through June 30, 2019, as approved by Administrative Affairs. <sup>6</sup>	30,300.00	Restricted General Fund
2019CS215	Lori Sanchez	Pasadena, CA	For a not-to-exceed amount, to partner with the Energy, Construction, Utilities (ECU) sector team to support the creation, management and distribution of qualitative (regional forum content) and quantitative (labor market data) information to various partners and key audiences, for the period of September 1, 2018 through December 31, 2018, as approved by Economic Development. <sup>7</sup>	30,000.00	Restricted General Fund
2019CS266	Organizational Responsibility and Advancement (CORA)	San Diego, CA	For a not-to-exceed amount, provide professional development series on microaggressions, for the period of September 27, 2018 through September 28, 2018, as approved by Special Populations and Equity. <sup>8</sup>	15,214.48	Restricted General Fund
2019CS262	Pasco Doors	Pomona, CA	For a not-to-exceed amount, to provide as-needed automatic door repair services at the Rancho Cucamonga Campus, for the period of July 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	5,000.00	Unrestricted General Fund
2019CS249	Patriot Environmental Lab Services Inc.	Fullerton, CA	For a not-to-exceed amount, to investigate potential environmental hazards in the Old Administration building, room AD-102, at the Rancho Cucamonga Campus, for the period of September 28, 2018 through November 17, 2018, as approved by Human Resources.	4,727.00	Unrestricted General Fund
2019CS254	Precision Security and Protective Services Inc.	Santa Ana, CA	For a not-to-exceed amount, to provide as-needed unarmed security services at the Rancho Cucamonga, Fontana, and Chino Campuses, for the period of July 1, 2018 through June 30, 2019, as approved by Campus Police. <sup>9</sup>	70,000.00	Restricted and Unrestricted General Fund
2019CS247	Puretec Industrial Water	Oxnard, CA	For a not-to-exceed amount, to provide as-needed maintenance and repairs of water softener tanks at the Chino Campus, including weekly exchange services and as-needed maintenance and repairs, for the period of July 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	4,338.00	Unrestricted General Fund
2019CS248	Puretec Industrial Water	Oxnard, CA	For a not-to-exceed amount, to provide as needed maintenance and repairs of water softener tanks at the Central Plant, located at the Rancho Cucamonga Campus, for the period of July 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	25,902.70	Scheduled Maintenance Fund

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

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

<sup>8</sup> Funded by Student Equity budget.

<sup>9</sup> Funded by restricted Parking budget.

<b>Contract Number</b>	<b>Vendor</b>	<b>City, State</b>	<b>Description of Service</b>	<b>Amount</b>	<b>Funding Source</b>
2019CS236	QK Company, Inc.	New York, NY	For a not-to-exceed amount, provide a performance titled "Intrusion" at the Rancho Cucamonga, Chino, and Fontana Campuses, for the period of October 16, 2018 through October 17, 2018, as approved by Student Services. <sup>10</sup>	\$10,500.00	Restricted General Fund
2018PW40	R.C. Construction Services, Inc.	Rialto, CA	<p>Change Request 3 to increase the not-to-exceed amount for the Measure L Build-Out Projects. The Change Orders (CO) include:</p> <p>Planetarium Renovation (CO#3) - 1) utilize existing data conduit runs from the basement, resulting in a deduction 2) revise fiber conduit pathway to minimize exposed conduit on the Health Science building overhangs 3) add fiber cable wire to complete fiber run to the Planetarium 4) additional demolition, wall framing, and drywall to accommodate new electrical panels for a complete finished room 5) enlarge and widen projector shelf underneath dome cove to prevent students walking into projector shelf.</p> <p>Theatre Wings Renovation (CO#3) - 1) addition of reinforcement of steel rebar for topping slab in the Green Room area 2) installation of a fire extinguisher and cabinet in the wall of the Green Room area 3) delete plan for acoustical wall panels in an office, resulting in a deduction 4) removal of unforeseen concrete slab for proper placement of underground vault.</p> <p>Campus Center Shade Structure (CO#2) - 1) add fillet weld on smaller canopy to satisfy DSA request 2) welding of the stud at beam location per DSA 3) deletion of scope of work regarding gypsum moisture barrier installation, resulting in a deduction 4) deletion of a portion of the concrete finish requirements at the Campus Center East Quad area, resulting in a deduction.</p> <p>Campus Center East Plaza (CO#2) - Repair of unforeseen electrical conduit and reestablishment of electrical supply to the light pole in parking lot #7 and adjacent light poles.</p> <p>Museum Renovation (CO#3) - 1) revision of wall and access ramps due to unforeseen field conditions 2) revisions to ceiling insulation, revised wall types, door location, HVAC ductwork, and additional framing in the break room due to unforeseen field conditions 3) additional wall furring at the roof line, a new hollow metal door frame, addition of data drop for the HVAC controls, and relocation of a fire alarm device due to unforeseen field conditions 4) additional framing requirement necessary for installation of the light fixtures in the lobby ceiling area 5) additional structural modifications to the concrete masonry unit (CMU) wall in the break room 6) demolition of a portion of the lobby concrete slab to provide flat</p>	54,294.11	Measure L Fund

