



AGENDA  
**MEETINGS OF THE GOVERNING BOARD**  
**CHAFFEY COMMUNITY COLLEGE DISTRICT**  
Thursday, April 16, 2020

Pursuant to Governor Newsom's Executive Order N-29-20, dated March 17, 2020, members of the Governing Board of the Chaffey Community College District, staff, and the public will participate in the April 16, 2020 meeting via a teleconference. To avoid exposure to COVID-19 this meeting will be held via teleconference by calling **(669) 900-6833 (US Toll), Meeting ID: 882 494 621**. Anyone wishing to attend this meeting may do so virtually via this conference number. No in-person attendance will be permitted. If you are hearing impaired and need an accommodation for this meeting, please contact [julie.sanchez@chaffey.edu](mailto:julie.sanchez@chaffey.edu) before 1:00 p.m. on April 15, 2020.

Public comments for this meeting will only be accessible via email and should be sent to [presidents.office@chaffey.edu](mailto:presidents.office@chaffey.edu). Submissions must be received prior to the posted start time of the Board meeting. All submissions received will be read into the record at the Board meeting and must comply with the three-minute time limit.

- I. **REGULAR SESSION**
  - A. CALL TO ORDER (2:00 p.m.)
- II. **CLOSED SESSION**
  - A. PUBLIC COMMENTS ON CLOSED SESSION AGENDA
  - B. RECESS TO CLOSED SESSION
- III. **STUDY SESSION**
  - A. CONVENE IN OPEN SESSION
  - B. AGENDA
    1. Compressed Calendar
- IV. **REGULAR SESSION**
  - A. RECONVENE IN REGULAR SESSION
    1. Pledge of Allegiance
  - B. ORGANIZATION
    1. Election of Governing Board Officers
    2. Oath of Office to Board Members
  - C. PUBLIC COMMENTS
    - Public comments may be submitted electronically by emailing [presidents.office@chaffey.edu](mailto:presidents.office@chaffey.edu)
    - Electronic submissions must be received prior to the posted start time of the meeting
    - Please include in the email subject line: "Public Comments for the Governing Board Meeting of April 16, 2020"
    - Please indicate in your email if you are addressing a specific agenda item or if you are making a comment regarding an item not on the agenda
    - Submissions of public comments will be considered a public record under the Public Records Act and are therefore subject to public disclosure.
    - Submissions will be read aloud at the meeting and must comply with the three-minute time limit

D. COMMUNITY LINKAGES

1. Governing Board
2. Legislative Update
3. Presentations
4. Foundation

E. REPORTS

1. Closed Session Actions

F. CONSENT AGENDA

1. Governance Process
  - a. Approval of Minutes, March 16, 2020 Special Board Meeting
  - b. Approval of Minutes, March 19, 2020
  - c. Role and Privileges of Student Trustee
2. Academic Affairs
  - a. Curriculum
3. Business/Fiscal Affairs
  - a. Bid No. 2020PW466, HVAC Replacement Project
  - b. Budget Increase – Restricted General Fund
  - c. California Apprenticeship Initiative – New and Innovative Grant Program RFA19-191
  - d. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
  - e. Resolution – Designation of District’s Agent for Non-State Agencies

G. ACTION AGENDA

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

H. 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)

I. BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

V. **ADJOURNMENT**

*The next regular meeting of the Governing Board will be Thursday, May 28, 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**

April 16, 2020  
Board Meeting Date

TOPIC     **ELECTION OF GOVERNING BOARD OFFICERS**    

Communication No. IV.B.1

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SUPPORTS BOARD POLICY

**Board Policy 2305 Annual Organizational Meeting** – The purpose of the annual organizational meeting is to elect a Governing Board President, Governing Board Vice President, Clerk of the Governing Board, and a Governing Board Representative to the San Bernardino County School Boards Association and conduct any other business as required by law or determined by the Board.

PROPOSAL

Education Code Section 72000(c)(2)(A) requires the Governing Board hold an organizational meeting within fifteen days commencing with and including the first Friday in April to elect the following officers and representative for the 2020–2021 year:

1. Election of a president
2. Election of a vice president
3. Election of a clerk
4. Selection of one member to serve as the voting representative to the San Bernardino County Committee on School District Organization
5. It is recommended that an alternate be selected to serve as the voting representative to the San Bernardino County Committee on School District Organization in the event the regular voting member cannot serve

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

April 16, 2020  
Board Meeting Date

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TOPIC **OATH OF OFFICE TO BOARD MEMBERS**

