



AGENDA
MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT
Thursday, December 12, 2019
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. Public Safety Report
 - 2. STEM 2019 Summer Research Symposium Report
 - 3. Student Services Report
- IV. **REGULAR SESSION**
 - A. RECONVENE IN REGULAR SESSION
 - 1. Pledge of Allegiance
 - B. PUBLIC COMMENTS
 - C. COMMUNITY LINKAGES
 - 1. Governing Board
 - 2. Legislative Update
 - 3. Foundation
 - D. REPORTS
 - 1. Closed Session Actions
 - 2. Monitoring
 - a. Annual Measure L Performance Audit
 - b. Claims Monitoring Report
 - c. Student Services Board Monitoring Report – 2018/19
 - E. CONSENT AGENDA
 - 1. Governance Process
 - a. Approval of Minutes, November 20, 2019
 - b. Resolution – Compensation for Trustee When Absent
 - 2. Academic Affairs
 - a. Curriculum
 - 3. Business/Fiscal Affairs
 - a. Approval to Purchase Materials Through Other Public Agency Contracts
 - b. Budget Increase – Restricted General Fund

3. Business/Fiscal Affairs (continued)
 - c. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
 - d. Disposal of District Property: Machine Shop Equipment
 - e. Notice of Completion: Measure L Bond Build-Out Project – Wignall Museum, Planetarium, Campus Center Shade Structure, and Campus Center East Plaza
 - f. Rental Agreement: Ontario High School

F. ACTION AGENDA

1. Business/Fiscal Affairs
 - a. Contract, Purchase Order, and Warrant Lists
 - b. Bid No. 2020PW277, College Drive East Repair Project

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, January 23, 2020.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

December 12, 2019
Board Meeting Date

TOPIC **ANNUAL MEASURE L PERFORMANCE AUDIT**

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To present the 2018-2019 annual Measure L performance audit report for information as prepared by CliftonLarsonAllen, LLP.

BACKGROUND

Section 1(b)(3)(C) of Article XIII A of the California Constitution requires the District to conduct an annual independent performance audit to ensure that the proceeds of the bonds deposited into the bond building fund have been expended only for the authorized bond projects. The audit for the 2018-2019 has been reviewed by the Citizen’s Oversight Committee.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

The 2018-2019 annual Measure L performance audit prepared by CliftonLarsonAllen, LLP is presented for information only.

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

**CHAFFEY COMMUNITY COLLEGE DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE L
PERFORMANCE AUDIT**

Fiscal Year Ending June 30, 2019



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**CHAFFEY COMMUNITY COLLEGE DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE L
PERFORMANCE AUDIT**

June 30, 2019

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CliftonLarsonAllen LLP
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INDEPENDENT AUDITOR'S REPORT

The Board of Trustees
The Citizens' Oversight Committee
Chaffey Community College District
5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002

We have conducted a performance audit of the Chaffey Community College District (the "District"), Measure L General Obligation Bond funds for the fiscal year ended June 30, 2019.

We conducted our performance audit in accordance with generally accepted *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

Our audit was limited to the objectives listed on page three of this report which includes determining the Chaffey Community College District's compliance with the performance requirements for the Proposition 39 Measure L General Obligation Bonds under the applicable provisions of Section 1(b)(3)(C) of Article XIII A of the California Constitution. Management is responsible for the Chaffey Community College District's compliance with those requirements.

Solely to assist us in planning and performing our performance audit, we obtained an understanding of the internal controls of Chaffey Community College District to determine if internal controls were adequate to help ensure the District's compliance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution. Accordingly, we do not express any assurance on the internal controls.

The results of our tests indicated that, in all significant respects, Chaffey Community College District expended Measure L General Obligation Bond funds for the fiscal year ended June 30, 2019 only for the specific projects developed by the District's Board of Trustees, and approved by the voters, in accordance with the requirements of Proposition 39, as specified by Section 1(b)(3)(C) of Article XIII A of the California Constitution.

CliftonLarsonAllen LLP

CliftonLarsonAllen, LLP
Glendora, California
October 21, 2019

CHAFFEY COMMUNITY COLLEGE DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE L
PERFORMANCE AUDIT

June 30, 2019

BACKGROUND INFORMATION

In November 2000, the voters of the State of California approved Proposition 39 authorizing the issuance of general obligation bonds by California public school districts and community colleges, under certain circumstances and subject to certain conditions. In March 2002, a general obligation bond proposition (Measure L) of the Chaffey Community College District was approved by the voters of the District. Measure L authorized the District to issue up to \$230,000,000 of general obligation bonds to finance various capital projects, and related costs, as specified in the bond measure provisions.

Pursuant to the requirements of Proposition 39 and related State legislation, the Board of Trustees of the District established a Citizens' Oversight Committee and appointed its members. The principal purpose of the Citizens' Oversight Committee, as set out in State law, is to inform the public as to the expenditures made using the proceeds of the bonds issued pursuant to the Measure L bond authorization. The Citizens' Oversight Committee is required to issue at least one report annually as to its activities and findings.

Section 1(b)(3)(C) of Article XIII A of the California Constitution requires the District to conduct an annual independent performance audit to ensure that the proceeds of the bonds deposited into the Bond Building Fund have been expended only for the authorized bond projects.

CHAFFEY COMMUNITY COLLEGE DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE L
PERFORMANCE AUDIT

June 30, 2019

OBJECTIVES

The objectives of our Performance Audit for the fiscal year ended June 30, 2019 were to:

- Determine the expenditures charged to the Chaffey Community College District Measure L Bond Building Fund;
- Determine whether expenditures charged to the Measure L Bond Building Fund have been made in accordance with the bond project list approved by the voters through the approval of Measure L in March 2002;

SCOPE OF THE AUDIT

The scope of our performance audit covered the fiscal period from July 1, 2018 to June 30, 2019. The propriety of expenditures for capital projects and maintenance projects funded through other state or local funding sources, other than the proceeds of the bonds, were not included within the scope of our audit. Expenditures incurred subsequent to June 30, 2019 were not reviewed or included within the scope of our audit or in this report.

CHAFFEY COMMUNITY COLLEGE DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE L
PERFORMANCE AUDIT

June 30, 2019

PROCEDURES PERFORMED

- We identified the expenditures and projects charged to the general obligation bond proceeds by obtaining the general ledger and project listing.
- We haphazardly selected a sample of 36 expenditures totaling \$4,345,511 (74% of non-salary related expenditures) and \$33,532 of salaries and benefits (100% of salaries and benefits), considering all object codes and projects for the fiscal year ended June 30, 2019.
- We reviewed the actual invoices and supporting documentation to determine that expenditures charged to projects were:
 - Supported by invoices with evidence of proper approval and documentation of receipt of goods or services;
 - Supported by proper bid documentation, as applicable;
 - Properly expended on the authorized bond projects as listed on the voter-approved bond project list;
 - Used for salaries of administrators only to the extent they perform administrative oversight work on construction projects as allowable per Opinion 04-110 issued November 9, 2004 by the State of California Attorney General.

CHAFFEY COMMUNITY COLLEGE DISTRICT
PROPOSITION 39 GENERAL OBLIGATION BONDS
MEASURE L
PERFORMANCE AUDIT

June 30, 2019

CONCLUSION

The results of our test indicated that, in all significant respects, the Chaffey Community College District has properly accounted for the expenditures of the funds held in the Measure L Bond Building Fund and that such expenditures were made for authorized bond projects.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

December 12, 2019

Board Meeting Date

TOPIC CLAIMS MONITORING REPORT

Communication No. IV.D.2.b

SUPPORTS BOARD POLICY

Board Policy 6540 Insurance – The Superintendent/President shall be responsible to secure insurance for the District as required by law, which shall include, but is not limited to, the liabilities described in Education Code Section 72506, as follows: Liability for damages for death, injury to persons, or damage or loss of property; personal liability of the members of the Governing Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his/her office or employment. The Superintendent/President may authorize coverage for persons who perform volunteer services for the District. Worker’s compensation insurance.

EXECUTIVE SUMMARY

The property/liability coverage includes the administration of nine separate policies. The coverage includes self-insurance property, primary property policy, excess property policy, crime policy, auto/comprehensive collision policy, boiler machinery policy, computer policy, cyber and excess cyber liability policy, and a liability policy.

The Human Resources Department is responsible for processing property and liability claims and assisting California Schools Risk Management/JPA and Carl Warren & Co. in the investigations/litigations of claims filed against the district.

OUTCOMES / RESULTS FOR FISCAL YEAR 2018-19

- Reports of Hazardous Conditions – During the 2018–19 fiscal year, notifications of hazardous conditions continued to be addressed to ensure potential unsafe conditions were mitigated.
- Advisory Notices/Safety Bulletins – For immediate and ease of access, the process for distributing advisory notices are posted on the District’s Environmental Health and Safety webpage. These notices are intended to develop awareness on safety and health issues and include information on topics such as: utility outage, water shutdown, chemical spraying, painting, heat exposure, construction barriers, road and parking lot closures, etc.
- Web-Based Safety Training – This online training is assigned, as appropriate, to provide employees with safe working practices and safety awareness. The goal is to continue to reduce the risk of industrial accidents as well as to keep the employees current with changes in regulations and safety practices. This training includes topics such as: blood borne pathogens safety; OSHA standards training; operation of a forklift and/or aerial lift; industrial ergonomics; back injury prevention; HAZWOPER training; workplace diversity; eye safety; slips, trips & falls prevention; working in extreme temperatures; etc.
- Workers’ Compensation Program – The District continues to utilize the reporting procedures for work-related injuries and illnesses through Company Nurse On Call. This program is offered through the District’s self-insured plan (CSR/M/JPA). The program continues to be successful, as evidenced in the decrease of the experience modification factor (calculation factoring severity and frequency of claims). A total of 81 incidents were filed in the 2018–19 fiscal year, of which 44 claims (54%) were referred out for medical treatment. The cost for medical treatment was \$52,164.07, a decrease of \$22,495.29 (30%) from the prior year’s claims.

The department also monitors the progress of all workers' compensation claims through file reviews with York Insurance Company, the District's third party administrator. During these meetings discussion of employee progress, case management, and appeals take place. In addition, the department conducted assessments with the appropriate supervisors relative to employees' release to return to work with restrictions by the attending physician.

- Property – Liability Claims – Results relative to property/liability claims are included in claim summary.

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



**Claims Monitoring Report
Summary of Property/Liability Claims
2018-19**

December 12, 2019

**Susan Hardie
Director, Human Resources**

Chaffey Community College District

OUTCOMES / RESULTS FOR FISCAL YEAR 2018–19

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Chaffey Community College District

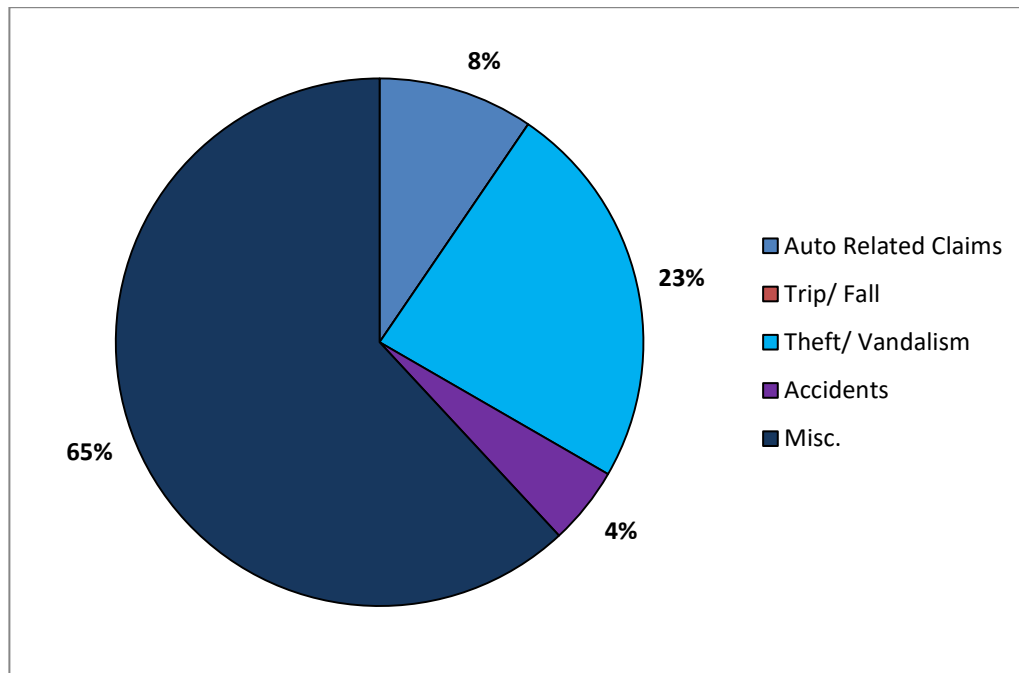
PROPERTY/LIABILITY CLAIMS BY CATEGORY

The following table represents claims by category. A claim is an action filed against the district that involves associated costs, such as insurance adjuster fees, appraisals, medical bills, court and/or legal fees. These claims are referred to the district's insurance adjuster, Carl Warren & Co., for handling.

An incident or accident not involving costs is recorded by the District's Campus Police Department and is not included in the data reported below.

Year	Auto Related Claims	Trip/Fall	Theft/Vandalism	Accidents	Misc.	Total
2014 - 2015	1	0	0	0	2	3
2015 - 2016	0	0	0	1	1	2
2016 - 2017	1	0	4	0	3	8
2017 - 2018	0	0	1	0	5	6
2018 - 2019	0	0	1	0	6	7
5 Year Summary	2	0	6	1	17	26

Claims Experience 2014-15 through 2018-19



Chaffey Community College District

Claim Summary

2018-19 AUTOMOBILE CLAIMS - NONE

2018-19 TRIP & FALL CLAIMS – NONE

2018-19 THEFT/VANDALISM CLAIMS

	Nature of Claim	Status/Action	Cost of Claim
1.	Theft of photography equipment	Replaced / Closed	\$14,133.86

2018-19 ACCIDENTS - NONE

2018-19 MISCELLANEOUS

	Nature of Claim	Status/Action	Cost of Claim
1.	Flooring and wall damage in Child Development Center, due to sewer backup	Repaired / Closed	\$49,495.34
2.	Flooring and wall damage in restroom of Chino Bank Building due to leaking pipe in wall.	Repaired / Closed	\$7,209.99
3.	Water damage in Library, Administration, Automotive Technology Lab, Theatre, and Warehouse buildings due to torrential rain.	Repaired / Closed	\$122,378.89
4.	Water damage in Gym 109, Gym stairway, and Warehouse due to torrential rain.	Repaired / Closed	\$19,891.49
5.	Water damage in Gym 111, Theatre Projection Room and Automotive Technology Lab due to torrential rains.	Repaired / Closed	\$18,248.55
6.	Flooring damage in Chino IT building due to broken pipes.	Repaired / Closed	\$8,187.40

Cost of claims includes administrative and other fees (e.g., claims adjuster, appraisals, court costs/legal fees) or costs recovered.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

December 12, 2019
Board Meeting Date

TOPIC STUDENT SERVICES MONITORING REPORT FOR 2018-19

Communication No. IV.D.2.c

SUPPORTS BOARD POLICY

Board Policy 3250 – Institutional Planning

Board Policy Chapter 5 – Student Services

EXECUTIVE SUMMARY

The framework that has been used to organize this monitoring report uses the institutional goals as developed by the superintendent/president, executive team, and deans aligned with the institution’s core values: student success, educational excellence, climate of inclusion and respect, dynamic student services, responsiveness to the community, and environmental responsibility.

In an effort to accomplish the goals above, Student Services works with the school deans, both senates, CSEA, CCFA, Institutional Research, Faculty Success Center, the Enrollment and Success Management Committee, and others to ensure appropriate guidance and support are given to students. In addition, assessment measures are incorporated into activities so that student and faculty success can be documented.

OUTCOMES / RESULTS FOR FISCAL YEAR 2018-19

Student Services makes every effort to meet the needs of our students, faculty, staff and community. These efforts are demonstrated by some of the following activities:

- More than \$45 million in Financial Aid disbursed
- Nearly 26,000 official transcript requests processed
- Over \$100,000 awarded in scholarships and book grants
- Nearly 37,000 student contacts in the GPS Centers

The complete monitoring report documents the achievements of each program within Student Services.

Prepared by:	<u>Eric Bishop, Associate Superintendent, Student Services & Legislative Engagement</u>
Submitted by:	<u>Eric Bishop, Associate Superintendent, Student Services & Legislative Engagement</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

STUDENT SERVICES BOARD MONITORING REPORT

2018/19



INTRODUCTION

Student Services plays an integral part in fulfilling the Chaffey College mission of improving lives. Through a framework of equity and social consciousness, the area provides the infrastructure to the educational processes and compliments the instructional and administrative units of the institution by striving to provide seamless access and support to the quality education our faculty and staff provide. Collectively, Student Services works to educate and empower students in their ability to make real-life professional and business transactions. The Office of the Associate Superintendent is responsible for ensuring that the areas of student services work cohesively to fulfill the college's mission and meet the college's Institutional Goals as well as the state's Vision for Success.

The unit encompasses service components, support components, co-curricular aspects, and curriculum that engage students as part of its daily framework and processes. Student Services reaches every student in some aspect or another, whether it is ensuring the application and registration date are available for the student, awarding of financial aid, or by providing counseling or health services. Student Services engages students in activities such as clubs, student government or intercollegiate athletics.

The office is also responsible for the vision and leadership of 12 student services departments and programs, including Admissions and Records, Athletics, Cashiers, Counseling (Including Student Success and Support Programs, DPS & EOPS), Career Center, Financial Aid, International Student Services, Student Employment, Student Health Services, Student Life, Student Discipline & Grievance, and Transfer Center.

As the college community works to excel in its work among California Community Colleges, the student services unit has embraced and supported the movement and implementation of Guided Pathways, Elimination of Assessment (AB 705), California Promise, Student Centered Funding Formula, Student Equity and Achievement Program, among others.

Student Services has embraced its role in Chaffey College's innovative and progressive culture and moves into 2019-2020 with energy and excitement at the work and opportunities to serve our students and community. The unit is excited in its role in supporting the college and its students through the continued support of the college's mission and vision, as well as supporting the implementation of the Vision for Success, Student Centered Funding Formula and Student Equity and Achievement Program. Each student services area has worked to align its area with the institutional goals and the Vision for Success Goals.

Eric Bishop
Associate Superintendent of Student Services & Legislative Engagement

STUDENT SERVICES MANAGEMENT TEAM

- Admissions / Records / Cashiers
 - Kathy Lucero, Director
- Athletics
 - Dr. Michael McClellan, Dean
 - Dr. Timi Brown, Athletic Director
- Career Center & Student Employment
 - Ruth Ann Garcia, Director
- Counseling / Guiding Panthers to Success (GPS) Centers
 - Amy Nevarez, Dean
- Disability Programs & Services
 - Amy Nevarez, Dean
- Extended Opportunities, Programs & Services (EOPS) /CARE/CalWorks/NextUp
 - Diana Sanchez, Interim Director
- Financial Aid
 - Patricia Bopko, Director
- International Student Services
 - Patricia Bopko, Director
- Student Life / Student Discipline & Grievance
 - Christopher Brunelle, Dean
- Student Health Services
 - Dr. Kay Peek, Director
- Transfer Center & High School Outreach
 - Ruth Ann Garcia, Director

ADMISSIONS & RECORDS / CASHIER'S

The Admissions and Records office is responsible for the initial matriculation process for students into the college. In addition to maintaining access to the college application, the office provides official transcripts, enrollment verifications, photo ID card distribution, Omni-Trans emergency bus passes, enrollment and fee collection and various other functions.

Additionally, A&R processes residency verifications and a key portal in access to the college. It also serves as the central office in compliance with Title 5 regulations as it applies to matriculation and enrollment.

Accomplishments:

- Continued outreach to inmates in Turning Point program to assist with completion of admission and financial aid applications, and registration of all students, resulting in a 59% increase over last year.
- Collaborated to streamline enrollment process for dually enrolled high school students through use of a digital workflow created by the Office of High School Partnerships.
- Collaboration with Omni-Trans, Office of Institutional Research, Information Technology Systems, and student ID card vendor to resolve multiple ridership issues at the beginning of the year. We were able to develop a system that meets the needs of all parties concerned.
- Coordinated outsourcing of digital imaging of all microfiche transcripts, completing the 10-year long project.
- In collaboration with the Center for Culture and Social Justice, provided staffing for four weekly hours to facilitate services to students who require a more confidential setting.



Admissions & Records 2018-2019 Team

Admissions & Records Office Statistical Data

Student contacts at service counters	45,631	
Admission applications - Total	23,080	
<i>CCCApply</i>		20,001
<i>Manual CIM/CIW</i>		237
<i>High School Dual Enrollment</i>		2,842
FAFSA's completed for Turning Point	245	
Responses to Admissions email enquiries	6,204	
Photo ID's issued	30,555	
Grade Changes processed	922	
Residency determinations made	1,219	
Diplomas issued	3,115	
Certificates issued	1,772	
Unit Evaluations completed	4,501	
Official transcript requests - Total	25,966	
<i>Via the MyChaffey Portal (24 hour turn-around)</i>		15,421
<i>By mail/In Person</i>		3,443
<i>Etranscripts</i>		3,290
<i>National Student Clearinghouse</i>		3,812
Incoming electronic transcripts processed - Total	5,356	
<i>Parchment</i>		1,063
<i>Scrip-Safe</i>		2,624
<i>National Student Clearinghouse</i>		894
<i>XAP</i>		775
Records scanned and linked	35,804	
Petitions processed	1,443	
Records forms processed - Total	1,135	
<i>Credit by Exam</i>		520
<i>Independent Study</i>		13
<i>Non-traditional Credit</i>		299
<i>Special Repeat Coding</i>		127
FACTS accounts maintained (deferred payment plan)	3,741	
Third Party Billing	\$553,601	
<i>Number of students served</i>		3,594
Past-due fees collected through COTOP (net)	\$56,940	
<i>Number of students served</i>		823
Refunds processed through Cashier	\$1,853,487	
<i>Number of students served</i>		12,261
Fees collected in person through service counters	\$2,291,252	
<i>Number of students served</i>		18,954

ATHLETICS

The Chaffey Athletics Department provides opportunities for students to continue the competitive spirit in both academic and athletic settings. The Athletic Department is comprised of 14 highly competitive intercollegiate teams. Chaffey student-athletes benefit from having access to a full-time dedicated academic athletic counselor within the department. The athletic programs are sanctioned by the California Community College Athletic Association (CCCAA), the governing body for community college athletics and prior to moving to the Inland Empire Athletic Conference for the 2019-2020 year, competed in the South Coast Conference. To further promote student development and enhance the Chaffey experience, student-athletes are introduced to campus resources and services that lead to student success. As a result, Chaffey student-athletes continue to excel academically. Retention and success rates for this important student group indicate that student-athletes continue to outperform their non-athletic peers at Chaffey College.