<sup>10</sup> Funded by Campus Safety & Sexual Assault One-Time allocation.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
			<p>level surface for new office 7) new equipment pad required for relocation of heat pump unit 8) installation of new catch basin and storm drain piping to change existing drainage swale 9) close up of opening in existing CMU plaster wall 10) installation of additional metal shear panels in the restroom walls for added strength and seismic support, per DSA 11) additional rebar and revisions to steel column posts foundations to address unforeseen site condition 12) additional rebar and revisions to Museum patio walls foundation at the access ramp 13) contract allowance for cleanup of exposed ceiling in the Museum lobby, resulting in a deduction per contract terms.</p> <p>This Change Order was approved by Administrative Affairs.</p>		
2018PW40	R.C. Construction Services, Inc.	Rialto, CA	<p>Change Request 4 to increase the not-to-exceed amount for the Measure L Build-Out Projects. The Change Orders (CO) include:</p> <p>Theatre Wings Renovation (CO#4) – Demolition of additional walls discovered behind existing walls. Upon removal of unforeseen walls, contractor will provide labor and materials for new walls, finishes, and various other building systems and components to be provided after demolition phase, per Theatre Wings Renovation Bulletin #2.</p> <p>Museum Renovation (CO#4) – 1) replacement of existing irrigation water lines to allow for installation of new concrete patio work, 2) installation of new T-bar grid system for a new and complete ceiling systems in rooms 102 and 103.</p> <p>This Change Request was approved by Administrative Affairs.</p>	\$163,918.00	Measure L Fund
15C103C	Remote-Learner US, Inc.	Denver, CO	Amendment 3 to extend Agreement term end date to January 24, 2019, to provide Remote-Learner software support, hosting, and training services, as approved by Career Development.	8,625.00	Unrestricted General Fund
2019CS261	ReySan Communications	Los Angeles, CA	For a not-to-exceed amount, install electrical cable needed to network additional computer stations in the Math Building, room M-121G, at the Rancho Cucamonga Campus, for the period of September 28, 2018 through October 27, 2018, as approved by Technical Services. <sup>11</sup>	1,976.50	Restricted General Fund
2019CS164	School Services of California, Inc.	Los Angeles, CA	Consulting Agreement for Special Services, to provide consulting services relating to community college finance, which includes delivery of one copy of <i>Community College Update</i> and to monitor meetings held by the Chancellor's Office, Board of Governors, and other such organizations, for the period of July 1, 2018 through June 30, 2019, as approved by Business Services and Economic Development.	3,420.00	Unrestricted General Fund

<sup>11</sup> Funded by Title III, STEM grant funds.