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Communication No. IV.B.2

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PROPOSAL

To administer the following oath of office to newly re-elected Governing Board members  
Gloria Negrete McLeod, Gary C. Ovitt, and Lee C. McDougal:

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the state of California against all enemies, foreign or domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the state of California; that I take this obligation freely, without mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

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

April 16, 2020  
Board Meeting Date

TOPIC **APPROVAL OF MINUTES, MARCH 16, 2020 SPECIAL BOARD MEETING**

Communication No. IV.F.1.a

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SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

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

Submitted by:	<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 special meeting of the Chaffey Community College District Governing Board was held on Monday, March 16, 2020, in the board room of the Marie Kane Center for Student Services/Administration. Board President McLeod called the meeting to order at 10:00 a.m.

Members present: Ms. Brugger, Mr. McDougal, Ms. McLeod, and Mr. Ovitt

Members absent: Ms. Roberts and Ms. Williams (Advisory)

PUBLIC COMMENTS

Sapna Jethani, classified employee, addressed the Board regarding COVID-19 concerns among classified staff.

Monica Han, CSEA president, addressed the Board regarding the emergency resolution being voted on at this special meeting. She read a statement from CSEA.

Jonathan Ausubel, CCFA president, addressed the Board regarding COVID-19 emergency conditions and concerns about adjunct faculty and social distancing. He congratulated the Board members who were re-elected for another term.

Leona Fisher, faculty member, addressed the Board regarding the College's policy on COVID-19.

ACTION AGENDA

Governance Process

The Governing Board adopted a resolution declaring emergency conditions exist throughout the Chaffey Community College District as a result of the threat of the coronavirus (COVID-19) and granting the Superintendent/President emergency authority, on the motion of Mr. McDougal, second of Ms. Brugger.

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

Business/Fiscal Affairs

The Governing Board approved a budget increase of \$1,000,000 to the 2019-2020 unrestricted general fund, on the motion of Ms. Brugger, second of Mr. Ovitt.

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

ADJOURNMENT

The meeting was adjourned at 11:26 a.m.

The next regular meeting of the Chaffey Community College District Governing Board will be March 19, 2020.

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President

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Clerk

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

April 16, 2020  
Board Meeting Date

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TOPIC **APPROVAL OF MINUTES, MARCH 19, 2020**

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Communication No. IV.F.1.b

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the March 19, 2020, regular meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the March 19, 2020, regular board meeting.

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



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

A regular meeting of the Chaffey Community College District Governing Board was held on Thursday, March 19, 2020, at the Chaffey College Chino Community Center. Board President McLeod called the meeting to order at 2:03 p.m.

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

Members absent: None

**CLOSED SESSION**

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

Xochitl Escamilla, vice president of Chaffey College Student Government (CCSG), approached the Board regarding the appropriate chain of command for CCSG issues and COVID-19.

The Board convened in closed session at 2:08 p.m. Closed session was adjourned at 2:30 p.m.

**STUDY SESSION**

The study session presentation was postponed.

**REGULAR SESSION**

The regular session reconvened at 3:09 p.m., and Acting Faculty Senate President Nicole DeRose led the Pledge of Allegiance to the Flag. President McLeod announced that Trustee Roberts was joining the meeting via phone.

**PUBLIC COMMENTS**

There were no public comments.

**COMMUNITY LINKAGES  
GOVERNING BOARD**

Student Trustee Nikeenia Williams read her report and thanked Dr. Shannon and President McLeod for the actions they have taken thus far to protect everyone during the coronavirus crisis. She expressed student concerns

during the crisis, namely, financial aid, student worker salaries during spring break, health care services to students, and meals for students. She thanked Associate Superintendent Dr. Eric Bishop for his response to the coronavirus crisis but expressed that she feels that she was left out of the process.

Trustee Ovitt reported that during these unprecedented times, his schedule has shrunk, but he did attend the First 5 agenda review; meeting with Patrick Willard, CEO of Boy Scouts of America; First 5 Commission meeting; Pacific Lifeline fundraiser; Chaffey College high school counselors breakfast; West End YMCA Governance Committee meeting; National Day of Prayer Committee meeting; Promise Scholars Board meeting; Children's Fund fundraising meeting; and Chaffey College Special Board meeting regarding the COVID-19 pandemic.

Trustee McDougal reported that he attended a reception at the home of Fontana Mayor Acquanetta Warren. He also reported that earlier today he attended the Chaffey College Chino Community Center Oversight Committee meeting. Mr. McDougal announced that three of the Chaffey College Governing Board members were re-elected to their positions (official results pending). He thanked Trustees Ovitt and Brugger for their endorsements and support.