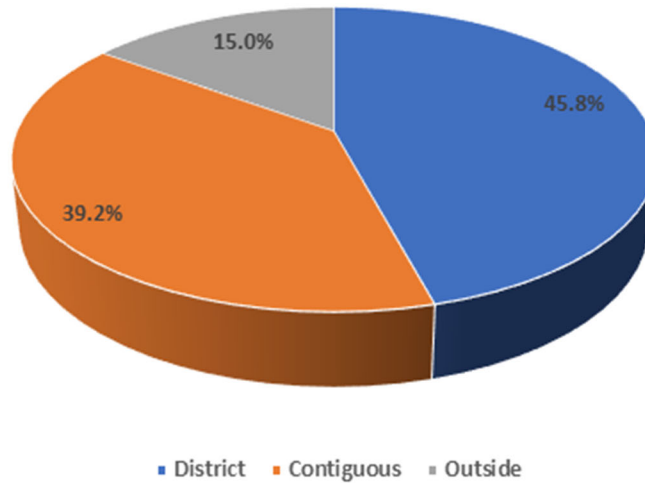
2018-19 Performance Outcome Data, Student-Athletes vs Non-Student-Athletes

Outcome Measure	Student-Athletes	Non-Student-Athletes
Course Success Rates	78.63%	70.17%
Course Retention Rates	94.51%	90.17%
Mean Number of Units Attempted (Annual, Primary Terms Only)	26.39	12.87
Mean Number of Units Earned (Annual, Primary Terms Only)	20.87	11.50
Degrees Earned	53	3,753
Certificates Earned	11	1,999
Unit Accumulation, Degree Earners	70.7	87.6
Unit Accumulation, Certificate Earners	71.0	79.2

The department actively promotes participation at athletic events by offering free gate admission to all students and marketing games and special events through posters, pocket schedules, social media, and use of the college’s electronic marquee. Student-athletes are encouraged by their coaches to attend sporting events of their fellow teams when possible. In addition, several teams volunteer at home games by providing game day support. Finally, student-athletes and coaches are active in campus and community causes such as Chaffey Dreamers, Special Olympics and Foothill Family Shelter and regularly host awareness events (cancer, domestic violence, LGBTQ+, etc).

Student-athletes actively participate in community events and all coaches have developed positive relationships with area high schools. This is most evident in the recruiting of local talent. More than 80% of Chaffey College student-athletes come from high schools within our recruiting area.

High School of Record, 2018-19 Student-Athletes



Demographic Characteristics	Student Group			
	Student Athletes (N = 301)		Non-Student-Athletes (N = 28,752)	
	N	%	N	%
Race/Ethnicity:				
African American	49	16.3	2,248	7.8
Asian	1	0.3	1,945	6.8
Caucasian	63	21.0	4,089	14.2
LatinX	164	54.5	18,935	65.9
Native American	0	0.0	47	0.2
Pacific Islander	1	0.3	69	0.2
Two or More Races	13	4.3	831	2.9
Unknown	10	3.3	588	2.0
Gender:				
Male	204	67.8	11,402	39.7
Female	97	32.2	16,728	58.2
Unknown/Decline to State	0	n/a	622	2.2
District Residency Status:				
District Resident	139	46.2	19,980	69.5
Out-of-District Resident	147	48.8	8,098	28.2
Out-of-State/International Student	15	5.0	674	2.3
First Generation College Students	81	26.9	13,657	47.5
Economically Disadvantaged	203	67.4	18,407	64.0
Non-English Primary Language	83	27.6	10,829	37.7

Compared to the general student population, student-athletes are more likely to be male, reside outside of the Chaffey College district boundaries, and be economically disadvantaged. Approximately 75.7% of student-athletes are from historically underrepresented populations. Approximately 25% of student-athletes are first generation college students and/or report that their primary language spoken at home is a language other than English.

Scholar-Athletes

In 2018, Chaffey College student-athletes performed remarkably in the classroom, with a total of 124 student-athletes (41%) honored as scholar-athletes (3.0 GPA or higher). Panther scholars were led by the men's and women's cross-country teams winning the CCCAA team scholarship award, with 13 runners recognized individually as scholar athletes. Football had 31 scholar-athletes, women's soccer had 12, including three United Soccer Coaches Scholar All-American nominees. Water polo and basketball teams each had 13 scholar-athletes combined, swim teams had 10, while men's soccer and baseball both recognized nine student-athletes, followed by volleyball with four.



Men's & Women's Soccer Scholar Athletes

Athletic Achievements

Former Chaffey student-athletes from all programs are currently playing at top NCAA and NAIA schools, many receiving full scholarship opportunities. The class of 2019 athletes who have moved on are:

Men's & Women's Cross Country:

- Julia Cantrell and Kaylie Balvaneda competed at the 2018, Division II Western Regional Championships, and are continuing her running careers at Cal State San Bernardino.
- A member of the men's team, Andrew Oravets, competes at Chico State.

Women's Soccer:

- South Coast Conference Champions w/ a 16-2-3 overall record, and undefeated (8-0) in conference play.
- Angel Rodriguez was named SCC Offensive Player of the Year.
- Six players earn Division II scholarships: Taylor Windham transferred to Cal State LA; Danielle Perez, Raelene Diaz, Emma Burgos, Melanie Lopez and Marissa Zapata all transferred to Cal State San Bernardino.

Women's Basketball

- Gytonne Everett was named First-team All-SCC, and transferred to Keyano College in Canada

Men's Basketball:

- South Coast North Co-Champions with a 24-7 overall record, and 9-1 conference record.
- Four players earned an AA degree, as well as a scholarships to play at four-year institutions: Anthony Garcia, as a First-team All-Conference performer transferred to Hope International University; Jaylen Wiltz, Bellevue University; Cameron Fisher, Notre Dame de Namur University; and Isaiah McCullough, Pacific Union College as another First team, All-Conference selection.

Men's Baseball:

- Team accomplishments: 24-16 season record. 13-9 in conference, tied for second place
- Ranked as high as ninth in California and sixth in Southern California. Finished ranked 12th in Southern California.
- Two Players of the week and three Southern California Pitcher of the Week honors. Elias Jaueregui, Jason Dumont, Jacob Martin, Andy Otterson, Cam White, and Bradley Chesterton were named to the 2019 All-South Coast Conference Team.
- Eight sophomores transferred to four-year programs.
- Finished with a 2.98 team GPA.

Men's Swimming:

- Kyle McClanahan and Jade El-Gaouny made the CCCAA State Semi-Finals.

Volleyball:

- Kendall Mency was named the South Coast Conference – North MVP; four additional all conference selections.

Honored Coaches:

- Both Grace Cooper, soccer, and Brianna Gonzales, volleyball, were honored as the South Coast Conference Coaches of the Year in their respective sports.
- Men's Soccer, Head Coach, Ben Cooper was honored as the CCCAA Sophomore Showcase Coach for the South Division.



Student-Athlete Participation by Sport, 2018-19 Academic Year*:

Sport	Females	Males
Baseball		34
Basketball	13	17
Cross Country	12	14
Football		87
Softball	14	
Soccer	26	27
Swimming & Diving	13	14
Volleyball	12	
Water Polo	16	18
TOTAL	106	211

*16 student-athletes participate in multiple sports:

- Seven female student-athletes participated in Swimming/Diving and Water Polo
- Seven male student-athletes participated in Swimming/Diving and Water Polo
- One female student-athlete participated in Swimming/Diving and Cross Country
- One male student-athlete participated in Soccer and Water Polo

Facilities

The athletic facilities at Chaffey have seen major improvements over the last year. The Athletic Training room was re-configured to better serve our student-athletes' injury care and prevention. Both the soccer and football fields received new turf and scoreboards. The new football scoreboard features hi-quality video capabilities, as well as marketing and promotional advertising opportunities for local businesses. The football coaches' office was also re-configured, to better accommodate the coaching staff. With the majority of our athletic teams moving into the newly formed Inland Empire Athletic conference, the official logo of the conference was painted on both the Sports Center and Earl Sicosky gymnasium floors. Finally, student computers were added to the conference room in the Kinesiology/Athletics building.

Compliance

The Chaffey College Athletics Department must meet the strict guidelines set by the CCCAA. At Chaffey College, all coaches and staff must pass an annual CCCAA compliance exam, as well as attend a yearly in-service meeting conducted by the Athletic Director. Topics include recruiting, initial eligibility, decorum, sportsmanship and professional conduct. This ensures all teams and department practices remain compliant with statewide regulations. In addition, the Eligibility Specialist, Athletic Counselor and Athletic Director conducts workshops with all teams prior to the start of the season; 301 students participated on teams in 2018-19. The department also conducts weekly unit checks for full-time status, as well as monitors the student-athletes throughout the season with quarterly grade checks.

As a component of its compliance process the college also completes the Equity in Athletics Disclosure Act form which reports the college's participation and spending by sport. This year's report can be found in Appendix A

CALWORKs

CalWORKs is an acronym for California Work Opportunity and Responsibility to Kids. The program was established in California under AB 1542, in response to federal welfare reform to Temporary Assistance to Needy Families (TANF.) CalWORKs provides temporary cash aid assistance to families with dependent children in order to help meet basic needs. They also assist parents in completing training programs that assist the family's move towards self-sufficiency.

The CalWORKs program at Chaffey College assists students who receive cash aid and are required to participate in Welfare-to-Work/GAIN. Students must be either enrolled, or plan to enroll in an academic program at Chaffey College and must be receiving cash aid for themselves as well as for their children. It provides educational planning services to students and collaborates with the San Bernardino County Transitional Assistance Department (TAD), Los Angeles County Department of Public Social Services (DPSS), and Riverside County DPSS to help students meet their Welfare-to-Work/GAIN requirements. Students meet with a counselor for completion of required documents (Individual Education Plans, training verifications for child care approval, attendance and progress reports, etc.) as well as for regular progress checks.

The program helps students align their educational and career goals and achieve academic success and self-sufficiency. The program offers individual counseling, priority registration, work study placement and subsidized employment, mentoring, advocacy, and personal/professional development. Students are served by individuals who are knowledgeable in county CalWORKs requirements, sensitive to students' roles as parents, and committed to helping students reach their full potential through education and employment.

CalWORKs Data Summary

Students Served	#
Summer 2018	127
Fall 2018	232
Spring 2019	198
2018-2019 Graduates	24

Major CalWORKs Activities

Summer 2018 – Summer Kickoff Ancillary Event

- Students provided with the opportunity to pick up their textbooks and parking benefits
- 116 (textbooks) & 100 (parking permits) provided

Advocacy/Assertiveness Workshop “Your Voice, Your Choice”

- This workshop provided students with the tools needed to interact effectively with others while keeping emotions in check. Reviewed stress coping mechanisms, self-esteem and communication skills.

Business Etiquette Workshop

- The workplace is an ever-changing dynamic, and it can be difficult to keep up with acceptable behavior, dress, and standards. This workshop provided participants the basic principles of how to enter the workplace armed with the most up-to-date standards about business etiquette, cell phone etiquette, email, social media, personal presentation, and yes, even manners.

Fall Welcome Back Session (3 Sessions) – 8/9 and 8/10

- This orientation is mandatory and provides both new and returning students with program specific details as well as key information from a variety of student service areas.

"The Power of Listening" – 9/28/18

- This session informed students of definitions and myths about listening, why listening skills matter, and how to understand the difference between hearing and listening. Students explored different styles of listening and learned about how personal experiences can influence that style. Practical and useful techniques were provided as well as 5 questions to explore for immediate impact.

Cookies with CalWORKs Team – hosted 5 times in academic year

- Connect, Communicate, and Engage with the CalWORKs Counselors and Support Staff.

Standing out in the Crowd – 11/2/2018

- This workshop encouraged students to think about what sets them apart and how it impacts their personal brand. This session emphasized positivity and self-motivation and provided students with real techniques to implement for career momentum and continual success.

Improving Communication Skills – 12/7/2018

- This workshop focused on how effective communication can improve relationships both at work and at home. Participants were shown how to combine a set of skills, including non-verbal communication, attentive listening, the ability to manage stress, and recognizing ones emotions when communicating with others.

Introduction to Emotional Intelligence – 2/4/19

- This workshop aimed to assist students with developing and applying their emotional intelligence, with strategies for the workplace, personal and academic setting.

Advocacy/Assertiveness: “Your Voice, Your Choice” – 4/4/19

- This workshop provided the tools needed to interact effectively with others while keeping your emotions in check. Students learned how to be self-confident and assertive in their communication without letting anger, one of the most basic human experiences, get the best of them.

Academic Excellence Graduation Ceremony – 4/26/19

- Celebrated all CalWORKs graduates, students provided with the opportunity to invite friends/family and featured a keynote speaker.

Etiquette for a Digital World – 5/10/19

- This workshop emphasized the importance of grammar, spelling, and watching your emotions before you hit SEND! Students also learned basic business etiquette for a fast-paced, ever-evolving culture.

CAREER CENTER

The Career Center helps students and alumni identify and achieve their career goals through exploration, planning, and decision-making; develop work experience through on-campus employment opportunities; connect with employers in the community; and increase their marketability in the workplace through career counseling, workshops, advising, events, and resources.

The faculty and staff assist students with finding answers to their career questions: helping them discover who they are and how that affects their career/major choices, what careers really entail, what majors are best for their chosen fields, and how to land the jobs

they want. The Center also offers career assessment tools, mock interviews, career counseling, online distance education counseling through Cranium Cafe and a variety of career workshops and resources designed to help students make educated major/career decisions as well as prepare them for their job search.

The Center offers students a variety of valuable resources for career planning and pursuit including skills and interest assessment and interpretation, career exploration, counseling for students with an undecided major, and resulting educational planning. The Career Center also provides students with valuable resources for obtaining employment while they pursue their educational goals. These resources include maintenance of the College’s job board, Chaffey Connect; resume and job search workshops; group and individual resume assessment and enhancement; and group and individual interview preparation. Ultimately, the Career Center’s services are designed to help students make educated major/career decisions, prepare them to successfully job search in their chosen field, and assist them in their current employment pursuits.

The data below related to career and educational planning demonstrates the variety of services provided to assist students in both identifying and completing their educational goals. The data below related to the Center’s events demonstrates a commitment to developing the student holistically in terms of their professional pursuits. The services provided under External Relations, Outreach, Partnerships, and Linkages in the table below illustrate the types of service the College provides to the community through the Career Center.

Career Center Data

Type of Service	Students Served
Career and Educational Planning and Resources	
Career Assessments Administered	3,176
Career Counselor Appointments and Walk-Ins	1,280
Educational Planning Appointments	69
Career Success Guide Appointments and Walk-Ins	557
Computer Lab Usage	1,126
Career Center Events, Workshops, and Class Presentations	
“Dress for Success” professional clothing giveaway event and Career Fair (258)	1,745
Workshops (297)	
Career Center Open House (50)	
Class Presentation (Rancho-492, Fontana-57, Chino-53)	
Marketing (Tabling) (Rancho-445, Fontana-49, Chino-44)	538
External Relations, Outreach, Partnerships, and Linkages	
External Employer Positions Posted on Chaffey Connect	743

In addition to the data, several noteworthy successes include:

- Ensured Chino and Fontana Campuses were served by providing one counselor one day per week at each campus.
- Online career assessment tool, *Focus 2 Career*, was implemented fall 2018 as a means of increasing the number of students who make earlier and more informed career and educational program decisions.
- In June 2019, the Career Center launched an online mock interview tool, *Big Interview*.
- Processed all college student employees including federal and CalWORKs work-study totaling 246 students.
- Eight students scheduled online counseling appointments with our career counselors.
- Hosted Ninth Annual "Dress for Success" professional clothing giveaway, which provided free professional clothing. This event accepts donations from College faculty and staff and provides them to students who desire to dress more professionally during interviews and on the job. This 2019 event included an employer fair.
- Continued to enhance the Chaffey Connect software enabling employers to directly recruit Chaffey College students.

Dress for Success

Dress for Success prepares students with a professional wardrobe for interviewing and entering the workforce. Students receive professional clothing, shoes, and accessories donated by College employees and the community. This Center held its ninth event during the spring. The event has at times incorporated an employer/alumni panel, career fair, and career related resource fair with the event, and partners with the Foundation and Chaffey College Student Government.



The Career Center Annual Dress for Success Event

COMMENCEMENT

Chaffey College held its 102nd Commencement Ceremony at Citizens Business Bank Arena on Thursday, May 23 with more than 1,100 graduates honored. With over 150 faculty in attendance, the arena was filled with over 7,500 guests in attendance. The ceremony was highlighted with two dynamic speakers, Queer Eye star Karumo Brown provided an inspirational welcome to the graduates and keynote speaker, Dr. Yasmin Davidds, spoke to the graduates about overcoming life's greatest adversities. Student speakers Moises Rosales and Mirna Lara Valdez also provided heartfelt stories of their educational and life journeys.



2019 Commencement Ceremony Collage

The college held its Ninth Commencement ceremony on June 1 for the students at the California Institute for Women (CIW) as part of the Turning Point program. Fifteen students celebrated their completion of the Associates of Arts Degree in Business and/or Certificate in General Business. More than a hundred guests attended, including family, friends, and representatives from the Chancellor’s Office, the California Department of Rehabilitation (CDCR), and San Bernardino County Supervisor Curt Hagman’s Office, as well as Chaffey College Governing Board Members, faculty, staff.



2019 Turning Point Commencement Ceremony

COUNSELING

The Chaffey College Counseling Department provides counseling services at the Rancho Cucamonga, Fontana and Chino campuses. Counselors assist students with certificate, degree and university transfer goals, educational/life planning, and personal issues affecting student success. Services include assessment, orientation, educational plans, prerequisite verification, prerequisite challenge, academic renewal, unit overload and preliminary graduation checks. The school also offers guidance courses to assist students in academic and career exploration and planning.

Counseling Contacts by Campus

Counseling Service/Activity	Number of Student Contacts
<i>Rancho Cucamonga Campus</i>	
Abbreviated Ed Plan	446
Comprehensive Ed Plan	5,536
Counseling	3,498
Follow-Up	1,452
Walk-in	1,468

Probation Level ½ & Dismissal	5
Update Ed Plan	607
Online Orientation	7,941
<i>Total Student Contacts: Rancho Cucamonga Campus</i>	<i>20,953</i>
<i>Counseling – Fontana Campus</i>	
Abbreviated Ed Plan	942
Comprehensive Ed Plan	684
Counseling	685
Follow-Up	197
Walk-in	116
Probation Level ½ & Dismissal	16
Update Ed Plan	328
<i>Total Student Contacts: Fontana Campus</i>	<i>2,968</i>
<i>Counseling – Chino Campus</i>	
Abbreviated Ed Plan	70
Comprehensive Ed Plan	796
Counseling	645
Follow-Up	92
Walk-in	117
Probation Level ½ & Dismissal	9
Update Ed Plan	312
<i>Total Student Contacts: Chino Campus</i>	<i>2,041</i>
<i>Counseling – Veteran’s Resource Center</i>	
Abbreviated Ed Plan	264
Comprehensive Ed Plan	263
Counseling	221
Follow-Up	46
Walk-in	84
Update Ed Plan	57
<i>Total Student Contacts: Veteran’s Resource Center</i>	<i>935</i>
<i>Assessment/Placement</i>	
Assessment Administrations	13,744
Students Completing Assessment	12,330
Online Voucher (as of 07/01/2019)	762

Additional services provided by the Counseling Department include evaluating external transcripts from outside institutions provides students clear information on their path to goal completion. External transcripts are used to meet certificate or degree requirements, clear prerequisites or co-requisites, and potentially to meet general education and transfer requirements.

Transcript Evaluations		
Degree Applications Received	4,677	
Certificate Applications Received	2,625	
Prerequisite Validation Request Forms Received	2,134	
Prerequisite Transactions Requested	2,598	
Transcripts Evaluated for English and Math Prerequisites	6,578	
CSUGE Certifications	899	
IGETC Certifications	564	
<i>Allied Health Evaluations - ADN</i>		673
<i>Allied Health Evaluations - VN</i>		268
<i>Allied Health Evaluations - RT</i>		132
<i>Total Allied Health Evaluations</i>		1,073
External Transcript Evaluation Request Forms Received	3,582	
External General Education Evaluation - AA/AS		2,997
External General Education Evaluation - CSU		2,654
External General Education Evaluation - IGETC		2,046
<i>Total External General Education Evaluations</i>		7,697

GPS Centers

The Guiding Panthers to Success (GPS) Centers is an extension of the counseling department assisting and supporting matriculation through completion services for students on a walk-in and appointment basis that includes: orientation, registration assistance, progress on goals, referrals to programs and services, and educational plans for new, continuing and returning students. These steps help ensure students complete and reach their educational goals in a timely manner.

Additionally, the GPS Centers work with new, continuing, and returning students to provide assistance on a walk-in basis to include holistic support to students and the institution and its goals of increasing enrollment, retention, and completion. The center utilizes paraprofessionals (Success Guides) to support the counseling faculty and assist students in numerous success activities, including:

- Welcome new and prospective students to campus
- Facilitate Orientations: Information on getting started
- Navigate Chaffey Portal & assistance with accessing Canvas
- Review and interpret placement scores
- Provide Abbreviated Student Educational Plans for students who have 15 units or less using major requirements for certificate, AA/AS, AD-T's and transfer requirements
- Check progress on goal(s)
- Promote campus resources and provide department referrals when warranted to include referrals to student support programs and services including: Transfer Center,

Career Center, DPS, EOP&S, CalWORKs, Financial Aid, Veterans, Admissions and Records, and four-year colleges and universities

- Share information regarding scholarship opportunities, upcoming events, important dates
- Guide and empower students to utilize Chaffey's digital tools
- Assist students to register for full-term, fast-track, 14-week, weekend, online, and hybrid classes



GPS Counselors and Success Guides serving the Rancho Cucamonga Center

The centers also provides services that include the following:

Workshops:

- 'Hope and Mindset'
- 'Academic Success Learning Group' Levels I and II for Opening Doors to Excellence (ODE)
- Classroom Presentations

Facilitate Student Orientations for:

- New and returning students
- Spanish speaking
- Student Veterans and their dependents
- High School Dual Enrollment
- International students

Outreach/In-reach event(s) to promote:

- Graduation and Commencement Awareness
- Progress on goal checks
- Registration Rallies
- Panther Welcome Days
- Super Saturdays
- Follow-up campaign Fall and Spring

- Extended center hours before and during the first week of school fall and spring
- Tabling: promote upcoming events, information, distribute flyers/brochures
- Course suggestions for students with external transcripts

Campaigns:

- “Connect with Counseling,” a progress check campaign, was hosted by GPS to promote engagement between students and counseling faculty and staff. This event allowed students to meet with Counselors and Success Guides informally then follow up with an appointment to complete an educational plan.
- GPS Centers hosted “Graduation Awareness Week” and “Graduation Awareness Month” for both fall and spring graduation application periods to encourage students to apply for certificates, degrees, graduation, and/or commencement. Each center tabled on their respected campuses bringing awareness about the process of applying and conducting progress checks. Students who applied for graduation during that week received refreshments.
- “Registration Rallies ”- the GPS Centers partner with the public relations office in Marketing to table at all three campuses to encourage full-time standing by promoting open classes, full-term, Second Start, Fast-track and summer registration cycles. Success Guides also review schedules, catalogs, and pass out campus maps and snacks to students. Students have an opportunity to ask questions and learn more about Counseling and GPS services.
- Collaborated with Financial Aid office to offer workshops on financial aid and scholarships through GPS centers.
- “Super Saturdays”- The GPS Centers were open on specific dates on Saturdays in the fall/spring and summer to give students access to core services on a weekend to complete matriculation services on one day to include, but not limited to; new student orientations, completion of the placement process, educational planning and registration assistance.
- Collaborated with Athletics, DPS, and Veteran’s Resource Center to provide registration assistance to students participating in those programs.
- Promoted GPS and Counseling resources and services through participation in PAWS booth, Transfer Fair, Club Rush, Career Fair, Panther Welcome Days, Dress for Success, campus tours, and class room presentations. Update and monitor GPS Center social media as a means of communicating important information about events, activities, and services of counseling and the GPS Center.