<b>Contract Number</b>	<b>Vendor</b>	<b>City, State</b>	<b>Description of Service</b>	<b>Amount</b>	<b>Funding Source</b>
2019PW182	Sneary Construction, Inc.	Upland, CA	For a not-to-exceed amount, paint designated areas of the Child Development Center, Planetarium, and Wignall Museum buildings, located at the Rancho Cucamonga Campus, for the period of September 1, 2018 through September 15, 2018, as approved by Facilities Development. <sup>12</sup>	\$35,350.00	Restricted General Fund
2019PW182	Sneary Construction, Inc.	Upland, CA	Amendment 1 to increase the not-to-exceed amount and to extend the term end date to October 5, 2018, for additional painting services at the Child Development Center, building B, located at the Rancho Cucamonga Campus, as approved by Facilities Development. <sup>13</sup>	7,800.00	Restricted General Fund
2019CS224	Sophia Brooks Henson	Corona, CA	For a not-to-exceed amount, to provide training services for workers of District's business clients and community partners in the areas of but not limited to: business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management skills, and safety skills, for the period of September 11, 2018 through June 30, 2019, as approved by Economic Development. <sup>14</sup>	500.00	Restricted General Fund
2019CS22	Stephen Nagy	Victorville, CA	Amendment 2 to increase the not-to-exceed amount, for additional InTech Center training services, as approved by Economic Development. <sup>15</sup>	5,040.00	Restricted General Fund
2019CS25	Thomas Burciaga	Beaumont, CA	Amendment 1 to increase the not-to-exceed amount, for additional InTech Center training services for District's business clients and community partners, as approved by Economic Development. <sup>16</sup>	9,500.00	Restricted General Fund
2019CS214	Thor Safety	Corona, CA	Amendment 1 to increase the not-to-exceed amount for additional InTech Center training courses services for District's business clients and community partners, as approved by Economic Development. <sup>17</sup>	9,000.00	Restricted General Fund
2019CS277	Tori Victoria Hicks	Upland, CA	For a not-to-exceed amount, to operate volleyball table scoreboard and maintain scorebook for home contests, for the period of August 29, 2018 through November 13, 2018, as approved by Athletics.	120.00	Auxiliary Services Fund
2019CS251	Unidos por La Musica Non-Profit	Ontario, CA	For a not-to-exceed amount, to distribute produce and non-perishable food on behalf of the Food Pantry for students at the Rancho Cucamonga, Fontana, and Chino Campuses, for the period of July 1, 2018 through December 31, 2018, as approved by Special Populations and Equity. <sup>18</sup>	5,400.00	Restricted General Fund

<sup>12</sup> Funded by Physical Plant & Instructional Support Block grant budget.

<sup>13</sup> Funded by Physical Plant & Instructional Support Block grant budget.

<sup>14</sup> Funded by Economic Development grant funds.

<sup>15</sup> Funded by Economic Development grant funds.

<sup>16</sup> Funded by Contract Education program and by Economic Development grant funds.

<sup>17</sup> Funded by Economic Development grant funds.

<sup>18</sup> Funded by Student Equity budget.

<b>Contract Number</b>	<b>Vendor</b>	<b>City, State</b>	<b>Description of Service</b>	<b>Amount</b>	<b>Funding Source</b>
2019CS280	Venus Designs, Inc.	Saint Paul, MN	For a not-to-exceed amount, to provide professional graphic design services for the Statewide Cybersecurity Employment report and various industry sector occupation posters, for the period of July 1, 2018 through June 30, 2019, as approved by Center of Excellence. <sup>19</sup>	\$13,350.00	Restricted General Fund
2019CS20	William Gutzmann	Ontario, CA	Amendment 2 to increase the not-to-exceed amount, for additional training and associated client consultation to District's business clients and community partners, as approved by Economic Development. <sup>20</sup>	4,680.00	Restricted General Fund
2019CS21	William Joe Morgan	San Bernardino, CA	Amendment 1 to increase the not-to-exceed amount for additional training services and associated client consultation to District's business clients and community partners, as approved by Economic Development. <sup>21</sup>	800.00	Restricted General Fund

***List reflects contracts entered into and change orders to existing contracts for the month of October 2018.<sup>22</sup>***

<sup>19</sup> Funded by Center of Excellence funds.

<sup>20</sup> Funded by Contract Education program and by Economic Development grant funds.

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

<sup>22</sup> 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 OCTOBER 2018

### GENERAL FUNDS ( 10 )

PAYROLL	7,164,919.79	
COMMERCIAL	<u>5,306,815.05</u>	
<b>TOTAL FUND ( 10 )</b>		12,471,734.84

**SCHEDULED MAINTENANCE FUND ( 42 )** 8,348.12

**BUILDING FUND (40)** 650,429.77

**EARLY RETIREMENT FUND ( 61 )** -

**VACATION LIABILITY (69)** 3,281.30

**CAPITAL OUTLAY PROJECT FUND ( 41 )** 18,498.72

### CHILD DEVELOPMENT FUND ( 33 )

PAYROLL	84,543.89	
COMMERCIAL	<u>134,125.03</u>	
<b>TOTAL FUND ( 33 )</b>		218,668.92

**TOTAL ALL FUNDS** **\$ 13,370,961.67**

### PAYROLL WARRANT/ADVICE NUMBERS

124668-124800                      392744-394715

### COMMERCIAL WARRANT NUMBERS

1012764-1012890                      1707948-1709650

### PURCHASE ORDER NUMBERS

BPO's	13776-13808	\$	113,498.91
PO's	50885-51094	\$	414,520.11