Trustee Brugger remarked that these are times we have never experienced before, and she praised staff for working diligently to determine solutions for students. She also complimented the dual enrollment programs at various high schools, as well as the legal studies program.

Board President McLeod reported that she attended a CCSG meeting and did not experience much dissention at the meeting. She would like President Shannon to determine what is true and what is not in regards to the allegations being made by student government.

Trustee Roberts reported she attended a Rotary meeting and student government day.

#### LEGISLATIVE UPDATE

The report was postponed.

#### FOUNDATION

The report was postponed.

#### 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:

- Amada Flores-Ruiz to the position of bookstore accounting assistant, .475 FTE, 12 months, range 11, step A of the CSEA salary schedule, effective March 23, 2020.
- Jennifer Meza to the position of bookstore accounting assistant, .475 FTE, 12 months, range 11, step A of the CSEA salary schedule, effective April 1, 2020.
- Andrew Ericson to the position of grounds maintenance attendant, 1.00 FTE, 12 months, range 11, step A of the CSEA salary schedule, effective April 1, 2020.
- Suzanne Avila to the temporary, one-semester position of instructor, vocational nursing, 1.0 FTE, effective February 18, 2020, through May 20, 2020, for the 2019-20 academic year.
- Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.
- Samir Shah to the temporary, unclassified, professional expert position of bond program manager, effective March 31, 2020, through June 30, 2020, under the terms and conditions of the employment agreement.
- The Governing Board approved the utilization of volunteer services provided by individuals as set forth on the attached list.

Appointment of:

- The Governing Board ratified an unpaid parental leave of absence for Athalie Sapp, instructional specialist, for the period of March 4, 2020, through April 30, 2020.
- The Governing Board approved a sabbatical leave request for Mark Lewis, instructor, multimedia/digital, for the spring 2021 semester.
- The Governing Board approved a sabbatical leave request for Victoria Tulacro, instructor, English, for the 2020-21 academic year.
- The Governing Board approved the temporary increase in assignment for visual and performing arts 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:

Fontana Campus Monitoring Report

CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, February 27, 2020, through Fee Schedule Updates).

GOVERNANCE PROCESS

The minutes of the February 27, 2020, regular board meeting were approved as presented.

The Governing Board changed the date of the April Board meeting to Thursday, April 16, 2020.

The Governing Board cast a vote for nine seats up for re-election on the CCCT Board of Directors.

#### ACADEMIC AFFAIRS

The Governing Board approved three new courses, 79 course modifications, ten distance education courses, and three program of study modifications for the *Chaffey College 2020-2021 Catalog*.

The Governing Board received the educational master plan for second reading and adoption.

#### BUSINESS/FISCAL AFFAIRS

The Governing Board adopted Resolution No. 31920, 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.)

The Governing Board approved the changes to the fee schedule as authorized by the applicable provisions of the Education Code.

#### ACTION AGENDA

##### BUSINESS/FISCAL AFFAIRS

The Governing Board approved the purchase of real property containing approximately 4.78 acres (one parcel) located in Fontana, California, for a purchase price of \$4,372,553 plus closing costs estimated at \$10,000 and real property containing approximately 9.58 acres (four parcels) located in Fontana, California, for a purchase price of \$9,076,370 plus closing costs estimated at \$10,000, on the motion of Ms. Brugger, second of Mr. McDougal.

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

Nays: None

Absent: None

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

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

## CEO/STAFF REPORTS

Henry Shannon, superintendent/president, thanked all of the executive team, faculty and staff for working together during this pandemic. He stated that decisions have been made in the best interest of students. President Shannon called on Associate Superintendents Laura Hope, Lisa Bailey and Eric Bishop, and Executive Director Alisha Rosas to provide updates for their areas in regards to the current COVID-19 crisis.

Laura Hope discussed the purchase of computers for students; training of faculty on Canvas, Zoom, and Cranium Café; and the conversion to online classes.

Dr. Eric Bishop explained that student services is preparing for supporting students online through virtual mental health services, financial aid disbursement process, federal work study salary payments, continuing to engage students online through workshops and other means, and continuation of the Panther Care program for students in need.

Lisa Bailey discussed that student workers cannot be paid if they do not perform work, because it would be a gift of public funds. She recognized the hard working classified staff behind the scenes. Critical infrastructure employees are continuing to work every day to ensure payroll is processed. In addition, information technology personnel, campus police, and maintenance and operations staff are continuing to work. The District has contracted with an outside service for a deep cleaning of all common areas.