Guiding Panthers to Success Center Contacts by Campus

GPS Service/Activity	Number of Student Contacts
Rancho GPS	
Walk-ins	16,885
New Student Orientation (NSO)	1,974
HS Partnerships	304
NSO Spanish	26
Veterans Student Orientation	50
Academic Success Workshop (ASLG)	46
Montclair to College Workshop	24
Total Student Contacts	19,309
Fontana GPS	
Walk-ins	8,904
New Student Orientation (NSO)	628
HS Partnerships	210
NSO Spanish	76
Academic Success Workshop	20
Total Student Contacts	9,838
Chino GPS	
Walk-ins	7,218
New Student Orientation (NSO)	406
HS Partnerships	162
NSO Spanish	1
Academic Success Workshops (ASLG)	13
Total Student Contacts	7,800

Puente

The mission of the Puente Project is to increase the number of educationally disadvantaged students who enroll in four-year colleges and universities, earn college degrees and return to the community as mentors and leaders to future generations. The program is interdisciplinary in approach, with writing, counseling and mentoring components.

The Chaffey College Puente Project was introduced to the Fontana Campus for the first time during the 2018-2019 academic year. The Project supports the institutional goals of increasing transfer rates to the CSU and UC educational system and increasing the number of first-generation students who earn associates degrees and transfer to a four-year institution to complete bachelor’s degrees.

During the fall 2018 semester, 23 Puente students were serviced in the program. Ninety-one percent of the Puente student population successfully completed Guidance 2 and English 495. In the spring of 2019, 77 percent of students completed English 1A.

In September, the Puente students and their family members attended the Noche de Familia Event, with over 65 participants in attendance. Puentistas and their families received information on the spring university tour trip, EOPS, and Financial Aid. Attendees also met Puente student alumni and Puente mentors who related their personal experiences with the Puente Project.



Puente Students Visiting UC Riverside

Throughout the year students participated in numerous activities to enrich their experience such as attending the Puente Transfer Motivational Conference at University of California Riverside, which included 20 workshops geared towards UC admission and transfer, professional networking, TAG, DACA and undocumented student support, and campus orientation. Chaffey College students left the conference with increased confidence and motivation regarding transfer opportunities. During the year there was a partnering of Puente students with mentors in a closely related career field, and in March, took a three-day Northern California university field trip where they visited UC Berkeley, UC Santa Barbara, UC Davis, and UC Santa Cruz.

Throughout the 2018-2019 academic year, Puente students were provided with opportunities to attend workshops and events that enhanced cultural relevance, help build a growth mindset and acquire skills that would assist them in their college success. Such events and workshops included the Dia de Los Muertos field trip, Scholarship Workshops, Vision Board Workshop, and the Puente Project Writers Conference and Leadership Conference. The 2018-2019 academic year concluded with a Recognition Ceremony for the Fontana Puente Project. Students, family members, and mentors attended the event.

Umoja

The Chaffey College Umoja program seeks to help close the achievement gap. The Umoja program:

- intentionally, academically and socially support students and follow-ups with them
- provides critical resources to move students forward towards completion and/or transfer to a UC, CSU, HBCU or private university
- seeks and shares culturally relevant classroom and life experiences, activities and programs, to enhance and impact the students in the Chaffey College learning environment;
- prepares and showcases students as leaders on campus, in the community and throughout the state of California

UMOJA Student Related Events

UMOJA Activity/Event	Students Engaged
Welcome Orientation – 4 sessions	176
Umoja Student Leadership Summit	57
Study Vibe- 31 sessions (Fall 2018, Spring 2019)	182
UC Merced- Summer Leadership Summit	57
UCLA Student Stem Conference attendance	32
Umoja Community/ L.A. County Fair Excursion	25
UC – Tap/Tag presentations (three presentations)	72
Open Mike/Poetry (Fall 2018, Spring 2019)	112
Umoja Conference- attendance	34
Children’s Foundation Partnership- Orientation, Xmas Wrapping, Improv Comedy Show	120
Personal Statement Workshops (five workshops), supporting Foundation, Conference, College Apps	89
Summer Bridge (3 days)	89
Celebration of Kwanzaa	102
Kings Day	37
Queens Day	58
African Film Festival	19
End of the year celebration -2019	43
Umoja Regional Symposium	333
<i>Total Activity Contacts</i>	<i>1,667</i>

DPS

The Disability Programs and Services office is a resource service to students with documented needs of physical or learning assistance and also a source of information for all faculty and staff who instruct and serve students with disabilities. The office’s goal is to bring an

awareness to the campus of the needs of students with disabilities and work together to insure educational access to instruction for all students.

The Disability Programs & Services office has had many accomplishments in the 2018-2019 academic year to support our current and future students with disabilities and to help faculty and staff facilitate access to students with disabilities across all of Chaffey College's campuses.

- In the fall of 2018 the DPS office hosted the Ninth Annual Disability Awareness Fairs, one at each of the three campuses. These events help bring campus and community vendors that assist individuals with disabilities together to promote disability awareness and help inform students, faculty and staff about disability resources on the campus and in the community. Hundreds of students attend these events every year. Events that promote awareness and reduce stigma will ultimately help students be comfortable utilizing DPS support and help reduce equity gaps.
- During Commencement, many students who receive DPS services participated in the commencement at the Citizens Business Bank Arena. A total of 182 students who receive DPS services were eligible to graduate.



DPS Coordinator Jacob Peck shows a DPS Cart with the Panther mascot

- For the second year in a row a DPS staff member was named "Staff of the Year" voted on by the students. Janet Trenier a DPS Program Assistant was named Staff of the year which represents her commitment to students with disabilities pursuing their goals at Chaffey College.
- The DPS office purchased three new electric trams to replace old malfunctioning gas trams in our continuing effort to "go green" while proving exemplary service to our students.

- In the spring of 2019 the DPS office hosted four Student/Parent Nights. The Parent Nights are amazing events where students/potential students and their family members can attend and get vital information about disability services here at Chaffey College.
- In the spring of 2019 the DPS office completed Senior Early Transition to students with disabilities to over fourteen district high schools to help transition hundreds of high school seniors with disabilities to Chaffey.
- The DPS Office hosted six Super Intake Saturdays during the spring 2019 semester. This allowed hundreds of students with disabilities and often their parents to attend an intake session with a DPS Counselor and get them set up with accommodations for the Summer/Fall 2019 semesters.
- In the spring of 2019 the DPS office hosted a DPS Graduate Luncheon to celebrate Chaffey students with disabilities achievements in obtaining a degree or certificate from Chaffey College. Students were issued Certificates of achievement from the DPS office. There was a student enrolled at DPS that spoke about his journey and all the help the DPS office provided him while he was reaching his goals.
- The DPS office in conjunction with School of Counseling Dean, Amy Nevarez and the administration, relaunched the DPS Advisory Committee and the 504 committee to continue to collaborate on establishing community and campus partnerships and to strive to make Chaffey College accessible to all students.

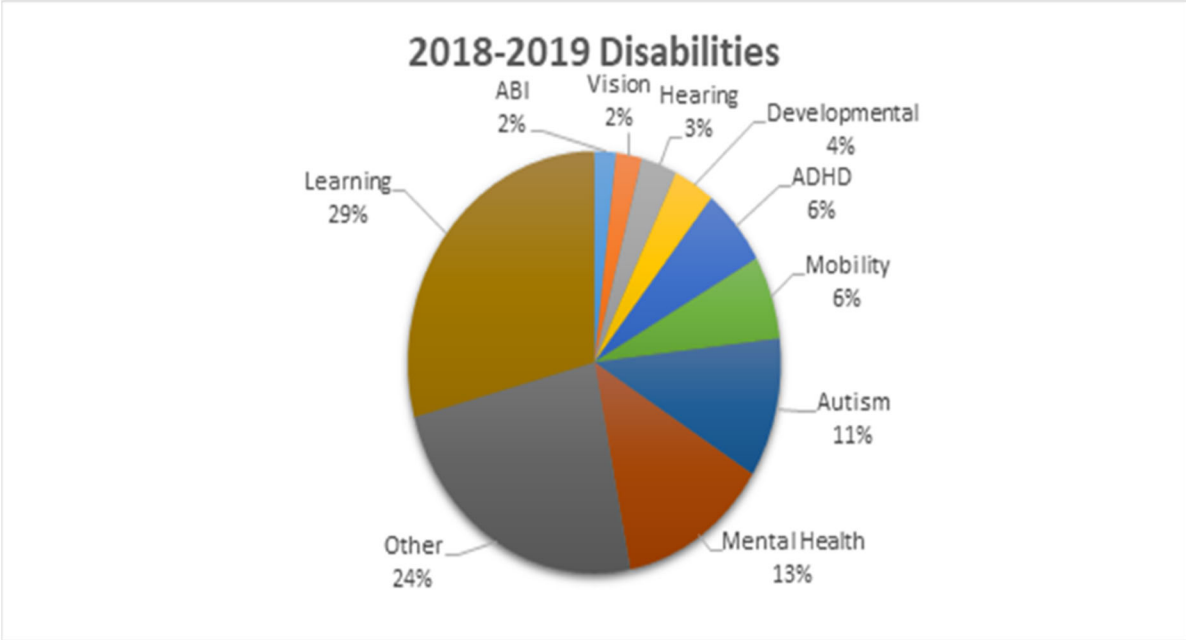
The DPS office continues to offer in depth counseling support to students with disabilities. Thousands of counseling appointments are conducted every semester. Which include accommodation appointments, educational planning appointments, walk-in appointments, DPS intakes, continuing appointments, returning appointments as shown below.

Disability Programs & Services 2018-2019 Services

New DPS Intakes 2018/2019 Academic Year	
Rancho Campus	384
Chino Campus	90
Fontana Campus	100
Total New Intakes	575
DPS Proctored Exams 2018/2019	
Rancho Campus proctored	1733
Chino Proctored	107
Fontana Proctored	62
Total Proctored Exams	1902
DPS Counseling Appointments 18/19	
Rancho Campus	1966
Chino Campus	311
Fontana Campus	380
Total DPS Counseling Appointments	2657

DPS Continuing Appointments	
Rancho Campus	605
Chino Campus	112
Fontana Campus	134
Total Continuing Appointments	851
DPS Returning Appointments	
Rancho Campus	107
Chino Campus	21
Fontana Campus	38
Total Returning Appointments	166

Identified Disability Types for Students



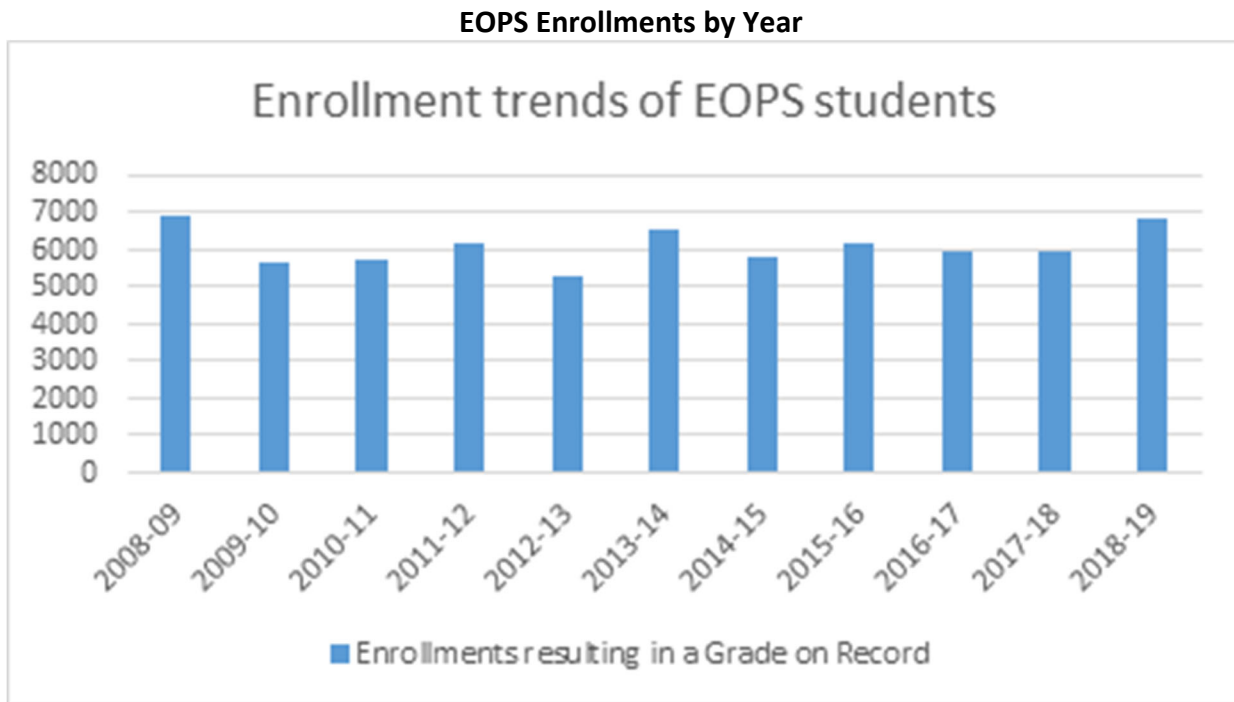
EOPS

Extended Opportunity Programs and Services (EOPS) is a state funded categorical counseling program intended to make college a viable option for underrepresented, historically disadvantaged students, the majority of whom are the first in their family to attend college. Established in 1969, EOPS is a direct result of the civil rights movement, grounded in the roots of social justice and equity. EOPS’ holistic and comprehensive counseling services are aimed at providing “over and above and in addition to” those offered by the college, empowering students whose educational and socioeconomic backgrounds might prevent them from successfully pursuing higher education. The mission and heart of the EOPS program is

interconnected to the overall mission of the college, since the educational resources of EOPS are anchored in instilling hope, through educational awareness and opportunity.

Snapshot of EOPS

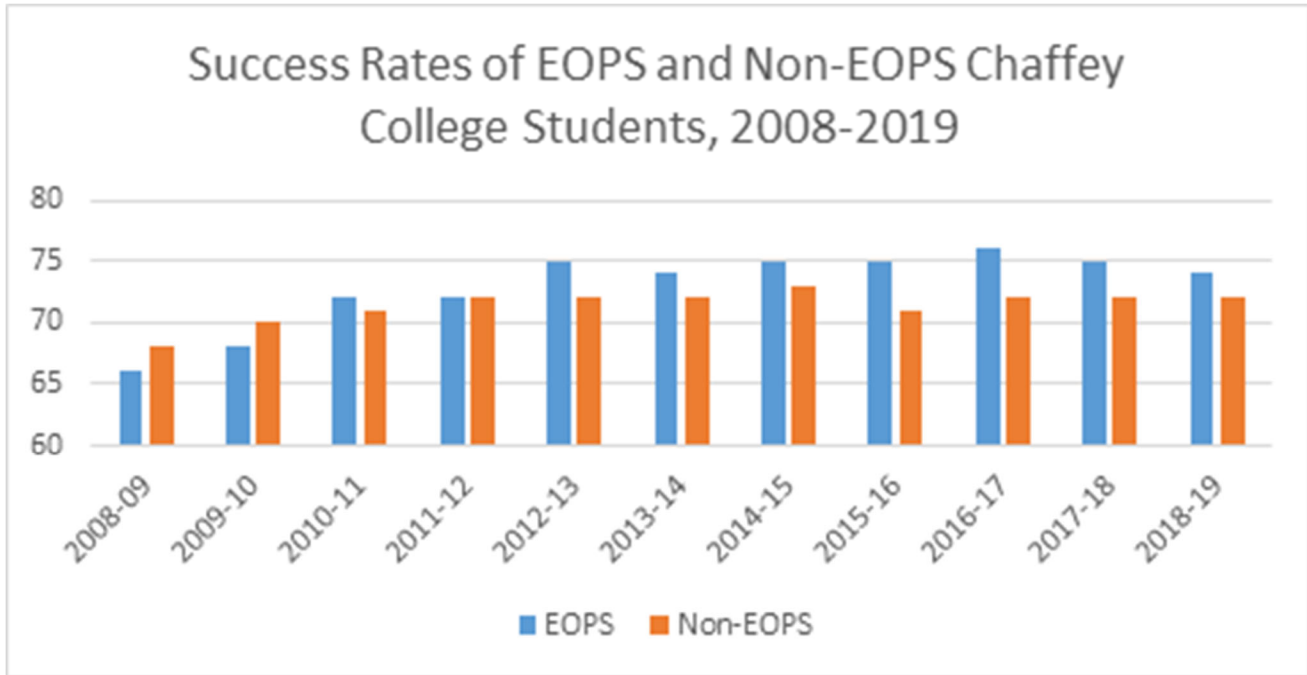
- Total Served – 1,963
 - Unduplicated Count – 1,117
- Summer 2018 – 1644 - 15 (CARE) 58 (SRP)
- Fall 2018 – 964 served
 - Applications received = 1876
- Spring 2019 - 926 served
 - Applications received = 1034



Some of the key components for the programs support of students are as follows. A fundamental component of their experience with program, all new EOPS students are required to complete Essentials for Student Success, Guidance-2, within their first term or first year of experience. As a class that is aimed at assisting with developing their self-efficacy and overall college knowledge and awareness, this course is instrumental in establishing a framework of success for students, most of whom, in EOPS, are first generation college students.

The program continued to provide counseling support to CIW Turning Point program and assisted with educational planning efforts for associates degree cohort as well as initial CIM certificate educational planning and supported academic preparation of Business Administration General cohort.

EOPS Success Rates vs. Non-EOPS Students



Also, as part of its outreach efforts, each year the EOPS program recruits eligible graduating high school seniors from local high schools to participate in the Summer Readiness Program (SRP). The programs’ goal is to prepare underrepresented students for the rigors of higher education through participation in an instructional cohort combined with motivational workshops. Featured Introduction to Social Justice in partnership with Social and Behavioral Sciences with students enrolling in the “Career and Major Exploration” and Introduction to Sociology” courses.

In an effort to build upon the civil rights and social justice foundation that EOPS is built upon, programming is developed in order to celebrate, appreciate and encourage students to enrich their cultural awareness and relativism. Some of those programs for the past year include: U.S. Independence Day, an informational fact sheet in “Did You Know?” style was emailed and displayed digitally in all three EOPS offices; National Chicano Moratorium, social media post commemorating event calling for an end to the Vietnam War and increase educational opportunities for students of color; Hispanic Heritage Month, Biographical slides were distributed via email and a social media post with a written description about the origin of Hispanic Heritage Month as a federally recognized celebration; Dia de los Muertos: History and Celebrations Across the Americas, Altar viewing, Calaveras decoration station, face painting, pan de Muertos sampling, CCSG club booths, and program outreach; Native American Heritage Month, Recognition of contributions made by Indigenous Americans, including narratives on the Trail of Tears, data of recognized tribes (local, state, and federal), including artistic, professional, advocacy, and athletic accomplishments; Cesar Chavez’s Birthday, A biographical narrative was displayed electronically at all three campuses in addition to a social media post; Dolores Huerta’s Birthday, A biographical narrative was displayed electronically at all three campuses in addition to a social media post; Asian Pacific American Heritage Month, Written

narrative about the significance of acknowledging contributions from people the Asian continent and the Pacific Islands, as well as Asian Americans.



EOPS 2019 Graduates

With the leadership and support of EOPS Counseling faculty, Marlene Ramirez Mooney, the EOPS student led and chartered club has continued to thrive since its establishment in spring 2016. Per the club’s mission statement, The EOPS club is comprised of “EOPS and Non EOPS students who value education, stand for social justice and seek to spread kindness on campus. Students exercise their principles by exemplifying educational excellence, educating the campus community about the many benefits and services that the EOPS program has to offer, as well as volunteering and fundraising for EOPS scholarships. The goals of the club is to help students develop leadership skills while networking with likeminded individuals”

Part of the EOPS scope is serving current and former foster youth. Through EOPS, foster youth enrolled in full-time status (defined as current or former foster youth per court/county documentation verifying foster youth status). An EOPS counseling faculty member and full-time staff member are designated to work most closely with foster youth participating in the program. All participating foster youth are encouraged to attend at least one workshop each semester in order to build upon educational/social support essential to student success. In Fall 18 there were 41 Scholars (includes self-disclosed) + 9 NEXTUP = 50; and in Spring 19, there were 29 Scholars (includes self- disclosed) + 18 NEXTUP = 47. A new initiative added to the EOPS scope is the NextUp, which is intended to provide additional counseling and financial support to qualified Foster Youth students. The program doubled in its first year with nine students in the fall 2018 and 18 in spring 2019. Additionally, another group that EOPS has

dedicated resources to are the Dreamers, undocumented and AB540 students. An EOPS full time faculty member alongside an EOPS DREAMer Ambassador work closely to provide specialized outreach, intervention and educational support to EOPS students who meet DREAMer eligibility, building upon community and social support instrumental in student success.

FINANCIAL AID

The Office of Financial Aid supports students and the college by providing access to financial aid resources that will increase students' ability to take advantage of postsecondary opportunities and allow them to achieve their educational goals. In accordance with federal, state, and college regulations and guidelines, the financial aid office ensures equitable access in the delivery of funds to students. Financial aid provides students with access to funding that will assist them to pay for college expenses such as tuition, living expenses, transportation, and books. The Financial Aid office values and takes pride in serving a diverse population of students by providing students the support they need to succeed. The Financial Aid office participated in many activities and served students for the academic year 2018-2019 as follows:

Financial Aid Accomplishments:

- Financial Aid received an unduplicated count of 30,396 2018-2019 FAFSA applications.
- Student contacts assisted by Financial Aid staff 30,997 in the Rancho Campus
- Student contacts assisted by Financial Aid staff 8,794 in the Fontana Campus
- Student contacts assisted by Financial Aid staff 4,419 in the Chino Campus
- The Financial Aid Classified professionals attended professional development workshops and conferences including Professional Learning day that will help them learn and engage in Guided Pathways, and Federal Student Aid program updates including the U.S. Department of Education Federal Student Aid training conference and CCCSFAAA annual conference.
- Participated in the High School Counselors Workshop series, sponsored by the California Community Colleges Student Financial Aid Administrators Association (CCCSFAAA), the California Association of Student Financial Aid Administrators (CASFAA), ECMC and the California Student Aid Commission (CSAC).
- The Financial Aid office introduced the Chatbot through Ocelot. Chatbot is a chat system in which students can access general Financial Aid information and questions 24/7 online. Since implementation we have received 2,656 inquiries.
- The Financial Aid office implemented the Panther Promise program at Chaffey College. Panther promise waives tuition fees for eligible first-time, full-time students. Implementation of AB 19 known as the California College Promise, waives fees for one academic year for first-time, full-time Community College students. The College Promise will help reduce and eliminate achievement gaps for students from groups that are underrepresented at the California Community Colleges, including, but not limited to, underrepresented students, students at risk of homelessness, low-income students,

students who are current or former foster youth, students with disabilities, formerly incarcerated students, undocumented, AB 540 students, and veterans.

- In 2018-2019 3,197 current and prospective students accessed Ocelot, Financial Aid counseling videos on the Financial Aid website. Ocelot provides students information online and 24/7 on general financial aid information.
- In 2018-2019 the Financial office generated 4,539 BankMobile Activated users; 1,296 (29%) students elected to have their funds electronically deposited into a BankMobile account and 3,243 (71%) elected to have their funds transferred to their own bank account.
- Implemented the Student Success Completion Grant (SSCG). The Student Success Completion Grant (SSCG) is a financial aid program for Cal Grant B and C recipients attending a California Community College full-time (12 units or more).
- The Financial Aid office collaborated with Career Center to provide financial literacy workshops. The goal of the Financial Literacy Program is to help Chaffey College students improve their understanding of money, how to manage money and having knowledge of other services and resources so students are empowered to make good financial decisions to improve their financial well-being.
- The Financial Aid office held its annual Financial Aid Awareness event in recognition of Financial Aid Awareness month. Financial Aid Awareness Days were hosted at all three campuses. The purpose of this event is to promote financial aid awareness and empower students with knowledge about financial aid. Students can come in to complete their FAFSA/Dream Act application for the coming award year. The Financial Aid staff is also available to answer questions. This event has been a success and approximately 200 students attended the Rancho Campus event, 150 students attended the Fontana event and 80 students attended the Chino event.
- Hosted early FAFSA and Dream Act application workshops to encourage students to complete their financial aid application online as early as October 1 for the following award year.
- Participated in approximately 77 in reach and outreach events.
- Implemented Year round Pell. The U.S. Education Department recently implemented Year-Round Pell Grants, allowing students to receive up to 150% of their Pell grant award over the course of the academic year (fall, spring, summer). Students can continue taking classes in the summer and finish their degrees faster than they would otherwise. The total funds disbursed in Pell grant awards during summer 2018 and summer 2019 was \$2,115,726.
- Provided workshops and presentations at our local feeder High Schools, Options for Youth, Promise Scholars, on campus and community events to promote financial and assist students complete their financial aid application and learn about financial aid. We continue to offer one on one assistance at CCSJ, workshops and presentations to areas and events such as Faculty, Montclair to College, EOPS, DPS, Senior Early Transition, Dreamers Independent Scholars program, Transfer Center and Welcome Day. We had approximately 3,009 attendants.
- The Financial Aid office submitted an enrollment file for 24,950, 20,941 regular GPA verifications electronically to the California Student Aid Commission (CSAC); 2,844 re-

established GPA verifications were electronically submitted to the CSAC; and 888 Non-SSN files were sent to CSAC for the March 2nd deadline. CSAC will use these student records to determine eligibility for Cal Grant. These files are submitted to CSAC for Cal grant eligibility consideration.

- Disbursed 86 Cal Grant awards to Dream Act eligible students for a total of \$101,175. The Financial Aid office awarded 567 Board of Governor’s Fee Waivers to Dream Act eligible students.
- The FY2016 Cohort Default Rate is 6%
- Chaffey College continues to be part of 67 institutions the U.S. Department of Education selected to participate in Second Chance Pell Grant Experimental Site. Through this experiment it allows incarcerated students to receive Pell Grant and pursue postsecondary education with the goal of helping them get jobs and support their families when they are released. In 2018-2019, 69 students received the Pell grant and a total of \$105,817 funds were disbursed to assist in covering their educational expenses and achieve their educational goals.
- The following chart is a summary of all grants, scholarships and loans that were awarded to Chaffey College students in 2018-2019.

2018-2019 Financial Aid Summary of Awards		
	Annual 2018-2019	Annual 2018-2019
Award Types	Student Count	Aid Amount
Chaffey Total		\$45,519,515
Board of Governors (BOG) Enrollment Fee Waiver Total	18,067	\$13,091,521
BOGW - Method A-1 based on TANF recipient status	3	\$1,127
BOGW - Method A-2 based on SSI recipient status	14	\$6,693
BOGW - Method A-3 based on general assistance recipient status	2	\$1,150
BOGW - Method B based on income standards	10,680	\$7,760,241
BOGW - Method C based on financial need	7,274	\$5,204,849
Fee Waiver – Dependent of (children) deceased or disabled Veteran	115	\$117,461
Panther Promise	111	\$102,833
Grants Total		
Cal Grant B	1,955	\$2,359,401
Cal Grant C	255	\$121,723
Student Success Completion Grant	1,289	\$2,012,706
Chafee Grant	49	\$177,500
Pell Grant	8,140	\$25,969,094
SEOG (Supplemental Educational Opportunity Grant)	740	\$454,450

Loans Total		
Private loans: non-institutional source	46	\$383,842
Scholarship Total		
Scholarship: institutional source	455	\$272,019
Work Study Total		
Federal Work Study (FWS)	239	\$574,426

INDEPENDENT SCHOLARS

Independent Scholars celebrated its fourth year in serving the college’s current and former foster youth. This disproportionately impacted group of students face home and food insecurities that drastically affect their ability to pursue their education. Many of our students have also endured mental, emotional, and physical abuse. Knowing our population has various factors that inhibit them from focusing on their schooling has forced Independent Scholars to approach our students more holistically.

The services go beyond a counseling appointment to complete an education plan or make sure they applied for financial aid. Independent Scholars is committed to serving students in multiple aspects of their life in order to see them excel in their educational goals. The program hosts monthly workshops, which are dictated by the needs of the population. In spring of 2019, it hosted workshops on healthy cooking, healthy relationships with a marriage family therapist, and enjoyed practicing art therapy. Many of the students have difficulties navigating their personal relationships and self-care, which is something that was focused on in spring 2019.

In the spring semester the program hosted its Fourth Annual Scholar Day. This special event is the program’s largest outreach event for foster youth. All Chaffey Joint Unified and Chino Valley High school foster youth students along with our current foster youth are invited onto campus. The program introduced the students to the programs and resources at Chaffey College along with hosting a resource fair with community partners. Former foster youth motivational speaker, Dee Hankins, was the keynote speaker and students enjoyed lunch from the Habit truck. The event served over 100 students and hosted about 50 community and campus partners.

In honor of National Foster Care month for May Independent Scholars, EOPS, and the Office of Special Populations collaborated to host a few events and trainings. The first event featured Dr. Jaiya John as he presented and hosted a few workshops. He is a former foster youth and is currently an internationally recognized humanitarian, author, speaker, poet, and youth mentor.



Independent Scholar Participants at "Ties That Bind"

"Ties That Bind," Chaffey College's second Foster Youth Awareness Walk was held to honor foster youth students along with public figures who have persevered through their traumatic past! At the end of the walk we guided willing participants to stamp their hand on a mural as a sign of advocacy for our foster youth, as well as receive a foster youth pin to wear for the month of May. Later on in the month, the program featured former foster youth author and motivational speaker Roy Juarez Jr.

These events promote our continual commitment to serve our most disproportionately impacted students groups, providing all students with a space for building awareness, hope and ultimately promoting their personal and educational success.

OPENING DOORS

The Opening Doors to Excellence (ODE) program offers comprehensive counseling, educational planning and intervention services for students on academic and progress probation. The program includes specialized identification, notification, and outreach services targeting students who are on second level academic probation as well as those facing academic dismissal from Chaffey College. A major responsibility for the ODE program is to inform students of their current academic standing and steps needed to continue their educational journey. In partnerships with the GUID 507 instructors, the ODE staff reaches out to students who have been identified as straying away from the path. The ODE staff uses counseling techniques and campus resources to assist the students in getting back on track. Following the semester when the GUID 507 course is completed, the ODE staff reaches out to all of the students to complete additional follow up services to ensure progress is being made.

In the 2018-19 academic year, the ODE program saw an increase in the number of students who completed a Petition to Waive (36.47%) and students who submitted Petitions for Readmission (14.62%). The Petition to Waive is for students who believe they will be able to improve their academic standing at the end of the semester. Students who complete this process, the ODE program works with them to ensure they are able to get off of academic

probation. The students who submit a Petition for Readmission are students who are appealing to the college to not be dismissed at the end of the semester. For these students, the ODE program works with them to ensure they are able to appeal their dismissal. Additionally, the ODE program saw an increase of 14.44% in the number of educational plans completed (comprehensive and updated) and communication to the students from 1,136 educational plans to 1,300 educational plans completed. During the 2018-19 academic year, the ODE program increased communication via letter, email and phone by 14.23%.



Opening Doors Graduation Celebration

Below are a few highlights from the 2018-19 academic school year as well as a breakdown of the services provided by the ODE program:

- Increased the number of workshops offered for students on second level academic probation and academic dismissal.
- ODE offered and filled 15 sections of Guidance 507 (seven sections in fall 2018 and eight sections in spring 2019).
- The Guidance 507 course was offered at all three campuses.
- 237 students who had formerly taken GUID 507 (or GUID 506/511) and participated in the ODE program received their certificate and/or degree in the 18-19 school year.
- ODE hosted a Graduation Celebration to honor the students formerly in the program who completed their certificate and/or degree in the 2018-19 school year.

Opening Doors to Excellence Services	Number of Students
ODE Information Session	805
ODE Contract	684
Petition to Waive ODE	116
Refusal of ODE Services	5
Submitted Petition for Readmission	243
Signed Readmission Contract	512
Letters Sent Out	7,331
ODE Emails	7,649
ODE Phone Calls	2,346
ODE Walk-Ins	1,961
ODE Educational Plan (comprehensive and update)	1,300
Total Student Contacts	22,952

INTERNATIONAL STUDENTS

The International Student Center welcomes high school, transfer and new/change of status international students from all over the globe and offers a broad range of support services to meet the unique needs of international students and personal assistance in adjusting to college life in the United States. The center functions as a first-stop for both current and prospective international students. Many international students experience a wide variety of issues affecting their well-being and academic success, because these students are far away from their home, family, and friends. The International Student Center is viewed as home away from home to many students and they rely on the staff to help them with this new environment transition.

International Student Center staff strives to fulfill Chaffey College institutional goals by helping international students successfully complete matriculation requirements, educational goals, pursue higher levels of education, and reach career opportunities while in the United States. The International Student Center is also responsible for complying with Homeland Security regulations, which requires regular monitoring and prompt reporting of each student’s enrollment status, academic progress and any changes in contact information to SEVIS. Students receive updates and information via personal meetings, monthly events, newsletters, flyers, phone, social media and email. Below are student services and personal support assistance offered to new and continuing international students during 2018-2019.

Student Accomplishments

- Seven international students received ASCC scholarship
- A total of 22 students graduated with varying associates degrees, and 24 students, transferred to various 4-year universities
- A total of 53 international students made the “Dean’s List” and Exemplary Achievement List

Personal Support Assistance

- Offered first semester “follow-up” meetings to ensure students are becoming acquainted to the college
- Celebrated students birthdays during monthly events and birthday email greetings
- Plan opportunities for international students to share their cultures and traditions
- Invited students, via social media and email, to participate at activities, workshops and services available on campus such as the Panther Pantry, Transfer fairs, Chaffey College’s Student Dental Clinic and the Eye Clinic among others
- Invited university representatives to provide one-on-one counseling to potential International student transfers. The following universities visited during fall and spring:
 - Cal Baptist
 - Cal Poly Pomona
 - California State University Fullerton
 - California State Northridge
 - California State University San Bernardino
 - University of Santa Cruz
 - Westcliff University

Program Accomplishments

- Approximately 40 students attending new student orientation for fall 2018
- Collaborated with counseling to offer a total of six new student orientations for both (spring/fall) semesters. During the orientations, the students successfully gained information on topics such as: “AOE” health care/medical insurance, transportation/travel, immigration, surrounding communities, host families, on-campus and off-campus employment, driver’s licenses, and social security requirements.
- Hosted Lunar New-year celebration, which is a campus wide event
- Sponsored Peer Mentoring workshops offered by International Student Counselor during fall 2018 semester
- Hosted five monthly coffee and tea event and other informal activities to introduce international students to faculty, staff , and students
- Collaborated with EOPS, Bookstore, CCSG, Student Life, Chaffey College Foundation and Multicultural Club during International Education Week. The event was celebrated in Chino, Fontana and Rancho campuses and approximately 750 students attended the events. Approximately, 15 Chaffey College employees participated in the Fashion show.
- Offered first semester “follow-up” meetings to approximately 43 new students (spring 19) to measure student success, connectedness with campus community and culture.
- Continue the utilization of SARS Grid to keep track of services provided. The International Student Program also utilizes SARS Grid’s Notepad to electronically maintain a log of student’s activities, services provided and other relevant notes. This new accomplishment allows for a better and more efficient transition into paperless filing
- Invested in purchasing marketing tools to aide in the advertisement of the International program services both at local and abroad recruitment efforts

- Collaborated with various local rental companies to streamline housing for International students
- Broaden the college's market by advertising online through the Study USA website, which specializes in targeting potential International Students by providing information about Chaffey's International Student Program in various foreign languages

STUDENT LIFE

The purpose of Student Life is to complement the academic curriculum and provide co-curricular experiences that assist in building the whole student. This program works to enhance the overall educational experience of students by valuing the rich diversity on our campuses, encouraging intellectual engagement, and preparing students to serve and lead their communities.

The area also balances serving and engaging students through district related experiences and as the liaison and working arm of the student government, Chaffey College Student Government (CCSG). Student Life also regularly collaborates with various offices and departments on campus to sponsor and ensure a diverse offering of opportunities and activities for students.

Highlights

- Awarded 195 scholarships for a total of \$61,300
- Awarded 780 book grants for a total of \$39,000
- Transfer remaining scholarship and book grant funds into CCSG endowed scholarship within the Foundation for a total of \$37,206.12
- Chartered 38 student clubs/organizations, including 5 new ones
- Assisted in the management of the 102nd commencement ceremony at Citizens Business Bank Area with over 1,000 students
- Coordinated the CCSG Awards Ceremony with over 500 attendees to celebrate the 2018-2019 ICC Club of the Year Recipients, the 2018-2019 Faculty, Staff, & Manager of the Year Recipients, 2019-20 CCSG elect and the CCSG Scholarship recipients
- Continued to expand the semi-annual Volunteer Fair with over 30 local and national agencies and shared with students a contact list of each agency with the following information: name of representative, address of agency/organization, phone number, and website.

Sponsored Events

The following is a list of events hosted by Student Life from 2018-2019: Welcome Back (on all three campuses), Constitution Day, Club Rush (each semester), Hispanic Heritage Celebration, Voter Registration, Black History Month, and Volunteer Fair (each semester).

Throughout the year Student Life and CCSG co-sponsored several events by hosting, financing, or provided specific supplies. Here is a sample of some of these occasions:

- Three-Day CCSG Winter Retreat
- CCSG Valentine’s Day Event
- Easter Egg Hunt w/Child Development Center
- Dia De Los Muertos Event
- King Tut Exhibition Trip
- Wignall Museum Events
- Winter Celebration
- Hijab Day!
- Yu Gi Oh Tournament
- DE-Stress Events w/Therapy Animals
- T-Shirt Donation to Butte College Student Government after fires
- Tailgate Party and Trunk or Treat
- Legal Week and Dreamers Events
- 15 Coffee w/ CCSG Events
- “S” Word Documentary Viewing
- Black History Month Celebration

Additionally, they donated more than \$15,000 to support a variety of student club and/or departmental events.

In 2018-19, Chaffey student leaders continued to demonstrate their commitment to student advocacy by participating Student Senate for California Community Colleges (SSCCC) General Assembly meetings and representing the college at all regional meetings. Additionally, CCSG sent a delegation of six students to the American Student Association of Community Colleges (ASACC) national conference in Washington DC.

STUDENT DISCIPLINE

The Office of Student Life - Discipline/Grievance and the Behavioral Intervention Team (BIT) support the College’s mission in a number of direct and indirect ways. The Dean directs the District’s policy on student discipline and student grievance as the designee of Superintendent/President. The Dean also continually provides leadership, coordination, collaboration, and guidance to the Behavior Intervention Team (BIT), the Threat Assessment Group (TAG), and coordinates and interacts frequently with campus police. The Office of Student Discipline/Grievance provides direction, guidance, and support in all these areas and focuses on “...maintaining an engaging environment of educational excellence.”

Discipline/Grievance

The Office of Student Life - Discipline/Grievance supports, improves, expands, and/or supports the operation of the college including, but not limited to the following: a) Provide leadership in the resolution of student grievances, student problems or complaints. b) Develop, supervise, and maintain procedures for evaluating the effectiveness of Discipline, BIT and the

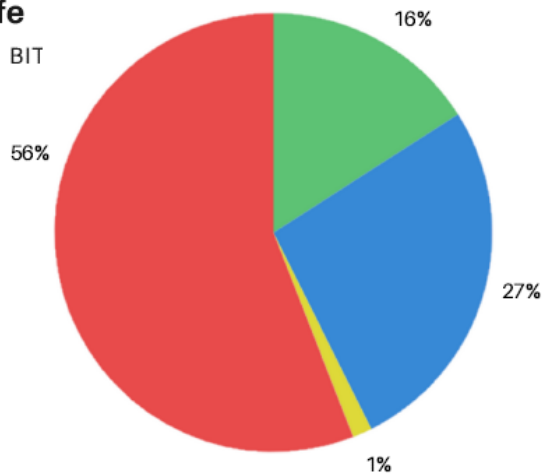
TAG committees. In addition, the department provides leadership, collaboration, and frequently coordinates and interacts with campus police, BIT and TAG.

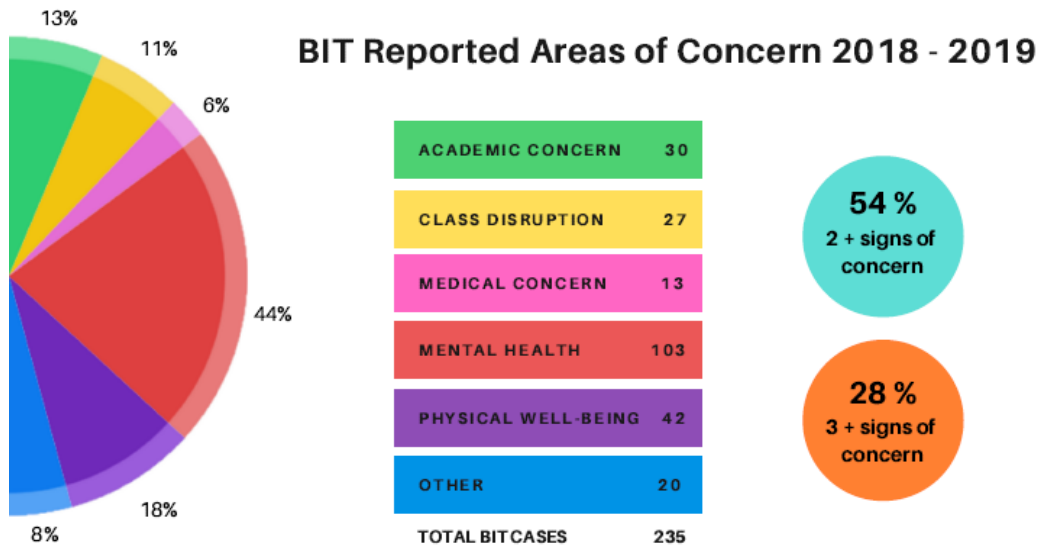
Student Discipline/Grievance/BIT Data								
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Academic	23	34	43	21	36	26	39	67
Behavior	90	96	117	87	84	92	110	112
Grievance	5	11	7	0	0	11	8	6
Student Issue	4	3	5	6	8	0	0	0
Total Incidents	122	144	172	114	128	129	157	185
Suspension	7	8	6	6	4	4	1	1
Expulsion	0	2	2	3	2	2	1	3
Total BIT Cases			55	65	72	119	202	235

The Office of Student Life

Discipline, Grade Grievances, and BIT

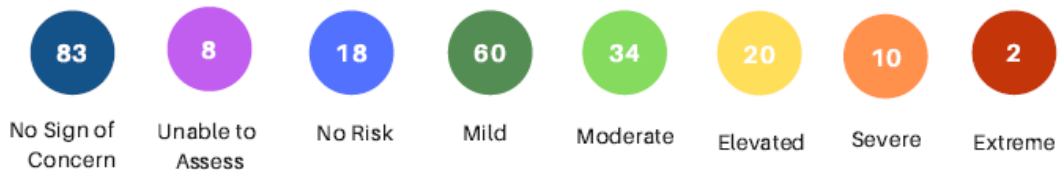
ACADEMIC INTEGRITY	67
STUDENT CONDUCT	112
GRADE GRIEVANCES	6
BIT	235
Total	420





BIT OVERALL ASSESSMENT

2018 - 2019



STUDENT HEALTH SERVICES

Student Health Services provides medical and psychological care for Chaffey students in a holistic manner, treating the whole student. We partner with local community agencies and increase the number of underrepresented students' participation in Chaffey programs by assisting the student with a better level of physical and/or psychological health.

Student Health Services is dedicated to assisting students in achieving and maintaining optimum physical, mental, and emotional health. The clinics are committed to providing quality healthcare. There is no office co-pay required for visits. Lab tests are offered at low cost when ordered by the Student Health Services clinicians. The clinic additionally offers free or low-cost physicals to students, including those entering Chaffey's Athletic programs, EMT, Child

Development, Radiology Tech., CNA, VN, VN to RN Bridge, ADN, Pharmacy Tech, Gerontology, and Dental Assisting programs.

SHS provides free or low-cost labs and physicals for entrance and to maintain the student's placement in Child Development, ADN, VN, the VN-to-RN Bridge, CAN, Pharmacy Tech, Radiology, Gerontology, EMT, Dental Assisting and Athletics. The SHS role provides ease of access to high-quality medical and psychological care. SHS streamlines access and provides very low-cost labs, TB tests and immunizations. This assists our students in removing those barriers to Chaffey educational programs. Given that many insurance companies consider blood titers (vaccinations) and urine drug screening as elective and unnecessary, they do not cover them for students, even if the student has their own insurance.

Student Health Services continues to run at maximum capacity for medical visits and psychological visits, crises intakes, walk-ins, program physicals, and campus health emergencies in accordance to our clinic sizes. SHS has continued to offer the increased amount of low-cost immunizations available to students including: Measles, Mumps, Rubella, Tdap, Hepatitis A, Hepatitis B, and flu shots. SHS also has increased the number of TB tests, two- step TB tests, respiratory evaluations and chest x-rays for students in the Culinary Arts, Child Development, EMT, and all the Health Sciences programs.

Student Health again increased the number of health education outreach events on all three campuses, the number of class visits and health education displays. The Director of SHS continues partnerships with on- campus programs including: Brothers Forum, Special Populations/Equity, EOPS, Student Government, and the Lavender Coalition to assist students with decreasing both physical and mental health barriers to student success. We continue to service and refill the self-serve over the counter medication machines with two at Fontana, three at Chino and three at the Rancho campuses. The In-Tech Center has one unit along with health education outreach brochures. At these locations we also offer preventative medicine literature and self- care illnesses treatment, as well as, community resources. Additionally, the Student Health Services continues to provide free pregnancy testing, free reproductive health counseling, free over the counter medications and free prescription antibiotics to students diagnosed by the SHS medical doctors or nurse practitioners.

Student Health also features the start up from the Chancellor's Office of **Wellness Central- Your Space/Your Pace**. It is a 24/7 wellness platform with 28 modules in an interactive format featuring Physical/Social/Emotional/Spiritual/Financial/Academic modules for self-help and knowledge.