Alisha Rosas discussed the marquee; the new website with up-to-date information on the coronavirus; an emergency phone line; Chromebooks for students and faculty members; mobile drive-through food pantry; front page of website will be efficient and user-friendly where students can access tutorials or chat services for online classes; Panther Care; and working across all departments to make sure students are getting the message on what the college is doing to support them.

Dr. Shannon thanked Ryan Church, Chaffey College general counsel, and Melanie Siddiqi, associate superintendent of administrative services, for their work during the pandemic. He also thanked Executive Assistants Julie Sanchez and Eva Ramirez for their hard work in the office of the superintendent/president.

Nicole DeRose reported on the meeting she had with Melanie Siddiqi regarding IT issues.

Theresa Rees, Classified Senate confidential senator, had no report.

CSEA President Monica Han submitted a written report thanking the Board, Dr. Shannon and the agents that negotiate on the Board's behalf for coming to a swift and equitable agreement with CSEA to address the challenges associated with COVID-19. She further stated that CSEA looks forward to working together as the College moves forward to ensure students are still served during this pandemic. Ms. Han also thanked the critical infrastructure staff who are continuing to work.

CCFA had no report.

CDCFA had no report.

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

CCSG President Nikeenia Williams inquired about her stipend and the processing of bills for emergency funding. Dr. Shannon explained that all student activities have been canceled at this time.

President McLeod thanked all faculty and staff for their hard work during this crisis.

#### ADJOURNMENT

The meeting was adjourned at 3:52 p.m. in memory of:

- Tom De Dobay, Chaffey College music professor from 1972-2012
- Arturo Lorenzana, brother of Chuy Lorenzana, plant maintenance mechanic
- Christine Forde, mother of Mark Forde, professor and executive chef of the culinary arts program

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, April 16, 2020.

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President

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Clerk

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

April 16, 2020  
Board Meeting Date

TOPIC ROLE AND PRIVILEGES OF STUDENT TRUSTEE

Communication No. IV.F.1.c

SUPPORTS BOARD POLICY

**Board Policy 2015 Student Trustee** – The Governing Board shall include one non-voting student trustee. The term of office shall be one year commencing June 1.

PROPOSAL

To adopt rules defining the role of the student trustee for the period June 1, 2020, through May 31, 2021.

BACKGROUND

Education Code 72023.5(d) stipulates that community college district governing boards shall adopt rules and regulations defining the role and privileges of the student trustee by May 15 of each year.

It is proposed that the role of the student trustee be assumed by the Chaffey College Student Government (CCSG) president for the year June 1, 2020, through May 31, 2021. The student trustee shall be enrolled in and maintain a minimum of six semester units in the district at the time of nomination and throughout the term of service. The student shall maintain no less than six units and no less than 2.25 cumulative GPA.

The privileges awarded the student trustee **shall** include being seated with the members of the Governing Board, participating in discussions, and voting (in an advisory capacity). **The student trustee may receive** compensation at the discretion of the Governing Board. In accordance with the concurrent role of CCSG president and student trustee, it is recommended that a stipend, not to exceed \$450 per semester, be awarded the student trustee. The stipend may be used for education-related expenses such as tuition, fees, books, or supplies.

BUDGET IMPLICATIONS

*Funding Source* – Unrestricted general fund budget

*Status of Funds* – Funds for this item will be included in the 2020–2021 budget.

*Future Implications* – N/A

RECOMMENDATION

It is recommended that, for the year June 1, 2020–May 31, 2021, the CCSG president also be designated the student trustee and that he/she receive a \$450 stipend for tuition, fees, books, or supplies per semester.

Prepared by:	Henry D. Shannon, Superintendent/President
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**

April 16, 2020  
Board Meeting Date

TOPIC     **CURRICULUM**    

Communication No.   IV.F.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:

- 21 new courses
- 24 course modifications
- 33 distance education courses
- 20 course deactivations
- 7 program of study modifications
- 1 new program of study

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, course deactivations, program of study modifications, and new program of study, 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 21 new courses, 24 course modifications, 33 distance education courses, 20 course deactivations, seven program of study modifications, and one new program of study for the *Chaffey College 2020-2021 Catalog*.