Additional Offerings at Student Health:

In addition to the access in the center, the following are additional offerings to students:

Medical and Psychological Services

- Multi-cultural short-term mental health counseling
- Mental health community referrals
- Male and female clinicians are offered. Students may choose, if they have a preference
- Multi-cultural clinicians speaking several languages
- Evaluation and treatment of short-term illnesses and injuries

- Consultation for health or psychological concerns
- Emergency care for injuries on campus
- PAP Smears
- X-ray referrals
- TB chest x-ray clearances
- Birth control counseling, reproductive health issues and prescriptions
- All types of physical examinations (for employment, sports, university transfer, Chaffey Health Sciences programs, Child Development, and Culinary Arts)
- Strep throat testing
- Mononucleosis testing
- Asthma treatment, Nebulizer treatment, and prescriptions

Nursing Services

- Male and female RNs. Students have the ability to schedule appointments with whomever they may feel more comfortable with
- RN phone nurse advice line/consults during SHS Rancho operating hours
- RN in-person consults for medical questions
- 12 Multi-cultural Adjunct Faculty RNs speaking multiple languages, including Spanish, Vietnamese, Tagalog, Visaya, Hindi, and Malayalam
- Free urine pregnancy tests/ birth control options consults
- Finger stick glucose tests
- First Aid and Emergency Care
- Emergency on-campus transportation to Health Services
- Medical resource information
- Flu, Hepatitis A, Hepatitis B, Measles, Mumps, Rubella, and Tdap Immunizations
- Tb shots, 2 step TB, TB clearances, Chest x-rays for TB clearance
- Health Screening
- Vision/Hearing
- Blood Pressure
- Height/Weight

Other Services

- Wellness Central online (sponsored by the Chancellor's Office)
- Community referrals and resources
- Robust Student Health web page with numerous community resources
- Free health literature
- On-line Resources
- Peer Health Education Program
- Student Health 101 monthly on-line magazine
- Laboratory testing for urine and blood tests

Student Health Services 2018-2019 Accomplishments

In the 2018-2019 academic year, Student Health Services had the following accomplishments:

- **5,746** Received in person professional medical and psychological consults and referrals to outside community agencies that could further assist the student. Student Health is the conduit for community care and partnerships.
- **2,911** Students made counseling appointments receiving: psychological/ crises counseling, mental health counseling/referrals/mental health education.
- **2,673** Students and employees had respiratory evaluations, TB tests, chest x-rays, and follow ups to potentially mitigate Tuberculosis on the Chaffey campuses. Student Health has completely implemented the new K-12 and Community College 1 visit TB Risk Assessment clearance evaluation. The majority of employees are able to utilize this evaluation thereby not having to return for a 2nd visit 48 hours later for the TB reading, helping to streamline the process. This procedure is approved by the Chancellor's Office, the California Department of Public Health, and the California Tuberculosis Controllers Association.
- **472** students had low cost labs done at Student Health Services for personal health, as transfer requirements, and specific program requirements.
- **300** Students received vaccinations to fulfill transfer requirements to Universities or to fulfill Chaffey Child Development, EMT, Health Sciences programs requirements.
- **79** Health Education Outreach booths, lectures, and workshops at Chino, Rancho, and Fontana campuses bringing potentially lifesaving information out to the campus population.
- **6,304** Students received personal health education.

Student Health Services partners with local healthcare and community providers. Some of these partnerships include:

Physical Health Partnerships

- Three local M.D.s
- One local Nurse Practitioners
- Millennium Imaging
- Ultra-Sound Institute
- Western University Health Sciences
- Cal State Dominguez Hills
- The San Bernardino County Public Health Department
- L.A County Public Health Department
- America's Best Eyeglass Centers
- SAC (Loma Linda University - Low cost clinics: medical and dental)
- Real Occupational Testing Services
- Quest Diagnostics Labs
- American Cancer Society
- California Youth Advocacy (CYAN) Tobacco free/ smoking prevention

- California Dairy Council
- American Lung Association

Behavioral Health Partnerships

- Crises Community Response Team (CCRT) SBC Department of Behavioral Health
- Telecare/Merrill Center (24/7 Crises facility) Fontana
- TAY (Transitional Age Youth) Mental Health Systems Services
- South Coast Community Mental Health Services
- Loma Linda University Psychological Services
- Whole Mind Wellness Mental Health Services
- Crises Text Line (offered by the Chancellor’s Office)
- San Bernardino Department Mental Health Service
- Social Action Community Health Systems (SAC) program
- House of Ruth (Assisting Families Victimized by Domestic Violence)
- Project Sister (Sexual Assault Crises Intervention Services)
- National Parent Helpline

TRANSFER CENTER

The Transfer Center’s primary mission is to assist Chaffey College students in successfully transferring from Chaffey College to a four-year university. Minimum program standards require each community college district to recognize transfer as one of its primary missions and to place an emphasis on the preparation and transfer of underrepresented students.

Through its work, the center has successfully served its students and completed the following:

Program Highlights:

- 5,799 students were served in the Transfer Center, an increase of 10.2% from 17/18.
- Approximately 432 students met with a university representative for an individual appointment.
- The Transfer Center designated October as Transfer Awareness month, during that month, we hosted many workshops and provided application assistance for students at all three campuses.
- Contact made with approximately 238 students via in-class presentations.
- Approximately 124 counseling appointments were scheduled with the Transfer Counselor, Helen Leung.
- Approximately 292 students participated in the campus tours.
- 204 students participated in University workshops.
- The Transfer Center presented on the available transfer center resources to 72 classes throughout the year.

- 33 students participated in the Northern California tour during spring break. The Transfer Center partnered with EOPS and the Title III STEM Grant.
- 30 students participated in the summer out-of-state HSI summer tour.
- In fall 2018, the Transfer Center partnered with UCR for a STEM-focused Tour, in which students were able to tour the labs and hear from Deans and faculty within the STEM majors. 25 students participated in this trip.
- 12 students participated in the CSUSB STEM Tour. This was the first year in which it was held. The Transfer Center partnered with the Title III STEM Grant.
- The Transfer Center collaborated with California Baptist University online and traditional programs in spring, to offer an On-the-Spot Admission at Chaffey College. Representatives from the Admissions Office, Financial Aid and Registrar came to meet with students. 33 students participated and were accepted for admission. Five students who were accepted, enrolled in fall 2019 at CBU (4 online, 1 traditional).

Transfer Center Workshops offered 2018-2019

FALL 2018
HOW TO COMPLETE A UC TAP & TAG
HOW TO COMPLETE A UC TAP & TAG
HOW TO COMPLETE A UC TAP & TAG
HOW TO APPLY TO A UC
HOW TO TRANSFER YOUR FINANCIAL AID TO THE UNIVERSITY*
LEARN MORE ABOUT THE TRANSFER CENTER
HOW TO TRANSFER YOUR FINANCIAL AID TO THE UNIVERSITY*
HOW TO TRANSFER TO A PRIVATE UNIVERSITY
LEARN MORE ABOUT THE TRANSFER CENTER
CSU APPLY WORKSHOP
HOW TO TRANSFER YOUR FINANCIAL AID TO THE UNIVERSITY*
CSU APPLY WORKSHOP (CHINO)
CSU APPLY WORKSHOP (FONTANA)
LEARN MORE ABOUT THE TRANSFER CENTER
AN INSIGHT AT THE UC PERSONAL INSIGHT QUESTIONS AND UC APPLICATION
HOW TO TRANSFER TO A PRIVATE UNIVERSITY
CSU APPLY WORKSHOP
AN INSIGHT AT THE UC PERSONAL INSIGHT QUESTIONS
CSU APPLY WORKSHOP
CSU APPLY WORKSHOP
SPRING 2019
GENERAL ADMISSIONS WORKSHOP FOR A UC
GENERAL ADMISSIONS WORKSHOP FOR A CSU
GENERAL ADMISSIONS WORKSHOP FOR A UC (FONTANA)
TRANSFERRING? STRENGTHEN YOUR EXPECTATIONS**
TRANSFERRING? STRENGTHEN YOUR EXPECTATIONS**
TRANSFERRING? STRENGTHEN YOUR EXPECTATIONS**

GENERAL ADMISSIONS WORKSHOP FOR A UC GENERAL ADMISSIONS WORKSHOP FOR A UC GENERAL ADMISSIONS WORKSHOP FOR A CSU

**In partnership with the Financial Aid Office.*

*** In partnership with the Career Center and the Financial Aid Office.*

University Representatives with one-on-one counseling in the Transfer Center

Azusa Pacific, Cal Poly Pomona, California Baptist University, Cal State San Bernardino, University of Redlands (General Education), University of Redlands, UC Davis, UC Irvine, UC Los Angeles, UC Riverside, UC Santa Barbara, UC Santa Cruz, UC Davis, University of La Verne

Fall and Spring College Fairs

Approximately 55 schools (public and private) represented during the fall fair at the Rancho Campus, and 16 schools represented at the spring fairs at both the Chino and Fontana Campuses.

HSI Summer Trip

The Transfer Center in partnership with Educational Student Tours hosted a five-day out-of-state trip, and toured four schools in Arizona and New Mexico. The schools visited included: New Mexico State University, Arizona State University, University of Arizona and Northern Arizona University. Thirty-six students participated in this trip.

Transfer Recognition Ceremony

The Transfer Center collaborated with Alumni Relations to host a celebratory event under the shade structure honoring Chaffey students transferring to various 4-year institutions. This year, students were able to invite their families and have dinner, decorate their graduation caps, and listen to music. Approximately 50 students and their families attended. The Transfer Center awarded the Tansen Ajmera scholarship to two transfer students. The recipients were Fatima Alfaro and Nasser Nasser.

University Campus Visits:

- UC Riverside STEM Tour
- CSU San Bernardino STEM Tour
- Cal Poly Pomona
- UCLA Open House
- CSU San Bernardino General Tour
- UC Riverside Transfer Day
- CSU Fullerton General Tour
- CSU Los Angeles General Tour
- CSU Long Beach General Tour
- UC Irvine General Tour
- Cal Poly Pomona General Tour
- CSU Los Angeles General Tour
- UCLA STOMP Conference

- CSU San Bernardino General Tour
- CSU Fullerton General Tour
- CSU Fresno (spring break trip)
- UC Berkeley (spring break trip)
- UC Davis (spring break trip)
- UC Merced (spring break trip)
- UC Santa Barbara (spring break trip)



Students Participating in the Transfer Center's Northern California Spring Break Tour

Transfer Agreements

- Nine hundred and fifty-five students participated, completed and received an Associate's Degree for Transfer in the CCC/CSU AD-T partnership.
- One hundred and forty-one students completed a Transfer Admission Guarantee (TAG) agreement with the University of California.

In addition to the UC TAG and CSU AD-T partnership, the center has transfer agreements with:

- Brandman University
- USC
- Southern New Hampshire University
- Pepperdine University
- Argosy
- American Jewish University
- California Baptist University

- California Baptist University-online
- Cambridge College
- Arizona State University
- Ashford University
- CSU San Bernardino
- University of La Verne
- University of Redlands School of Business
- National University
- OTIS College Art and Design

Historically Black Colleges and Universities partnership with:

The California Community College system has a partnership with 37 HBCUs that grants guaranteed admission to California Community College students who complete certain academic requirements.

APPENDIX

Appendix A

Athletics EADA Report

Equity in Athletics Disclosure Act Completion Certificate

Equity in Athletics Disclosure Act (EADA) data for

Chaffey College

111939

were completed and locked on October 6, 2019.

Thank you for your participation in the 2019 data collection.

This certificate was prepared on October 6, 2019.

Equity in Athletics 2019

Institution Information

Institution: Chaffey College (111939)

User ID: E1119391

Registration

Required fields are indicated with asterisks ().

Chaffey College (111939)	
First Name*	Timi
Last Name*	Brown
Title*	Athletic Director
Address 1*	5885 Haven Avenue
Address 2	
City*	Rancho Cucamonga
State*	CA
Zip*	91737 -
Phone*	909 - 652 - 6322
Extension	
Fax	909 - 652 - 6295
E-mail Address*	timi.brown@chaffey.edu
Confirm E-mail Address*	
Comment	<p>* Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.</p> <p>Cell 970-201-0086</p>

Identification

Please enter/review all applicable information. Required fields are indicated with asterisks ().

General Information	
Institution Name	Chaffey College
Address 1*	5885 Haven Ave
Address 2	
City*	Rancho Cucamonga
State*	CA
ZIP Code*	91737 -
Telephone*	909 - 652 - 6000 Ext.

Athletic Department	
Athletic Director Name*	Timi Brown
Address 1*	5885 HAVEN AVE
Address 2	
City*	RANCHO CUCAMONGA
State*	CA
ZIP Code*	91737 - 3002
Telephone*	909 - 652 - 6322 Ext.

Chief Administrative Officer	
Chief Administrative Officer's Name*	Henry D. Shannon, Ph.D.
Title*	Superintendent/President
Telephone*	909 - 941 - 2600 Ext.
Fax	909 - 652 - 6006
E-mail Address*	henry.shannon@chaffey.edu

EADA General

Designated Reporting Year*

Note: The reporting period must be 12 months. The dates for the reporting year should be consistent from year to year.

Begins: (MM/DD) 07/01 /2018 **Ends:** (MM/DD) 06/30 /2019

Number of full-time undergraduates by gender: The numbers below were reported on your institution's 2018-19 IPEDS Survey and should not be changed unless they were reported incorrectly to IPEDS. If the numbers are incorrect, please call the EADA Help Desk to correct them.

	Number	Percent
Male full-time undergraduates	2744	44 %
Female full-time undergraduates	3432	56 %
Total full-time undergraduates	6176	100 %

Athletic Sanctioning Body for the designated reporting year (select one)

- NCAA Division I-FBS
- NCAA Division I-FCS
- NCAA Division I without football
- NCAA Division II with football
- NCAA Division II without football
- NCAA Division III with football
- NCAA Division III without football
- CCCAA
- Independent
- Other
- NAIA Division I
- NAIA Division II
- NJCAA Division I
- NJCAA Division II
- NJCAA Division III
- NCCAA Division I
- NCCAA Division II
- NWAC
- USCAA

Other Description: _____

Update Status

Date Completed 9/11/2019
Update Status Updated

Equity in Athletics 2019

Institution: Chaffey College (111939)
User ID: E1119391

Screening Questions

Please answer these questions carefully as your responses will determine which subsequent data entry screens are appropriate for your institution.

1. How will you report Operating (Game-day) Expenses?

By Team

Per Participant

Select the type of varsity sports teams at your institution.

- Men's Teams
- Women's Teams
- Coed Teams

3. Do any of your teams have assistant coaches?

Yes

- Men's Teams
- Women's Teams
- Coed Teams

No

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional type of team remember to include associated data for that type of team on subsequent screens;
- 2) If you delete a type of team but have already entered associated data on other screens, all associated data for that type of team will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Sports Selection - Men's and Women's Teams

Select the varsity sports teams at your institution.

Sport	Men's	Women's Sport	Men's	Women's
Archery	<input type="checkbox"/>	<input type="checkbox"/> Badminton	<input type="checkbox"/>	<input type="checkbox"/>
Baseball	<input checked="" type="checkbox"/>	Basketball	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Beach Volleyball	<input type="checkbox"/>	<input type="checkbox"/> Bowling	<input type="checkbox"/>	<input type="checkbox"/>
Cross Country	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Diving	<input type="checkbox"/>	<input type="checkbox"/>
Equestrian	<input type="checkbox"/>	<input type="checkbox"/> Fencing	<input type="checkbox"/>	<input type="checkbox"/>
Field Hockey		<input type="checkbox"/> Football	<input checked="" type="checkbox"/>	
Golf	<input type="checkbox"/>	<input type="checkbox"/> Gymnastics	<input type="checkbox"/>	<input type="checkbox"/>
Ice Hockey	<input type="checkbox"/>	<input type="checkbox"/> Lacrosse	<input type="checkbox"/>	<input type="checkbox"/>
Rifle	<input type="checkbox"/>	<input type="checkbox"/> Rodeo	<input type="checkbox"/>	<input type="checkbox"/>
Rowing	<input type="checkbox"/>	<input type="checkbox"/> Sailing	<input type="checkbox"/>	<input type="checkbox"/>
Skiing	<input type="checkbox"/>	<input type="checkbox"/> Soccer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Softball		<input checked="" type="checkbox"/> Squash	<input type="checkbox"/>	<input type="checkbox"/>
Swimming	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Swimming and Diving (combined)	<input type="checkbox"/>	<input type="checkbox"/>
Synchronized Swimming		<input type="checkbox"/> Table Tennis	<input type="checkbox"/>	<input type="checkbox"/>
Team Handball	<input type="checkbox"/>	<input type="checkbox"/> Tennis	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field (Indoor)	<input type="checkbox"/>	<input type="checkbox"/> Track and Field (Outdoor)	<input type="checkbox"/>	<input type="checkbox"/>
Track and Field and Cross Country (combined)	<input type="checkbox"/>	<input type="checkbox"/> Volleyball	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Water Polo	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Weight Lifting	<input type="checkbox"/>	<input type="checkbox"/>
Wrestling	<input type="checkbox"/>	<input type="checkbox"/> Other Sports (Specify sports in the caveat box.)*	<input type="checkbox"/>	<input type="checkbox"/>

CAVEAT

The caveat on this screen is for internal use and does not appear on the EADA Dissemination Website (public site). If you want information to appear on the public site, enter it on the Athletic Participation screen.

* If you indicated in the caveat box that your other sports are Dancing and/or Cheerleading, please specify in the caveat box that these are competitive varsity teams (i.e., not pep squads).

- If you save the data on this screen, then return to the screen to make changes, note the following:
- 1) If you select an additional team remember to include associated data for that sport on subsequent screens;
- 2) If you delete a sport but have already entered associated data on other screens, all associated data for that sport will be deleted from subsequent screens. However, because the survey system has to recalculate the totals, you must re-save every screen.

Athletics Participation - Men's and Women's Teams

Enter the number of participants as of the day of the first scheduled contest.

Varsity Teams	Men's Teams	Women's Teams
Baseball	31	
Basketball	14	12
Cross Country	13	11
Football	71	
Soccer	27	26
Softball		14
Swimming	14	13
Volleyball		9
Water Polo	18	15
Total Participants Men's and Women's Teams	188	100
Unduplicated Count of Participants	181	93

(This is a head count. If an individual participates on more than one team, count that individual only once on this line.)

CAVEAT

(For each men's or women's team that includes opposite sex participants, specify the number of male and the number of female students on that team in this caveat box. This does not apply for coed teams. Additionally, provide any other clarifying information here.)

7 duplicate participants between men's water polo and swimming. 7 duplicate participants between women's water polo and swimming

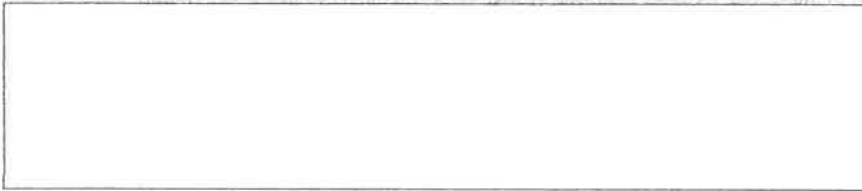
If you save the data on this screen, then return to the screen to make changes, please note you must re-save every screen because the survey system has to recalculate the totals.

Head Coaches - Men's Teams

For each men's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field. The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches				Female Head Coaches				Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball		1		1					1
Basketball		1	1						1
Cross Country		1		1					1
Football		1	1						1
Soccer		1		1					1
Swimming		1		1					1
Water Polo		1		1					1
Coaching Position Totals	0	7	2	5	0	0	0	0	7

CAVEAT



Head Coaches - Women's Teams

For each women's team, indicate whether the head coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field. The Swimming and Diving (combined) fields allow up to 2 head coaches. The Track and Field and Cross Country (combined) fields allow up to 3.

Varsity Teams	Male Head Coaches			Female Head Coaches			Total Head Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	
Basketball					1		1
Cross Country Soccer		1		1			1
Softball		1		1			1
Swimming						1	1
Volleyball						1	1
Water Polo		1		1			1
Coaching Position Totals	0	3	0	3	1	3	7
CAVEAT							



Head Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays head coaches as compensation for coaching. Do not include benefits on this screen.

Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.

For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Head Coaching Position (for coaching duties only)	37,844	28,440
Number of Head Coaching Positions Used to Calculate the Average	7	7
Number of Volunteer Head Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	0
Average Annual Institutional Salary per Full-time equivalent (FTE)	75,045	49,400
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	3.53	4.03

CAVEAT

Assistant Coaches - Men's Teams

For each men's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Baseball		2		2					2
Basketball		2		2					2
Cross Country						1		1	1
Football		8		8					8
Soccer		2		2					2
Swimming									0
Water Polo		1		1					1
Coaching Position Totals	0	15	0	15	0	1	0	1	16
CAVEAT									



Assistant Coaches - Women's Teams

For each women's team, indicate whether the assistant coach is male or female, was assigned to the team on a full-time or part-time basis, and whether the coach was employed by the institution on a full-time basis or on a part-time or volunteer basis, by entering a 1 in the appropriate field.

Varsity Teams	Male Assistant Coaches				Female Assistant Coaches				Total Assistant Coaches
	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	Assigned to Team on a Full-Time Basis	Assigned to Team on a Part-Time Basis	Full-Time Institution Employee	Part-Time Institution Employee or Volunteer	
Basketball		1		1	1			1	2
Cross Country						1		1	1
Soccer		2		2					2
Softball						2		2	2
Swimming						1		1	1
Volleyball						1		1	1
Water Polo						1		1	1
Coaching Position Totals	0	3	0	3	0	7	0	7	10
CAVEAT									



Assistant Coaches' Salaries - Men's and Women's Teams

Enter only salaries and bonuses that your institution pays assistant coaches as compensation for coaching. Do not include benefits on this screen.
Do not include volunteer coaches in calculating the average salary and the Full-Time Equivalent (FTE) Total.
For help calculating the FTE total click on the Instructions link on this screen.

	Men's Teams	Women's Teams
Average Annual Institutional Salary per Assistant Coaching Position (for coaching duties only)	9,803	8,657
Number of Assistant Coaching Positions Used to Calculate the Average	16	10
Number of Volunteer Assistant Coaching Positions (Do not include these coaches in your salary or FTE calculations.)	0	
Average Annual Institutional Salary per Full-time equivalent (FTE)	19,412	17,143
Sum of Full-Time Equivalent (FTE) Positions Used to Calculate the Average	8.08	5.05

CAVEAT

This is correct, our coaches are part-time and paid on a professional expert plan

Athletically Related Student Aid - Men's and Women's Teams

Athletically related student aid is any scholarship, grant, or other form of financial assistance, offered by an institution, the terms of which require the recipient to participate in a program of intercollegiate athletics at the institution. Other student aid, of which a student-athlete simply happens to be the recipient, is not athletically related student aid. If you do not have any aid to report, enter a 0.

	Men's Teams	Women's Teams	Total
Amount of Aid	0	0	0
Ratio (percent)	0	0	100%
CAVEAT			

Recruiting Expenses - Men's and Women's Teams

Recruiting expenses are all expenses an institution incurs attributable to recruiting activities. This includes, but is not limited to, expenses for lodging, meals, telephone use, and transportation (including vehicles used for recruiting purposes) for both recruits and personnel engaged in recruiting, and other expenses for official and unofficial visits, and all other expenses related to recruiting. If you do not have any recruiting expenses to report, enter a 0.

Total	Men's Teams	Women's Teams	Total
CAVEAT	0	0	0

Operating (Game-Day) Expenses - Men's and Women's Teams by Team

Operating expenses are all expenses an institution incurs attributable to home, away, and neutral-site intercollegiate athletic contests (commonly known as "game-day expenses"), for (A) Lodging, meals, transportation, uniforms, and equipment for coaches, team members, support staff (including, but not limited to team managers and trainers), and others; and (B) Officials.

For a sport with a men's team and a women's team that have a combined budget, click [here](#) for special instructions. Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Participants	Men's Teams		Women's Teams		Total Operating Expenses	
		Operating Expenses per Participant	By Team	Participants	Operating Expenses per Participant		By Team
Basketball	14	3,312	46,372	12	2,616	31,397	77,769
Football	71	672	47,736				47,736
Baseball	31	2,169	67,226				67,226
Cross Country	13	587	7,628	11	693	7,628	15,256
Soccer	27	941	25,405	26	1,006	26,143	51,548
Softball				14	2,497	34,956	34,956
Swimming	14	1,289	18,040	13	975	12,678	30,718
Volleyball				9	2,521	22,689	22,689
Water Polo	18	1,253	22,551	15	1,196	17,934	40,485
Total Operating Expenses Men's and Women's Teams	188		234,958	100		153,425	388,383

CAVEAT



Note: This screen is for game-day expenses only.

Total Expenses - Men's and Women's Teams

Enter all expenses attributable to intercollegiate athletic activities. This includes appearance guarantees and options, athletically related student aid, contract services, equipment, fundraising activities, operating expenses, promotional activities, recruiting expenses, salaries and benefits, supplies, travel, and any other expenses attributable to intercollegiate athletic activities.

Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	252,243	194,656	446,899
Football	222,679		222,679
Baseball	163,397		163,397
Cross Country	26,579	26,579	53,158
Soccer	73,956	75,100	149,056
Softball		76,189	76,189
Swimming	38,773	43,257	82,030
Volleyball		57,464	57,464
Water Polo	60,976	52,492	113,468
Total Expenses of all Sports, Except Football and Basketball, Combined	363,681	331,081	694,762
Total Expenses Men's and Women's Teams	838,603	525,737	1,364,340
Not Allocated by Gender/Sport (Expenses not attributable to a particular sport or sports)			678,853
Grand Total Expenses			2,043,193

CAVEAT



Total Revenues - Men's and Women's Teams

Your total revenues must cover your total expenses.
 Enter all revenues attributable to intercollegiate athletic activities. This includes revenues from appearance guarantees and options, an athletic conference, tournament or bowl games, concessions, contributions from alumni and others, institutional support, program advertising and sales, radio and television, royalties, signage and other sponsorships, sport camps, state or other government support, student activity fees, ticket and luxury box sales, and any other revenues attributable to intercollegiate athletic activities.

Report actual numbers, not budgeted or estimated numbers. Please do not round beyond the next dollar.

Varsity Teams	Men's Teams	Women's Teams	Total
Basketball	264,085	201,970	466,055
Football	255,247		255,247
Baseball	187,818		187,818
Cross Country	32,620	32,621	65,241
Soccer	76,586	82,527	159,113
Softball		81,510	81,510
Swimming	43,920	48,783	92,703
Volleyball		65,489	65,489
Water Polo	63,463	50,488	113,951
Total Revenues of all Sports, Except Football and Basketball, Combined	404,407	361,418	765,825
Total Revenues Men's and Women's Teams	923,739	563,388	1,487,127
Not Allocated by Gender/Sport (Revenues not attributable to a particular sport or sports)			766,625
Grand Total for all Teams (includes by team and not allocated by gender/sport)			2,253,752

CAVEAT



Summary - Men's and Women's Teams

Your Grand Total Revenues must be equal to or greater than your Grand Total Expenses or you will not be able to lock your survey.

	Men's Teams	Women's Teams	Total
1 Total of Head Coaches' Salaries	264,908	199,080	463,988
2 Total of Assistant Coaches' Salaries	156,848	86,570	243,418
3 Total Salaries (Lines 1+2)	421,756	285,650	707,406
4 Athletically Related Student Aid	0	0	0
5 Recruiting Expenses	0	0	0
6 Operating (Game-Day) Expenses	234,958	153,425	388,383
7 Summary of Subset Expenses (Lines 3+4+5+6)	656,714	439,075	1,095,789
8 Total Expenses for Teams	838,603	525,737	1,364,340
9 Total Expenses for Teams Minus Subset Expenses (Line 8 - Line 7)	181,889	86,662	268,551
10 Not Allocated Expenses			678,853
11 Grand Total Expenses (Lines 8+10)			2,043,193
12 Total Revenues for Teams	923,739	563,388	1,487,127
13 Not Allocated Revenues			766,625
14 Grand Total Revenues (Lines 12+13)			2,253,752
15 Total Revenues for Teams minus Total Expenses for Teams (Line 12-Line 8)	85,136	37,651	122,787
16 Grand Total Revenues Minus Grand Total Expenses (Line 14- Line 11)			210,559

To return to a data entry screen, click on the link in the Navigation Menu.

To proceed to the Supplemental Information screen, click on the link in the Navigation Menu or click on the "Next" button on this screen.

Supplemental Information (optional)

This screen may be used to help the reader better understand the data you have provided, or to help a prospective student-athlete make an informed choice of an athletics program.

This information will be viewable on the EADA public website. Please do not include the names of individuals or write messages to the help desk.

To explain specific data entered on a previous screen, please use the caveat box on that screen.

A large, empty rectangular box with a thin black border, intended for entering supplemental information. It is currently blank.



STATEMENT OF COMPLIANCE OF TITLE IX GENDER EQUITY

FORM R-4

(Adopted 4/1/10 effective 7/1/10) (Adopted 6/22/11 effective 7/1/12) (Adopted & effective 7/2/12) (Adopted 3/28/13 effective 7/1/13) (Adopted 2/12/15 effective 7/1/15) (Adopted 4/2/15 effective 7/1/15) (Adopted 6/12/15 effective 7/1/15) (Revised 3/31/16 effective 7/1/16)

In compliance with State Ed Code Sections 78223, 66271.6, 66271.8, and 67360 et seq. and Federal gender equity laws pertaining to equitable athletic participation opportunities for men and women, respective community colleges, governed under the California Community College Athletic Association, must complete and report the three-part test as indicated on this Form R-4. The three-part test includes: (1) participation proportionate to full-time undergraduate enrollment; or (2) continued program expansion for the underrepresented gender; or (3) fully and effectively accommodating the underrepresented gender. This report provides a member institution with the opportunity to demonstrate compliance using the "three part test," but does not assess compliance with the program components identified by the Federal Office of Civil Rights.

This Form R-4 shall be completed, signed, and electronically submitted (email attachment), along with verification that the most-recent Equity in Athletics Disclosure Act (EADA) Report has been filed and locked, to the CCCAA Director of Membership Services and a copy to the all-sports conference commissioner by November 1 of each year. The original is to be retained in the President's office on campus, as well as a copy in the College's Title IX Coordinator's office. Failure to complete and file all pages of the Form R-4 and verification that the EADA Report has been filed by November 1 will result in the forfeiture of all completed contests until the form is received by the CCCAA Office. Verification can be provided by submitting an electronic copy of the completion certificate available on the bottom of the Survey Navigation /Status screen of the EADA by the individual who submitted/locked the online EADA Survey or a screenshot of the EADA webpage which states the EADA Survey was locked. See completed example at <http://www.cccaasports.org/services/gender>

Please type (tab to the blank lines) to complete the information in the spaces provided

College Chaffey College Academic Year Reported (Same as EADA Report) 2018-19

Title IX Coordinator (Name) Eric Bishop Phone (909) 652-6502

(Job title) VP Student Services Email Eric.bishop@chaffey.edu

TEST ONE: PARTICIPATION PROPORTIONATE TO FULL-TIME UNDERGRADUATE ENROLLMENT

Please indicate the rates of full-time undergraduate enrollment and athletic participation. For a formal definition of "participation," please visit the following link to CCCAA Gender Equity: <http://www.cccaasports.org/services/gender>.

Rates of Athletic Participation Compared to Rates of Full-time Undergraduate Enrollment										
Program	Rate of Full-time Undergraduate Enrollment		Rate of Participation in Athletics		Exact Proportionality for Underrepresented Gender*	Number Needed to Reach Exact Proportionality for Underrepresented Gender	# of Teams Currently Offered for Underrepresented Gender	Average Team Size for Underrepresented Gender	Does the college comply with substantial proportionality: (If average team size is less than the number needed to reach exact proportionality, then the college does not comply with Test One.)	
	Total Number	Percentage (%)	Total Number	Percentage (%)						
Women	3,526	55.34%	106	41.41%					<input type="radio"/>	<input type="radio"/>
Men	2,845	44.66%	150	58.59%					<input type="radio"/>	<input type="radio"/>
Totals	6,371	100%	256	100%					<input type="radio"/>	<input type="radio"/>
Compare full-time enrollment % to athletic participation % to determine underrepresented gender. Fill in the cells below accordingly: (Columns per above headings)										
Under-represented	3,526	55.34%	106	41.41%	185.91	79.91	7	15.1	<input type="radio"/>	<input checked="" type="radio"/>
Over-represented	2,845	44.66%	150	58.59%					<input type="radio"/>	<input type="radio"/>

* For an example of exact proportionality calculations, please visit the following link to CCCAA Gender Equity: <http://www.cccaasports.org/services/gender>



STATEMENT OF COMPLIANCE OF TITLE IX GENDER EQUITY

FORM
R-4

Please describe the practices and procedures by the college to identify existing athletic interests and abilities, respond to those interests, and expand the program for the underrepresented gender to meet those interests. Note any currently-approved plan for program expansion:

Type here:

Chaffey College athletics benefits from an administration that provides strong support to coaches and student-athletes. We offer 14 sports; seven men's teams and 7 women's teams to support our local communities and surrounding areas. Through the collaboration of Student Services, Athletics and our Office of Institutional Research we are utilizing data from CCCApply to identify the interest in adding additional women's sports. We also finished renovation of our five tennis courts, and will continue to identify ways to access interest in adding women's tennis, as the survey interest has increased from five to eleven potential student-athletes. We are currently in the process of identifying possibilities to reinstate Women's Track and Field in some capacity, but until funding is attained to refurbish the track, it is not a viable option to reinstate Track and Field in it's entirety. The survey also shows additional interest from potential female student-athletes in track and field, increasing from three to twenty-three respondents. The Chaffey College Athletic Director, in collaboration with the Dean of Kinesiology and Athletics, is currently inquiring the possibility of adding solely "distance" events to field a track team. In Fall 2019, Chaffey College moved to the Inland Empire Athletic Conference, which greatly increased our radius of competition; however, the IEAC does compete in all the sports we offer at Chaffey College, including Track and Field and Swimming.

For further information regarding Test Two, please visit the Gender Equity page from the CCCAA website: <http://www.cccaasports.org/gender.asp>



STATEMENT OF COMPLIANCE OF TITLE IX GENDER EQUITY

FORM R-4

TEST THREE: FULLY AND EFFECTIVELY ACCOMMODATE THE UNDERREPRESENTED GENDER

An institution meets Test Three if it offers every team for the underrepresented sex for which there is sufficient interest and ability for a viable team and sufficient competition for that team in the area where the institution's teams normally compete. If the three factors of interest, ability, and available competition exist for a team not currently offered to the underrepresented gender, then the institution does not meet Test Three. For additional information please see the April 10, 2010 "Dear Colleague" letter from the Office of Civil Rights posted on the Gender Equity page of the CCCAA website at:

<http://www.cccaasports.org/services/gender>

Please provide the total number of applicants interested in athletic participation in the following sports for summer, fall, and spring terms. Also, indicate the dates for data collection and method of survey distribution.

Dates of data collection: From 07/01/18 (mm/dd/year) to 06/30/19 (mm/dd/year)

Method of distribution: Online survey - CCCApply.

NUMBER OF COLLEGE APPLICANTS INTERESTED IN ATHLETIC PARTICIPATION IN SPECIFIC SPORTS <i>(One Full Academic Year)</i>			
Women's Sports	Number Interested	Men's Sports	Number Interested
Badminton	2	Badminton	4
		Baseball	71
Basketball	17	Basketball	75
Beach Volleyball	No area competition		
Bowling	No area competition	Bowling	No area competition
Crew/Rowing	No area competition	Crew/Rowing	No area competition
Cross Country	10	Cross Country	8
Fencing	No area competition	Fencing	No area competition
Field Hockey	No area competition	Football	88
Golf	0	Golf	5
Gymnastics	No area competition	Gymnastics	No area competition
Lacrosse	3	Lacrosse	2
Skiing/Snowboarding	No area competition	Skiing/Snowboarding	No area competition
Soccer	36	Soccer	83
Softball	35		
Swimming/Diving	11	Swimming/Diving	10
Tennis	11	Tennis	12
Track & Field	23	Track & Field	30
Volleyball	36	Volleyball	3
Water Polo	11	Water Polo	13
Wrestling	5	Wrestling	17
Other:	4	Other: Rugby/Synchronized Swimming	1



STATEMENT OF COMPLIANCE OF TITLE IX GENDER EQUITY

FORM R-4

Additionally:

- 1) For the underrepresented gender, identify the sports offered in the high school interscholastic athletic programs in your recruitment areas that are not currently offered your intercollegiate program. Also, identify whether the number of students participating at the high school level suggests that there would be enough interest and ability to offer a team in that sport at your institution. Please use the CIF data that is available on the Gender Equity page of the CCCAA website under Membership Services.

Sport(s) not currently offered in program	Number of students participating in high schools within the recruitment area	College interest survey results
Women's Track and Field	1619	23
Women's Tennis	964	11
Women's Wrestling	193	5

- 2) For any sports identified under step 1, identify whether there is enough competition at an appropriate competitive level for that sport in the area where your current intercollegiate teams normally compete.

Sport(s) identified under step 1	Intercollegiate competition available (A) or not available (N/A) in the area, based on institution's mile radius* of competition:		Action Plan	Outcome
	52.34 Miles			
Women's Track & Field	<input checked="" type="checkbox"/> A	<input type="checkbox"/> N/A	Pursuing reinstatement of T&F, specifically distance events until track is refurbished	
Women's Tennis	<input checked="" type="checkbox"/> A	<input type="checkbox"/> N/A	Pursuing continued interest in addition of Women's Tennis as courts have been refurbished for training	
Women's Wrestling	<input type="checkbox"/> A	<input checked="" type="checkbox"/> N/A	Not pursuing until wrestling teams are within our radius of competition	
	<input type="checkbox"/> A	<input type="checkbox"/> N/A		
	<input type="checkbox"/> A	<input type="checkbox"/> N/A		
	<input type="checkbox"/> A	<input type="checkbox"/> N/A		

- 3) Within the reporting year, how many written requests have been submitted to the College or athletic department to initiate additional sports?

Number: 0 Sports: _____

Again, if there is sufficient interest and ability for a team not currently offered, and there is sufficient competition at an appropriate level for that team, then the institution does not comply with Test Three.

For further information regarding Test Three, please refer to Valerie Bonnette's *Title IX and Intercollegiate Athletics: How It All Works — In Plain English* on pages 52-53, or visit the Gender Equity page from the CCCAA website at: <http://www.cccaasports.org/services/gender>



STATEMENT OF COMPLIANCE OF TITLE IX GENDER EQUITY

FORM R-4

Upon completion, the institution's athletic director(s), Title IX coordinator, and college president must sign this Form R-4 and forward a copy, along with verification that the most-recent Equity in Athletics Disclosure Act (EADA) Report has been filed and locked, to the CCCAA Director of Membership Services and a copy to the all-sports conference commissioner by November 1 of each year. The original is to be retained in the President's office on campus, as well as a copy in the College's Title IX Coordinator's office. Failure to complete and file all pages of the Form R-4 and verification that the EADA Report has been filed by November 1 will result in the forfeiture of all completed contests until the form is received by the CCCAA office.

Please indicate which of the three tests the institution meets for compliance with Title IX by checking the appropriate box below

- Test One - Participation Proportionate to Full-time Undergraduate Enrollment
- Test Two - Continuing Practice of Program Expansion for the Underrepresented Gender
- Test Three - Fully and Effectively Accommodate the Underrepresented Gender
- Program Is Under Review*

*Programs under review will be provided with recommendations for compliance by the CCCAA Board or designate. Failure to comply with the recommendations may result in the college being deemed "not in good standing" per Article 1.5.4.G.

Disclaimer: An institution's compliance status under the three-part test does not affect or determine the institution's compliance with the other 12 program components reviewed under Title IX (i.e., scholarships, equipment, scheduling, travel, tutoring, coaching, facilities, medical and training facilities and services, housing and dining facilities and services, publicity, support services, and recruitment of student-athletes).

The signatures below indicate that the Form R-4 process has been completed as required in Article 1.5.4.G

Chaffey College

Name of Institution

Timi Brown, EdD

Athletic Director (type or print)

(Please sign)

10/1/19

Date (mm/dd/year)

Michael McClellan, EdD

Additional Athletic Administrator (type or print)
(if applicable)

(Please sign)

10/1/19

Date (mm/dd/year)

Eric Bishop, EdD

Title IX Coordinator (type or print)

(Please sign)

2019-10-01

Date (mm/dd/year)

Henry Shannon, EdD

College President (type or print)

PHD

(Please sign)

10-1-19

Date (mm/dd/year)

(7/1/19)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

December 12, 2019

Board Meeting Date

TOPIC **APPROVAL OF MINUTES, NOVEMBER 20, 2019**

Communication No. IV.E.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the November 20, 2019, 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 November 20, 2019, 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 Wednesday, November 20, 2019, at the City Hall Council Chambers in the City of Fontana. Board President McLeod called the meeting to order at 2:05 p.m.

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

Members absent: Ms. Roberts

CLOSED SESSION

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

The Board convened in closed session at 2:09 p.m. Closed session was adjourned at 2:37 p.m.

STUDY SESSION

A study session commenced on the following topics:

Professional Development Monitoring Report – Rob Rundquist, interim dean of institutional effectiveness and intersegmental partnerships, Robin Witt, and Vicky Valle presented on new faculty orientation, workshops, seminars, faculty summer institute, Faculty 2 Faculty consultations, Faculty Success Center Champions, and #ObserveMe, Classified Success Network, workshops, quick tips, employee recognition awards, administrative professional survey, off-site seminars, the future of professional development including My Learning Hub, Chancellor’s office content, Chaffey learning modules, and community discussions. Mr. Rundquist stated that Professional Development is a collaboration with tri-chairs Robin Witt and Vicky Valle.

Laura Hope, acting associate superintendent of instruction and institutional effectiveness, introduced faculty sabbatical reports.

Sabbatical Report – Rachel Hanna, School of Language Arts, reported on the language and culture immersion courses she attended in Spain and Mexico.

Sabbatical Report – Charles Williams, School of Language Arts, reported on the English 1A course he designed, which incorporates leadership as its theme.

Sabbatical Report – Paula Snyder, School of Social and Behavioral Science, presented on her exploratory project to discern the most effective investigatory methods for answering questions about culture, skin color, and policing.

REGULAR SESSION

The regular session reconvened at 3:17, and Xochitl Escamilla, Chaffey College Student Government (CCSG) vice president, led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

Chaffey College student Xochitl Escamilla addressed the Board regarding CCSG student events. Ms. Escamilla provided flyers regarding the CCSG Winter Celebration to be held on December 4, 2019.

COMMUNITY LINKAGES

GOVERNING BOARD

Student Trustee Nikeenia Williams provided a written report which highlighted the Bond Citizens' Oversight Committee meeting, International Education Week, registration rally, coffee with CCSG, Veterans Appreciation Week Sea of Flags, Winter Celebration/Joy Week, Thanksgiving, and Town Hall discussion with Congresswoman Norma Torres

Trustee Ovitt reported that he attended the Ontario Chaffey Community Show Band concert; Children's Fund Executive Committee meeting; Edison Elementary School guest speaker; West End YMCA Governance Committee meeting; Boy Scouts Distinguished Citizen Award Dinner recognizing Ontario-Montclair School District Superintendent Dr. Hammond; Pathways Africa fundraiser; memorial service for Paul Treadway, former mayor of Ontario; Bonnes Meres Annual Holiday fundraiser; Esperanza Scholarship Foundation Board meeting; and a Children's Fund Board meeting.

Trustee McDougal reported that he attended and judged the Halloween costume contest at the Rancho Cucamonga campus, a Measure L "lessons learned" meeting, and a tour of potential sites for new campuses in Fontana and Ontario.

Trustee Brugger reported that she attended the Veterans Appreciation Week program and congratulated Vanessa Thomas for presenting a certificate and a flag on behalf of her son, Captain Brandon Thomas, and Adrienne Grayson for coordinating the event. She also judged the Halloween Contest at the Rancho Cucamonga campus, attended former Chaffey College Governing Board Member Paul Treadway's celebration of life, the CCLFSA scholarship

event, and she reported she would be attending the bistro lunch by the Chino culinary students tomorrow.

Board President McLeod reported that she was in Hawaii since the last Board meeting, but that she attended and judged the Halloween costume contest at the Chino campus.

LEGISLATIVE UPDATE

Dr. Eric Bishop provided a PowerPoint presentation which included: DACA Supreme Court case, fee increases, Dreamer Resource Liaison, AB 1645, federal housing and food bills, and the basic assistance for students in college (BASIC) Act, (Senator Harris and Representative Torres).

PRESENTATIONS

Trina Lujano, president of the Chaffey College Student Chapter of the International Facilities Management Association (IFMA), presented the "Student Chapter of the Year Award" to Dr. Henry Shannon. Phyllis Meng, Meng Associates; Diane Levine, Executive Director, IFMA Foundation; and James Morante and Bruce Noble, CCCCCO, were also in attendance.

FOUNDATION

Lisa Nashua, executive director of the Foundation, provided a written report which included: fall 2019 scholarships, special fall second cycle – Molly Adams Scholarships, community partners, Promise Scholars, JPMorgan Chase Philanthropy, San Manuel Band of Mission Indians, Chaffey College Foundation 30th Annual Golf Tournament, silver sponsor – HMC Architects, and Media Sponsor – SBI Engineers, Foundation mini grants, campus partnerships, equity outreach, and communications.

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 (4:0) vote.

Employment or Ratification of:

Jillian Haro to the position of bookstore associate, .475 FTE, 12 months, range 3, step A of the CSEA salary schedule, effective December 2, 2019.

Mark Montoya to the position of bookstore associate, .475 FTE, 12 months, range 3, step A of the CSEA salary schedule, effective December 2, 2019.

Courtney Garcia to the position of program assistant, disability programs and services, 1.0 FTE, 12-months, range 13, step A of the CSEA salary schedule, effective December 2, 2019.

Maxtla Benavides to the position of program assistant, transfer center, 1.0 FTE, 12-months, range 13, step A of the CSEA salary schedule, effective December 2, 2019.

Kelly Zwissler to the position of workforce development generalist, 1.0 FTE, 12 months, range 7, step A of the CSEA salary schedule, effective December 2, 2019.

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

Laura Alvarado to the temporary, unclassified, professional expert position of assistant director, adult education pathways, effective December 2, 2019, through June 30, 2020, under the terms and conditions of the employment agreement.

Lori Oaks to the temporary, unclassified, professional expert position of first assistant coach, softball/out-of-season, all sports, effective August 1, 2019, through June 30, 2020, 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:

Laura Hope to the position of associate superintendent, instruction and institutional effectiveness, 1.0 FTE, range 40, step G of the management salary schedule, effective December 1, 2019.

The Governing Board approved the temporary increase in assignment of the .475 contract employee 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 2019–20 fiscal year.

MONITORING

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

Professional Development Monitoring Report
Quarterly Investment Report and Annual Statements of Investment
Guidelines

CONSENT AGENDA

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

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

Nays: None

Absent: Ms. Roberts

Through this action, the following were approved (Approval of Minutes, October 24, 2019, through Student Worker Position Certification).

GOVERNANCE PROCESS

The minutes of the October 24, 2019, regular board meeting were approved as presented.

The Governing Board adopted the attached resolution to compensate Katherine Roberts, Governing Board member, for the October 24, 2019, meeting from which she was absent.

ACADEMIC AFFAIRS

The Governing Board approved the 2020 summer academic calendar.

The Governing Board approved the 2020-2021 academic calendar.

The Governing Board approved ten new courses, thirty-six course modifications, thirty-one distance education courses, two new programs of study, and one program of study modification for the *Chaffey College 2020-2021 Catalog*.

The Governing Board reviewed and accepted the sabbatical leave report from Rachel Hanna, School of Language Arts, who was granted a sabbatical leave for the spring 2019 semester.

The Governing Board reviewed and accepted the sabbatical leave report from Paula Snyder, School of Social and Behavioral Science, who was granted a sabbatical leave for the spring 2019 semester.

The Governing Board reviewed and accepted the sabbatical leave report from Charles Williams, School of Language Arts, who was granted a sabbatical leave for the spring 2019 semester.

BUSINESS/FISCAL AFFAIRS

The Governing Board approved Amendment 01 to increase the amount of the California Department of Education 2019-2020 California State Preschool program (CSPP-9418) by \$14,290.

The Governing Board approved Amendment 01 to increase the amount of the California Department of Education 2019-2020 General Child Care and Development Program contract (CCTR-9187) by \$82,250.

The Governing Board approved the budget allocation increase of \$181,563,895 resulting from the net proceeds of the first series of general obligation bonds sold for purpose of providing funds to finance projects approved by Measure P.

The Governing Board approved the budget increase of \$484,783 to the 2019-2020 restricted general fund budget for the addition of the Guided Pathways third year allocation.

The Governing Board adopted Resolution 112019, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution. (This resolution has been made part of the minutes of this meeting.)

HUMAN RESOURCES

The Governing Board approved the short-term worker and apprentice position and salary schedule effective January 1, 2020.

The Governing Board approved the employment contract between the Governing Board of the Chaffey Community College District and the management employee for the position of associate superintendent, instruction and institutional effectiveness.

The Governing Board approved the student worker salary schedule effective January 1, 2020.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

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

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

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, presented the Board with copies of his monthly report. The report highlighted the visit from legislative staffers and representatives from the Chancellor's Office, 2021 Aspen Prize for Community College Excellence eligibility, recommendation of Laura Hope as the associate superintendent, instruction and institutional effectiveness, Bond Citizens' Oversight Committee meeting, Chaffey College Latino Faculty and Staff Association (CCLFSA) Scholarship Awards Celebration, Veterans Appreciation Week, Student Town Hall discussion with Congresswoman Norma Torres, and updates from instruction and institutional effectiveness and student services highlights.

Dr. Shannon thanked Dr. Bishop for making arrangements to hold this month's Board meeting at the Fontana City Council Chambers, Dr. Friday, dean of the Fontana campus, and Julie Sanchez, Hope Ell and Eva Ramirez of the superintendent/president's office, for setting up the meeting. Dr. Shannon would like to eventually hold meetings in all seven of the Chaffey District cities at some point.

Dr. Shannon congratulated Laura Hope on her appointment to associate superintendent of instruction and institutional effectiveness.

Nicole DeRose provided Board Members with the Faculty Senate's monthly report and highlighted Patricia Powell, DPS counseling faculty, Alan Yankee, part time faculty, music, Mehgan Hassanzadah, professor, biology, Jackie Boboye, counseling faculty, Nicole DeRose, Carlos Martinez, business and applied technology, and retired biology professor Robin Ikeda.

Sarah Schmidt, Classified Senate vice president, who represented Trisha Albertsen, Classified Senate president, provided a monthly report and highlighted Krysten Audibert, administrative assistant II, Foundation.

CSEA had no report.

CCFA President Jonathan Ausubel discussed the CTA effort to obtain signatures for the Schools and Communities First Initiative for the November ballot.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Mr. Ovitt commented "GO PANTHERS" and stated his hopes for the football team to retain their undefeated status.

ADJOURNMENT

The meeting was adjourned at 4:03 p.m.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, December 12, 2019.

President

Clerk

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

December 12, 2019
Board Meeting Date

TOPIC RESOLUTION – COMPENSATION FOR TRUSTEE WHEN ABSENT

Communication No. IV.E.1.b

SUPPORTS BOARD ENDS STATEMENT/POLICY

Board Policy 2725 Governing Board Member Compensation – Upon a resolution by the Governing Board, members may be paid for any meeting when absent if the Governing Board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting, she/he is performing services outside the meeting for the community college district, she/he was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the Governing Board.

PROPOSAL

To adopt the attached resolution to compensate Katherine Roberts, Governing Board member, for the November 20, 2019, meeting from which she was absent.

BACKGROUND

Ms. Roberts was absent on November 20, 2019, due to illness.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund

Status of Funds – Funding for board member compensation is in the appropriate fund and is included in the 2019–2020 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board adopt the attached resolution to compensate Katherine Roberts, Governing Board member, for the November 20, 2019, meeting from which she was absent.

Submitted by:	Henry D. Shannon, Superintendent/President
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

**A RESOLUTION OF THE GOVERNING BOARD OF
CHAFFEY COMMUNITY COLLEGE DISTRICT**

WHEREAS, Education Code §72024(d) provides that “A member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board;” and

WHEREAS, on November 20, 2019, Katherine Roberts, Governing Board member, was absent due to illness; and

WHEREAS governing board members, per Education Code §72024(a)(3) and §72024(b), receive \$400 per month for attending all board meetings in the month and a pro rata share if absent from any meeting; and

WHEREAS there was one meeting in the month of November;

NOW THEREFORE BE IT RESOLVED THAT the Governing Board of the Chaffey Community College District does hereby find that at the time of the scheduled meeting of the Governing Board November 20, 2019, Katherine Roberts, Governing Board member, was absent due to illness, and, as such, is entitled to receive compensation of \$400.00 for that meeting.

Ayes:
Nays:
Abstain:
Absent:

As secretary of the Governing Board of the Chaffey Community College District of San Bernardino County, California, I hereby certify that the above and foregoing resolution was duly adopted by the Board at a regular meeting thereof on the 12th day of December, 2019, and passed by a majority of said Board.

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of December, 2019.

Henry D. Shannon, Ph.D.
Secretary, Governing Board
Chaffey Community College District

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

December 12, 2019

Board Meeting Date

TOPIC **CURRICULUM**

Communication No. IV.E.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

- 10 new courses
- 104 course modifications
- 44 distance education courses
- 18 course deactivations
- 2 new programs of study
- 4 program of study deactivations
- 10 program of study modifications

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve 10 new courses, 104 course modifications, 44 distance education courses, 18 course deactivations, 2 new programs of study, 4 program of study deactivations, and 10 program of study modification for the *Chaffey College 2020-2021 Catalog*.

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

Curriculum 2019-2020

COURSES – NEW COURSES					
	Discipline	Course ID	TOP Code	Title	Units
1.	Art	ART-460	1001.00	Portfolio and Presentation	2
2.	Biology	BIOL-40	0401.00	Introduction to Cell and Molecular Biology	4
3.	Dance	DANCE-452	1008.00	Student Choreography for Performance II	0.75
4.	English as a Second Language	ESL-608	4930.86	Pronunciation of American English	0
5.	English as a Second Language	ESL-612	4930.87	English as a Second Language I	0
6.	English as a Second Language	ESL-622	4930.87	English as a Second Language II	0
7.	English as a Second Language	ESL-632	4930.87	English as a Second Language III	0
8.	English as a Second Language	ESL-642	4930.87	English as a Second Language IV	0
9.	English as a Second Language	ESL-652	4930.87	English as a Second Language V	0
10.	Hospitality Management	HOTFS-42	1307.20	Hotel Operations	3
COURSES – MODIFICATIONS					
	Discipline	Course ID	TOP Code	Title	Units
1.	Aviation Maintenance Technology	AMT-400	0950.40	Aircraft Electronics	5
2.	Art	ART-484	0614.40	Motion Graphic Animation	4
3.	Biology	BIOL-1	0401.00	General Biology	4
4.	Biology	BIOL-23	0403.00	General Microbiology	3
5.	Biology	BIOL-3	0301.00	California Environmental Issues	4
6.	Biology	BIOL-30	0401.00	Beginning Medical Terminology	3
7.	Biology	BIOL-62	0401.00	Biology of Organisms	5
8.	Biology	BIOL-63	0401.00	Evolutionary Ecology	4
9.	Child Development Education	CDE-1	1305.00	Principles & Practices in Early Childhood Education	3
10.	Child Development Education	CDE-23	1305.20	Introduction to Children with Special Needs	3
11.	Child Education Development	CDE-4	1305.00	Child, Family, and Community	3
12.	Child Education Development	CDE-415	1305.00	Dynamics of Play	3
13.	Child Education Development	CDE-416	1305.00	Brain Research and the Implications for Classroom Teaching	3
14.	Child Education Development	CDE-430A	1305.90	Infant and Toddler: Group Caregiving I	3
15.	Child Education Development	CDE-5	1305.40	Health, Safety and Nutrition	3

16.	Child Education Development	CDE-6	1305.00	Teaching in a Diverse Society	3
17.	Child Development Education	CDE-7	1305.00	Curriculum Development: The Creative Arts	3
18.	Child Education Development	CDE-8	1305.00	Curriculum Development: Math and Sciences	3
19.	Chemistry	CHEM-10	1905.00	Introductory Chemistry	4
20.	Chemistry	CHEM-7	1905.00	Chemistry in Everyday Life with Lab	4
21.	Chemistry	CHEM-8	1905.00	Chemistry in Society	3
22.	Computer Information Systems	CIS-1	0702.00	Introduction to Computer Information Systems	3
23.	Computer Information Systems	CIS-4	0702.00	Fundamentals of Microsoft Windows	1.5
24.	Computer Information Systems	CIS-421	0702.00	Social Media Technology	1.5
25.	Computer Information Systems	CIS-68	0709.00	Internet Technologies	1.5
26.	Computer Information Systems: Game Development	CISGAME-1	0707.00	Fundamentals of Game Development	3
27.	Computer Information Systems: Internet and Web Development	CISIWEB-424	0709.00	WordPress Web Development	1.5
28.	Criminal Justice	CJ-3	2105.00	Criminal Court Process	3
29.	Criminal Justice	CJ-4	2105.00	Community and the Justice System	3
30.	Criminal Justice	CJ-412	2105.00	Writing for Criminal Justice Professionals	3
31.	Computer Science	COMPSCI-1	0706.00	Programming Concepts and Methodology I	3
32.	Communication Studies	COMSTD-2	1506.00	Fundamentals of Effective Speaking	3
33.	Dance	DANCE-20A	1008.00	Modern Dance IA	1
34.	Dance	DANCE-20B	1008.00	Modern Dance IB	1
35.	Dance	DANCE-40A	1008.00	Modern Dance IIA	1
36.	Dance	DANCE-7A	1008.00	Ballet IA	1
37.	Dance	DANCE-7B	1008.00	Ballet IB	1
38.	Economics	ECON-1	2204.00	Introduction to Economics	3
39.	Economics	ECON-2	2204.00	Principles of Macroeconomics	3
40.	Economics	ECON-4	2204.00	Principles of Microeconomics	3
41.	Economics	ECON-7	2204.00	Economic History of the United States	3
42.	Education	ED-400	0802.00	Introduction to Education and Teaching	3
43.	Engineering Technology	EGTECH-10	0924.00	Introduction to Engineering Design/Graphics	4
44.	Emergency Medical Technician	EMT-405	1250.00	Emergency Medical Technician Preparation	3
45.	English	ENGL-1A	1501.00	Composition	3
46.	English	ENGL-75B	1503.00	American Literature	3
47.	English	ENGL-79	1503.00	Native American Literatures	3
48.	English as a Second Language	ESL-475	4930.87	Fundamentals of College Reading and Writing for ESL Students	4
49.	English as a Second Language	ESL-650	4930.90	English and Citizenship	0

50.	Fire Technology	FIRETEC-1	2133.00	Principles of Emergency Services	3
51.	Fire Technology	FIRETEC-10	2133.10	Wildland Fire Control	3
52.	Fire Technology	FIRETEC-11	2133.00	Legal Aspects of Emergency Services	3
53.	Fire Technology	FIRETEC-12	2133.00	Occupational Safety and Health for Emergency Services	3
54.	Fire Technology	FIRETEC-2	2133.00	Fire Behavior and Combustion	3
55.	Gerontology	GERO-11	1309.00	Introduction to Gerontology	3
56.	Gerontology	GERO-18	1309.00	Aging and the Life Course	3
57.	Gerontology	GERO-23	1309.00	Aging and Older Adulthood	3
58.	Gerontology	GERO-400	1309.00	Principles of Caregiving: Older Adults and Their Care	3
59.	Gerontology	GERO-404	1309.00	Health and Wellness for Older Adults	3
60.	Guidance	GUID-3	4930.10	Career Exploration and Life Planning	3
61.	History	HIST-25	2205.00	Women in United States History	3
62.	History	HIST-5	2205.00	Early Western Civilizations	3
63.	History	HIST-7	2205.00	History of the Middle East	3
64.	History	HIST-70	2203.00	Chicanos: The Common History of Mexico and the US	3
65.	Industrial Electrical Technology	IET-401A	0934.40	Introduction to Electricity	2.5
66.	Industrial Maintenance Mechanic	INDMM-402	0945.00	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills	3.5
67.	Journalism	JOUR-11	0602.00	Multimedia Reporting	3
68.	Journalism	JOUR-31	0602.00	Student Media Practicum II	3
69.	Kinesiology: Lecture	KINLEC-17	0835.00	First Aid & Emergency Response to Community Disasters	3
70.	Mathematics	MATH-25	1701.00	College Algebra	4
71.	Mathematics	MATH-401	1701.00	Mathematics for Health Science	1
72.	Mathematics	MATH-420	1701.00	Essentials of Intermediate Algebra	4
73.	Mathematics	MATH-450	1701.00	Intermediate Algebra: A Critical Thinking Approach	5
74.	Music	MUSIC-15	1005.00	Introduction to Music Business	3
75.	Music	MUSIC-17	1005.00	Electronic Music	3
76.	Music	MUSIC-4	1004.00	Music Appreciation	3
77.	Music	MUSIC-40	1004.00	Beginning Guitar	1
78.	Music	MUSIC-41	1004.00	Intermediate Guitar	1
79.	Nutrition and Food	NF-11	1307.10	Food Service Management Supervision	3
80.	Nutrition and Food	NF-19	1306.00	Nutrition II: Modified Diets	3
81.	Philosophy	PHIL-80	1510.00	Introduction to Religion	3
82.	Photography	PHOTO-7	1012.00	Introduction to Digital Photography	4
83.	Physical Science	PHSCI-10	1901.00	Survey of Chemistry and Physics	4
84.	Radiologic Technology	RADTEC-10	1225.00	Anatomy and Radiographic Positioning I	3
85.	Radiologic Technology	RADTEC-16	1225.00	Patient Care for Radiologic Technologists	3
86.	Radiologic Technology	RADTEC-16L	1225.00	Laboratory for Patient Care for Radiologic Technologists	1
87.	Radiologic Technology	RADTEC-20L	1225.00	Laboratory for Radiologic Science and Protection	1

88.	Radiologic Technology	RADTEC-31	1225.00	Radiographic Clinical Education I	2
89.	Radiologic Technology	RADTEC-34	1225.00	Radiographic Imaging	3
90.	Radiologic Technology	RADTEC-34L	1225.00	Laboratory for Radiographic Imaging	1
91.	Radiologic Technology	RADTEC-41	1225.00	Radiographic Clinical Education II	7
92.	Radiologic Technology	RADTEC-51	1225.00	Radiographic Clinical Education III	4.75
93.	Radiologic Technology	RADTEC-61	1225.00	Radiographic Clinical Education IV	8
94.	Radiologic Technology	RADTEC-71	1225.00	Radiographic Clinical Education V	10
95.	Radiologic Technology	RADTEC-77	1225.00	Radiographic Pathology	3
96.	Radiologic Technology	RADTEC-82	1225.00	Radiographic Clinical Education VI	4
97.	Social Science	SCSCI-10	2201.00	Statistics for Social Science	4
98.	Sociology	SOC-14	2208.00	Sociology of Gender	3
99.	Sociology	SOC-15	2208.00	Ethnic and Race Relations: U.S. and Global Perspectives	3
100.	Sociology	SOC-70	2208.00	Social Problems	3
101.	Spanish	SPAN-9	1105.00	Cultural Awareness through Conversation	3
102.	Statistics	STAT-10	1701.00	Elementary Statistics	4
103.	Theatre	THEATRE-14	1007.00	Stylized Acting	3
104.	Theatre	THEATRE-18	1007.00	Acting For The Camera	3

COURSES – DISTANCE EDUCATION

	Discipline	Course ID	TOP Code	Title	Units
1.	Biology	BIOL-1	0401.00	General Biology	4
2.	Biology	BIOL-30	0401.00	Beginning Medical Terminology	3
3.	Computer Information Systems	CIS-1	0702.00	Introduction to Computer Information Systems	3
4.	Computer Information Systems	CIS-4	0702.00	Fundamentals of Microsoft Windows	1.5
5.	Computer Information Systems	CIS-421	0702.00	Social Media Technology	1.5
6.	Computer Information Systems	CIS-68	0709.00	Internet Technologies	1.5
7.	Computer Information Systems: Internet and Web Development	CISIWEB-424	0709.00	WordPress Web Development	1.5
8.	Criminal Justice	CJ-3	2105.00	Criminal Court Process	3
9.	Criminal Justice	CJ-4	2105.00	Community and the Justice System	3
10.	Computer Science	COMPSCI-1	0706.00	Programming Concepts and Methodology I	3
11.	Communication Studies	COMSTD-2	1506.00	Fundamentals of Effective Speaking	3
12.	Economics	ECON-1	2204.00	Introduction to Economics	3
13.	Economics	ECON-7	2204.00	Economic History of the United States	3
14.	Emergency Medical Technician	EMT-405	1250.00	Emergency Medical Technician Preparation	3

15.	English	ENGL-1A	1501.00	Composition	3
16.	English	ENGL-75B	1503.00	American Literature	3
17.	English	ENGL-79	1503.00	Native American Literatures	3
18.	Fire Technology	FIRETEC-1	2133.00	Principles of Emergency Services	3
19.	Fire Technology	FIRETEC-10	2133.10	Wildland Fire Control	3
20.	Fire Technology	FIRETEC-11	2133.00	Legal Aspects of Emergency Services	3
21.	Fire Technology	FIRETEC-12	2133.00	Occupational Safety and Health for Emergency Services	3
22.	Fire Technology	FIRETEC-2	2133.00	Fire Behavior and Combustion	3
23.	Gerontology	GERO-11	1309.00	Introduction to Gerontology	3
24.	Gerontology	GERO-18	1309.00	Aging and the Life Course	3
25.	Gerontology	GERO-23	1309.00	Aging and Older Adulthood	3
26.	Gerontology	GERO-400	1309.00	Principles of Caregiving: Older Adults and Their Care	3
27.	Gerontology	GERO-404	1309.00	Health and Wellness for Older Adults	3
28.	History	HIST-7	2205.00	History of the Middle East	3
29.	Journalism	JOUR-11	0602.00	Multimedia Reporting	3
30.	Journalism	JOUR-31	0602.00	Student Media Practicum II	3
31.	Mathematics	MATH-25	1701.00	College Algebra	4
32.	Mathematics	MATH-420	1701.00	Essentials of Intermediate Algebra	4
33.	Mathematics	MATH-450	1701.00	Intermediate Algebra: A Critical Thinking Approach	5
34.	Music	MUSIC-15	1005.00	Introduction to Music Business	3
35.	Music	MUSIC-4	1004.00	Music Appreciation	3
36.	Nutrition and Food	NF-11	1307.10	Food Service Management Supervision	3
37.	Nutrition and Food	NF-19	1306.00	Nutrition II: Modified Diets	3
38.	Philosophy	PHIL-80	1510.00	Introduction to Religion	3
39.	Photography	PHOTO-7	1012.00	Introduction to Digital Photography	4
40.	Social Science	SCSCI-10	2201.00	Statistics for Social Science	4
41.	Sociology	SOC-14	2208.00	Sociology of Gender	3
42.	Sociology	SOC-15	2208.00	Ethnic and Race Relations: U.S. and Global Perspectives	3
43.	Sociology	SOC-70	2208.00	Social Problems	3
44.	Spanish	SPAN-9	1105.00	Cultural Awareness through Conversation	3
	Discipline	Course ID	TOP Code	Title	Units
1.	Art	ART-488	1001.00	Portfolio and Presentation	4
2.	Art	ART-62B	1013.00	Illustration II	3
3.	Biology	BIOL-61	0401.00	Introduction to Cell and Molecular Biology	5
4.	Dance	DANCE-40B	1008.00	Modern Dance IIB	1
5.	Dance	DANCE-8B	1008.00	Ballet IIB	1
6.	English as a Second Language	ESL-502	4931.00	ESL for Workplace and Academic Success	3
7.	English as a Second Language	ESL-508	4930.86	Pronunciation of American English	3
8.	English as a Second Language	ESL-531	4930.87	English as a Second Language III	4

9.	English as a Second Language	ESL-541	4930.87	English as a Second Language IV	4
10.	English as a Second Language	ESL-551	4930.87	English as a Second Language V	4
11.	English as a Second Language	ESL-611	4930.87	English as a Second Language I	0
12.	English as a Second Language	ESL-621	4930.87	English as a Second Language II	0
13.	Hospitality Management	HOTFS-422	1307.20	Hotel Operations	3
14.	Mathematics	MATH-17	1701.00	Statway II	4
15.	Mathematics	MATH-417	1701.00	Statway I	5
16.	Mathematics	MATH-550	1701.00	Introduction to Algebra	4
17.	Mathematics	MATH-642	1702.00	Skill Building for Math 420	0
18.	Mathematics	MATH-645	1702.00	Skill Building for Math 450	0

PROGRAMS OF STUDY – NEW PROGRAMS

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Hospitality Management	AS-T	1307.00	Hospitality Management	18-19
2.	Culinary Arts	A.S.	1306.30	Professional Baking and Patisserie	24
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Art	A.A.	1002.10	Art - Drawing/Painting Studio	35
2.	Art	A.A.	1002.00	Art - Intermedia Emphasis	40
3.	Art	A.S.	1013.00	Art/Visual Communication: Illustration	40-41
4.	Hospitality Management	Certificate of Achievement	1307.20	Hotel and Food Service Management: Hotel Management	37-40

PROGRAMS OF STUDY – PROGRAM MODIFICATIONS

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Art	A.A.	1002.00	Art	26-33
2.	Art	A.A.	1002.30	Art - Ceramics Studio	27-30
3.	Art	AA-T	1002.00	Associate in Arts in Studio Arts for Transfer	26-29
4.	Biology	A.S.	0401.00	Biological Sciences	31-32
5.	Biology	A.S.-T	0401.00	Biology	35
6.	Dance	A.A.	1008.00	Dance	20.5-27
7.	Nutrition and Food	Certificate of Achievement	1306.20	Dietetic Service Supervisor (DSS)/Certified Dietary Manager (CDM)	24
8.	Hospitality Management	A.S.	1307.20	Hospitality Management: Hotel Management	30
9.	Hospitality Management	Certificate of Achievement	1307.20	Hospitality Management: Hotel Management	31
10.	Physical Science	A.S.	1901.00	Physical Science	60

December 12, 2019 Curriculum Board Report

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

December 12, 2019

Board Meeting Date

TOPIC APPROVAL TO PURCHASE MATERIALS THROUGH OTHER PUBLIC AGENCY CONTRACTS

Communication No. IV.E.3.a

SUPPORTS BOARD POLICIES

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

PROPOSAL

To determine that it is in the District's best interest to make procurements by means of existing public agency contracts pursuant to California Public Contract Code Sections 20118 and 20652 and to authorize the District to make such procurements under Sections 20118 and 20652 as needed in the District's best interests for the calendar year ending on December 31, 2020.

BACKGROUND

California Public Contract Code Sections 20118 and 20652 authorizes the Governing Board, without advertising for bids, to contract for the lease or purchase of materials, supplies, equipment, automobiles, tractors and other personal property for the District through contracts let by other public agencies (commonly referred to as "piggy-backing" contracts). San Bernardino County requires the Governing Board to take specific action to determine that it is the best interest of the District to utilize an existing bid or contract to make procurements pursuant to Sections 20118 and 20652, rather than receiving bids on its own behalf.

This action provides the District the option to make procurements using existing public agency contracts as the need arises and is in the best interest of the District pursuant to California Public Contract Code Sections 20118 and 20652.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board determine that it is in the District's best interest to make procurements by means of existing public agency contracts pursuant to California Public Contract Code Sections 20118 and 20652, and to authorize the District to make such procurements under Sections 20118 and 20652 as needed in the District's best interests for the calendar year ending on December 31, 2020.

Reviewed 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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

December 12, 2019
 Board Meeting Date

TOPIC BUDGET INCREASE – RESTRICTED GENERAL FUND

Communication No. IV.E.3.b

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 \$201,184 to the 2019-2020 restricted general fund budget for the increase to the California Work Opportunity & Responsibility to Kids (CalWORKS), Extended Opportunity Programs & Services (EOPS) and Temporary Assistance for Needy Families (TANF) allocations.

BACKGROUND

The adopted restricted budgets were based on an estimated advance allocation. Per notification from the Chancellor's Office, the CalWORKS, EOPS and TANF allocations increased as indicated below:

<u>Program</u>	<u>Current Budgeted Allocation</u>	<u>Adjustments</u>	<u>Revised Allocation</u>
CalWORKS	\$683,609	\$4,400	\$688,009
EOPS	1,236,439	196,319	1,432,758
TANF	111,042	465	111,507
Total	<u>\$2,031,090</u>	<u>\$201,184</u>	<u>\$2,232,274</u>

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor's Office.

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

48xxx	Income	\$201,184
51xxx	Academic Salaries	\$1,827
52xxx	Classified Salaries	9,818
53xxx	Benefits	555
54xxx	Supplies	1,500
55xxx	Other Services	4,665
57xxx	Student Aid	<u>182,819</u>
	Total	\$201,184

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$201,184 to the 2019-2020 restricted general fund budget for the increase to the California Work Opportunity & Responsibility to Kids (CalWORKS), Extended Opportunity Programs & Services (EOPS) and Temporary Assistance for Needy Families (TANF) allocations.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

December 12, 2019

Board Meeting Date

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

Communication No. IV.E.3.c

SUPPORTS BOARD POLICIES

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

PROPOSAL

To adopt attached Resolution 121219, 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 121219 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 121219, 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 121219

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. 121219

**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 12th day of December 2019, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

I, Lee McDougal, 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.

Lee McDougal
Clerk, Governing Board

EXHIBIT A

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS

BOARD MEETING DATE: DECEMBER 12, 2019

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
1	Ammco Brake Shoe Grinder	29170 (1386)
5	Apple Cinema Display 23' Flat Panel	2A6260G5UGO (126513); 2A8110JKXMN (129137); 2A6260CNUGO (126519); 2A62603XUGO (126497); 2A62604OUG0 (N/A);
1	Apple Powerbook G4	QT3030BMNWL (121244)
6	Apple, Computer Desktop Mac Pro	G89050KIXYL (130698); H09171DD20H (1112771); H07171H54DD (NA); H07171DF20H (111770); H07171EE20H (111814); H09371D520H (131807)
4	Apple, iMac 21.5"	QP0242PR5PK (132481); QP0221QA5PK (132436); QP0221JR5PK (132435); 0PO242WY5PK (132477);
1	Apple, iMac 24"	QP9111MKOTM (130890)
4	Apple, iMac 27"	0PO310LFDNP (132748); 0PO310LEDNP (132744); 0PO310LBDNP (132746); D25GFOTEDHJV (134234);
2	Apple, iMac w/ Magic Mouse & Wireless Keyboard	D25J70PODHJP (134819); D25J70ETDHJP (134822);
1	Canon, Visualizer Video	14123696 (118619);
1	Dell Computer, Latitude D810	7FN5591 (125286)
1	Dell Computer, Latitude Intel Core D830	3N255G1 (129147);
67	Dell Computer, Optiplex 7010	H43D842 (136839); C6C3P22 (136756); 9PSTL02 (136262); 6J2BL02 (136213); 6J07L02 (136214); 5NGJJ02 (135963); 5NGJJ02 (135960); 5NFLJ02 (135971); 5NCQJ02 (135968); 9QWYL02 (135965); 7QPWL02 (136460); 9QPWL02 (136400); 9PVTL02 (136410); FQVJFX1 (135522); 9R5LV02 (136284); 9PPYL02 (136280); 9Q3VL02 (136266); 9QPVL02 (136274); 9Q8XL02 (136294); 9QJTL02 (136265); 9PVYL02 (136278); 9QCWL02 (136289); 9QP0M02 (136291); 9R6VL02 (136296); 9R8YL02 (136251); 41CXM22 (136734); 9Q8YL02 (136443); 9RXVL02 (136353); 9R1WL02 (136435); 9Q5YL02 (136417); 9PNYL02 (136320); 9PYYL02 (136408); 9R6YL02 (136379); 9QXVL02 (136396); FQBMFX1 (135604); FRHMF1 (135263); FS4MF1 (135263); FR3KFX1 (135516); CDHZDX1 (135033); 9QMWL02 (136272); CDJWDX1 (135063); 5NDJJ02 (135966); 5NGK02 (135970); 5NDKJ02 (135962); 5NFJJ02 (135959); 3D67C91 (125079); F2G2L02 (136190); 9PXTL02 (136310); 8Q20R22 (136798); 9Q5Z602 (136267); 6J26L02 (136229); 7JBHM02 (136491); 5NGKJ2

		(135970); CDDTDX1 (135050); 3ZBXM22 (136737); FRBLFX1 (135367); 9Q8ZL02 (136445); CDHXDX1 (135029); FQZKFX1 (135395); FPKYFX1 (135459); 9RFXL02 (136416); FT5MFX1 (135244); 95ZPLN1 (136799); FVLJFX1 (135110); 9L53TW1 (134901); 9Q6YL02 (136298); 9Q1YL02 (136405); 9R1ZL02 (136391); 9QDYL02 (136401)
1	Dell Computer, Optiplex 7020	CDXSD22 (137223)
5	Dell Computer, Optiplex 745	9GX3DD1 (128106); 8QQL1C1 (125952); 42WGPH1 (130469); 4W96DD1 (128060); G08L1C1 (125982);
4	Dell Computer, Optiplex 755	7PNFCF1 (128594); HYL6CF1 (128475); 6YL6CF1 (128483); HKM75G1 (129158)
3	Dell Computer, Optiplex 760	6TV3PJ1 (131211); FVP4PJ1 (131213); 7KW7MJ1 (131016);
1	Dell Computer, Optiplex 780	FHX1FN1 (132532)
13	Dell Computer, Optiplex 790	5C24NS1 (134435); 97CNPS1 (134579); 5C34NS1 (134433); 5C37NS1 (134437); 5C33NS1 (134439); 5C42NS1 (134434); 9PYZL02 (136250); 5C42NS1 (134436); 5C32NS1 (134438); 6TG9ZQ1 (134027); B4PKPS1 (134664); 5C14NS1 (134422); BHRFMS1 (134408);
1	Dell Laptop, Latitude E6500	HSHWLJ1 (130942)
1	Dell Laptop, Mobile Precision M6400	BGKN4K1 (131349)
1	Dell Laptop, Optiplex D820	D18YZC1 (127873)
1	Dell Notebook, Latitude D630	D3NR1F1 (128348)
3	Dell Notebook, Latitude D800	12LB241 (122936); 6VJY461 (123875); CYJVQ41 (123284)
1	Dell Notebook, Latitude E6510	5GFROP1 (132892)
4	Dell Notebook, Latitude E6530	HXHQZW1 (134960); C7T64X1 (135005); 6XHQZW1 (164961); DRT64X1 (135001)
2	HP LaserJet Printer 4200N	CNBX236623 (122456); USDNN15573 (122598);
2	LaserJet Printer 4100N	USJNG32519 (118833); USJNG14644 (118827);
1	Lathe Drum/Disc Brake	49630 (116914)
1	Mac Pro Workstation 2-2.26 GHz Quad	H00120WF20H (132226)
2	Phaser Xerox Color Printer	DBY262598 (131985); WNN536800E (125320)
10	Switch – Extron-60-532-01 MPS 112	A0B74FTER22471 (133119); A067KZ9 (131948); A05U14L (131935); A067KY7 (131936); A04AL12 (NA); A04ALI4 (NA); A067KW6 (131947); A05U14C (131940)
1	Projector, ANSI WXGA 3500	SC2316243 (134549)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

December 12, 2019

Board Meeting Date

TOPIC DISPOSAL OF DISTRICT PROPERTY: MACHINE SHOP EQUIPMENT

Communication No. IV.E.3.d

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 121219A, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the machine shop equipment 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 machine shop equipment listed on Exhibit A, attached to the resolution. The listed items have exceeded their useful life, are no longer suitable for district purposes, and are valued at less than \$5,000 and may be disposed of through private sale.

Pursuant to California Education Code Section 81450 et seq. and 81452, 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. and 81452, Resolution 121219A 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 121219A, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the machine shop equipment 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 121219A

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. 121219A

**A RESOLUTION OF THE GOVERNING BOARD OF CHAFFEY
COMMUNITY COLLEGE DISTRICT AUTHORIZING THE DISPOSAL OF
MACHINE SHOP EQUIPMENT**

WHEREAS, the Chaffey Community College District ("District") is owner of the machine shop equipment listed on the attached Exhibit A; and

WHEREAS, the listed items have exceeded their useful life, are no longer suitable for district purposes, and are valued at less than \$5,000 and may be disposed of through private sale; and

WHEREAS, pursuant to California Education Code Section 81450 et seq. and 81452, 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 machine shop equipment 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 12th day of December 2019, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

I, Lee McDougal, 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.

Lee McDougal
Clerk, Governing Board

EXHIBIT A

**DISPOSAL OF DISTRICT PROPERTY: MACHINE SHOP EQUIPMENT
BOARD MEETING DATE: DECEMBER 12, 2019**

Quantity	Description (Make, Model, Color, Dimensions, Etc.)	Serial #s (Asset #'s)
1	Cincinnati Vertical Mill	NA (508580)
1	Hardinge Lathe	NA (508561)
1	Delta Lathe	NA (508613)
1	Hardinge Horizontal Mill	NA (508583)
1	Clausing Horizontal Mill	NA (800498)
1	Cincinnati Radial Arm Drill Press	NA (509622)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

December 12, 2019
Board Meeting Date

TOPIC **NOTICE OF COMPLETION: MEASURE L BOND BUILD-OUT PROJECT – WIGNALL MUSEUM, PLANETARIUM, CAMPUS CENTER SHADE STRUCTURE, AND CAMPUS CENTER EAST PLAZA**

Communication No. IV.E.3.e

SUPPORTS BOARD POLICIES

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

PROPOSAL

To accept as complete per Contract Number 18PW40 the work of, and authorize the district to file a notice of completion with the county recorder for the Wignall Museum, Planetarium, Campus Center Shade Structure and Campus Center East Plaza Projects, which were part of the Measure L Build-Out Project.

BACKGROUND

On September 21, 2017, the Governing Board authorized the letting of Contract Number 18PW40 to RC Construction for the construction of the Measure L Build-Out Project which consisted of five projects; Wignall Museum, Planetarium, Campus Center Shade Structure, Campus Center East Plaza and Theatre Wings. Per the notice to proceed, the work began on October 11, 2017, and had an original substantial completion date of December 14, 2018. Due to a variety of reasons, the substantial completion date was extended to June 14, 2019.

California Public Contract Code Section 7107 and Civil Code Section 3093 require public entities to file a notice of completion with the county recorder after acceptance of the work as complete.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board accept as complete, per Contract Number 18PW40, the work of, and authorize the district to file a notice of completion with the county recorder for the Wignall Museum, Planetarium, Campus Center Shade Structure and Campus Center East Plaza Projects, which were part of the Measure L Build-Out Project.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

December 12, 2019
Board Meeting Date

TOPIC RENTAL AGREEMENT: ONTARIO HIGH SCHOOL

Communication No. IV.E.3.f

SUPPORTS BOARD POLICIES

Supports and complies with Policies: 2710 Conflict of Interest/Principles, 6100 Delegation of Authority, 6330 Purchasing, 6340 Contracts, and 6700 Civic Center and Other Facilities Use.

PROPOSAL

To approve and authorize the district to enter into a rental agreement with Chaffey Joint Union High School District ("CJUHS D"), for classroom space located at Ontario High School, 901 West Francis Street, Ontario, California, as a temporary facility for educational classes for the periods of January 13, 2020, through May 21, 2020, and a total rental fee of \$15,578.70, in accordance with the CJUHS D application and permit for use of school premises terms and conditions.

BACKGROUND

Since August 2007 the district has been a party to a rental agreement at Ontario High School for the rental of classroom space. Over the period of approximately eighteen weeks, five instructional classes will be scheduled at the school's facilities during various hours, Monday and Wednesday.

The proposed total rental fee of \$15,578.70 is based upon an hourly rate of \$35 per hour for the first hour and \$25 per hour every hour thereafter for each classroom, plus \$50.10 per hour for security services. The district intends to rent the facility from January 13, 2020, through May 21, 2020. The rates are established by CJUHS D board policy through the Civic Center Act under California Education Code Sections 38130, et seq., and permits the district to enter the proposed rental agreement for educational purposes.

Upon completion of due diligence review, the district has determined that continuing the rental agreement with CJUHS D for the property located at Ontario High School would best serve the interest of the community and advance the district's mission.

BUDGET IMPLICATIONS

Funding Source – Unrestricted General Fund.

Status of Funds – Funds of \$15,578.70 for this agreement are included in the 2019-2020 unrestricted general fund budget.

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve and authorize the district to enter into a rental agreement with Chaffey Joint Union High School District (“CJUHS”), for classroom space located at Ontario High School, 901 West Francis Street, Ontario, California, as a temporary facility for educational classes, for the periods of January 13, 2020, through May 21, 2020, and a total rental fee of \$15,578.70, in accordance with the CJUHS application and permit for use of school premises terms and conditions.

Reviewed 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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

December 12, 2019
Board Meeting Date

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

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

The attached reports represent all contracts, purchase orders, and district warrants for the month of November 2019.

BUDGET IMPLICATIONS

Funding Source – All Funds

Status of Funds – Funding for these contracts, purchase orders, and warrants are included in the 2019-2020 adopted district budgets.

Future Implications – None

RECOMMENDATION

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

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

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2020CS335	Alert Security Systems Inc.	Upland, CA	For a not-to-exceed amount, to install new electrical and lighting in the basement area of the Intech Center Machine Shop located at California Steel Industries, for the period of October 31, 2019 through January 31, 2020, as approved by Facilities Development. ²	\$21,900.00	Restricted General Fund
2020CS327	Allison Mechanical, Inc.	Redlands, CA	For a not-to-exceed amount, to provide equipment necessary to replace copper foil hot water coil serving air handler AH-B2 at Des Lauriers Labs building located at the Rancho Cucamonga Campus, for the period of October 29, 2019 through December 31, 2019, as approved by Facilities and Construction.	16,670.00	Capital Projects Fund
2020CS295	Avery Cox	Montclair, CA	For a not-to-exceed amount, to provide maintenance and support on 3D printers, for the period of October 9, 2019 through December 24, 2019, as approved by Math and Science. ³	2,000.00	Restricted General Fund
2019CS200	Bank Mobile Technologies, Inc.	New Haven, CT	Year 2 of a 5-Year agreement to provide comprehensive student financial aid disbursement services to the District, as approved by Financial Aid.	9,000.00	Unrestricted General Fund
2020CS333	Danny Ayala	Fontana, CA	For a not-to-exceed amount, provide background music for an exhibition titled, <i>Contemporary Portraits</i> , held on October 22, 2019, as approved by Visual and Performing Arts.	50.00	Auxiliary Services Fund
2020CS336	Edgar Pazmino	Ontario, CA	For a not-to-exceed amount, provide DJ services for DPS Awareness Fair at the Fontana, Chino, and Rancho Cucamonga Campuses, for the period of October 15, 2019 through October 17, 2019, as approved by Disability Programs and Services. ⁴	870.00	Restricted General Fund
2020CS332	Ellucian Company L.P.	Reston, VA	For a not-to-exceed amount, to provide consulting services for <i>Ellucian CRM Recruit</i> , for the period of October 1, 2019 through June 30, 2020, as approved by Administrative Services.	16,614.00	Unrestricted General Fund
2020CS321	Ellucian Company LP	Reston, VA	For a not-to-exceed amount, to provide training services for new Systems Specialist in Colleague administration and reporting, for the period of October 21, 2019 through June 30, 2020, as approved by Administrative Services.	2,480.00	Unrestricted General Fund
2020CS354	Ellucian Company LP	Reston, VA	Software License & Services Agreement, Project Management Services, for the period of July 1, 2019 through June 30, 2020, as approved by Financial Aid. ⁵	11,000.00	Restricted General Fund

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

² Funded by Growing Inland Achievement grant funds.

³ Funded by Economic Development grant funds.

⁴ Funded by Economic Development grant funds.

⁵ Funded by Student Equity budget.

2020PW82	Floor Technology Group	Orange, CA	For a not-to-exceed amount, to remove and dispose of existing carpet and replace with new carpet planks in the Banquet Room at the Chino Community Center, for the period of July 15, 2019 through December 31, 2019, as approved by Facilities Development.	\$38,250.12	Chino Community Center Fund
2020CS342	Hovig K. Tashjian	Pasadena, CA	For a not-to-exceed amount, to create a promotional video for the District's Computer Information System's new Cyber Security program, for the period of October 1, 2019 through October 28, 2019, as approved by Strong Workforce. ⁶	450.00	Restricted General Fund
2020CS341	Jerold Meyer	Wrightwood, CA	For a not-to-exceed amount, to create a promotional video for the District's Computer Information System's new Cyber Security program, for the period of October 1, 2019 through October 28, 2019, as approved by Strong Workforce. ⁷	450.00	Restricted General Fund
2020CS331	Juventino Monteon	Rialto, CA	For a not-to-exceed amount, provide DJ services during the annual <i>Independent Scholars Day</i> event, held on October 15, 2019, at the Rancho Cucamonga Campus, as approved by Student Services. ⁸	500.00	Restricted General Fund
2020CS330	NCS Pearson Inc.	Chicago, IL	For a not-to-exceed amount, to provide on-demand online tutoring services for English courses, for the period of October 1, 2019 through September 30, 2021, as approved by Language Arts. ⁹	49,992.00	Restricted General Fund
2020CS337	Professional Nurse Consulting	Fullerton, CA	For a not-to-exceed amount, to provide consulting services for the Health Sciences department to ensure faculty meet all credentialing requirements, for the period of November 13, 2019 through June 30, 2020, as approved by Health Sciences. ¹⁰	64,900.00	Restricted General Fund
2020CS83	Quick Caption Inc.	Riverside, CA	Amendment 1 to increase the not-to-exceed amount, for additional sign language interpreting services, as approved by Disability Programs and Services. ¹¹	50,000.00	Restricted General Fund
2020CS296	SecureWorks	Atlanta, GA	For a not-to-exceed amount, to provide information security services for IS security assessment, for the period of October 1, 2019 through September 20, 2020, as approved by Technical Services.	15,660.00	Unrestricted General Fund
2020CS326	Western Exterminator Company	Anaheim, CA	For a not-to-exceed amount, to provide as-needed pest control and related services at the Rancho Cucamonga, Fontana, and Chino Campuses and Off-campus centers, for the period of July 1, 2019 through June 30, 2020, as approved by Facilities and Construction.	2,700.00	Unrestricted General Fund
2020CS346	Western Exterminator Company	Anaheim, CA	For a not-to-exceed amount, to provide weekly pest control services at Rancho Cucamonga Campus, for the period of July 1, 2019 through June 30, 2020, as approved by Facilities and Construction.	10,152.00	Unrestricted General Fund

List reflects contracts entered into and change orders to existing contracts through November 18, 2019. ¹²

⁶ Funded by Strong Workforce budget.

⁷ Funded by Strong Workforce budget.

⁸ Funded by NextUp Cooperating Agencies Foster Youth Educational Support (CAFYES Next Up) budget.

⁹ Funded by Innovation in Higher Education Award grant funds.

¹⁰ Funded by Strong Workforce budget.

¹¹ Funded by Disability Programs and Services (DPS) budget.

¹² Funding for all contracts and change orders on this list are included in the 2019-2020 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE

WARRANT REGISTER REPORT

FOR THE MONTH OF NOVEMBER 2019

GENERAL FUNDS (10)

PAYROLL	5,552,204.34	
COMMERCIAL	<u>3,784,520.73</u>	
TOTAL FUND (10)		9,336,725.07

SCHEDULED MAINTENANCE FUND (42) 12,173.46

BUILDING FUND (40 and 43) 192,650.20

EARLY RETIREMENT FUND (61) 961.19

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 573.10

CHILD DEVELOPMENT FUND (33)

PAYROLL	80,537.52	
COMMERCIAL	<u>169,795.46</u>	
TOTAL FUND (33)		250,332.98

TOTAL ALL FUNDS **\$ 9,793,416.00**

PAYROLL WARRANT/ADVICE NUMBERS

126260-126357 418939-420652

COMMERCIAL WARRANT NUMBERS

1014392-1014476 1723983-1724581

PURCHASE ORDER NUMBERS

BPO's	14463-14482	\$	144,009.85
PO's	53598-53713	\$	442,692.02

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

December 12, 2019

Board Meeting Date

TOPIC **BID NO. 2020PW277, COLLEGE DRIVE EAST REPAIR PROJECT**

Communication No. IV.F.1.b

SUPPORTS BOARD ENDS STATEMENT/POLICY

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

PROPOSAL

To authorize the District to award and enter into a contract with Pave West, Inc. of Artesia, California, for Bid No. 2020PW277, College Drive East Repair, in the amount of \$191,263, which equals the base bid, as described on the attached Bid Opening Results.

BACKGROUND

On October 24, 2019, the District advertised and released Bid No. 2020PW277 for the College Drive East Repair Project. The Project involves full pavement removal and replacement, milling of existing AC pavement and AC overlay, adjustment of College Drive appurtenances such as, adjusting of utility covers, gate valves, striping, curbs, cross-gutter, signing, etc., on the Rancho Cucamonga Campus.

Twenty contractors attended the mandatory pre-bid conference and job walk on October 29, 2019. Seven contractors submitted bids by the Bid Opening Deadline on November 14, 2019.

Upon completion of the District's due diligence review, Pave West, Inc. is the lowest responsive and responsible bidder, and acceptance of the base bid is in the best interests of the District.

BUDGET IMPLICATIONS

Funding Source – Restricted General Fund, Physical Plant Block Grant

Status of Funds – The funds of \$191,263 are included in the 2019-2020 adopted restricted general fund budget.

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the District to enter into Contract No. 2020PW277 with the lowest responsive and responsible bidder, Pave West, Inc. of Artesia, California, for the College Drive East Repair Project, in the amount of \$191,263, which equals the base bid, as described on the attached Bid Opening Results.

Attachment: Bid No. 2020PW277, College Drive East Repair Project Bid Opening Results

Reviewed 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



**Bid No. 2020PW277, College Drive East Repair
BID OPENING
November 14, 2019 at 2:00 PM
Chaffey Community College District
5885 Haven Avenue, Modular A & B
Rancho Cucamonga, CA 91737**

BIDDER:	Base Bid
Pave West, Inc. Artesia, CA	\$191,263.00
J B Bostick Company, Inc. Anaheim, CA	\$202,000.00
Terra Pave, Inc. Whittier, CA	\$209,686.00
Roadway Engineering & Contracting, Inc. Fontana, CA	\$272,400.00
Mission Paving & Sealing, Inc. Irwindale, CA	\$276,280.00
Spec Construction Co., Inc. Ontario, CA	\$339,500.00
United Paving Co. Corona, CA	Non-Responsive

This information represents the bids as read aloud during the public bid opening. All bids are further reviewed for responsiveness and responsibility per the requirements in the Bid and Contract documents.