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



## Curriculum 2019-2020

### NEW COURSES

	Discipline	Course ID	TOP Code	Title	Units
1.	Kinesiology: Team	KINTM-26	0835.50	Softball Team Class, Women	2
2.	Kinesiology: Team	KINTM-41I	0835.50	Intercollegiate Football	3.5
3.	Kinesiology: Team	KINTM-42I	0835.50	Intercollegiate Volleyball Team, Women	3.5
4.	Kinesiology: Team	KINTM-44I	0835.50	Intercollegiate Softball Team, Women	3.5
5.	Kinesiology: Team	KINTM-45I	0835.50	Intercollegiate Water Polo Team, Men	3.5
6.	Kinesiology: Team	KINTM-47I	0835.50	Intercollegiate Baseball Team, Men	3.5
7.	Kinesiology: Team	KINTM-48I	0835.50	Intercollegiate Cross Country, Men	3.5
8.	Kinesiology: Team	KINTM-49I	0835.50	Intercollegiate Cross Country, Women	3.5
9.	Kinesiology: Team	KINTM-51I	0835.50	Intercollegiate Swimming Team, Men/Women	3.5
10.	Kinesiology: Team	KINTM-54I	0835.50	Intercollegiate Soccer Team, Men	3.5
11.	Kinesiology: Team	KINTM-55I	0835.50	Intercollegiate Soccer Team, Women	3.5
12.	Kinesiology: Team	KINTM-56AI	0835.50	Intercollegiate Basketball Team, Women Fall	1.75
13.	Kinesiology: Team	KINTM-56BI	0835.50	Intercollegiate Basketball Team, Women Spring	1.75
14.	Kinesiology: Team	KINTM-57AI	0835.50	Intercollegiate Basketball Team, Men Fall	1.75
15.	Kinesiology: Team	KINTM-57BI	0835.50	Intercollegiate Basketball Team, Men Spring	1.75
16.	Kinesiology: Team	KINTM-59I	0835.50	Intercollegiate Water Polo Team, Women	3.5
17.	Real Estate	RE-410	0511.00	Real Estate Principles	3
18.	Real Estate	RE-415	0511.00	Real Estate Practice	3
19.	Real Estate	RE-460	0511.00	Real Estate Finance	3
20.	Real Estate	RE-470	0511.00	Real Estate Appraisal	3
21.	Real Estate	RE-486	0511.00	Real Estate Property Management	3

### COURSES – MODIFICATIONS

	Discipline	Course ID	TOP Code	Title	Units
1.	Accounting	ACCTG-1A	0502.00	Financial Accounting	4
2.	Accounting	ACCTG-1B	0502.00	Managerial Accounting	4
3.	Accounting	ACCTG-460	0502.00	Commercial Accounting Software	3
4.	Accounting	ACCTG-480	0502.00	Applied Accounting I	3
5.	Accounting	ACCTG-481	0502.00	Applied Accounting II	3
6.	Accounting: Financial Services	ACCTGFS-442	0504.00	Fundamentals of Finance and Investing	3

7.	Business: Legal Studies	BUSL-407	1402.00	Criminal Law & Procedure	3
8.	Business: Legal Studies	BUSL-50	0511.00	Legal Aspects of Real Estate	3
9.	Business: Management	BUSMGT-40	0506.00	Introduction to Management	3
10.	Business: Marketing	BUSMKT-40	0509.00	Marketing Principles	3
11.	Business: Marketing	BUSMKT-55	0509.10	Advertising	3
12.	Computer Information Systems: Game Development	CISGAME-2	0614.20	Fundamentals of Game Development II	3
13.	Computer Information Systems: Game Development	CISGAME-403	0707.10	Fundamentals of Game Programming	3
14.	Computer Information Systems: Game Development	CISGAME-420	0707.10	Mobile/Web Game Development	3
15.	Interior Design	ID-482ABCD	1302.00	Internships in Interior Design	1-4
16.	Nursing: Associate Degree for Transfer	NURADN-34L	1230.10	Nursing Process 3 Laboratory	3
17.	Nursing: Associate Degree for Transfer	NURADN-38	1230.10	Family-Child Nursing	2
18.	Nursing: Associate Degree for Transfer	NURADN-38L	1230.10	Family-Child Nursing Laboratory	1.5
19.	Nursing: Associate Degree for Transfer	NURADN-404	1230.00	Basic ECG and Dysrhythmia Interpretation	2
20.	Nursing: Associate Degree for Transfer	NURADN-48	1230.10	Mental Health and Psychiatric Nursing	2
21.	Nursing: Associate Degree for Transfer	NURADN-482	1230.10	Cooperative Education: Nursing A.D.N.	1
22.	Nursing: Associate Degree for Transfer	NURADN-48L	1230.10	Mental Health and Psychiatric Nursing Laboratory	1
23.	Real Estate	RE-472	0511.00	Advanced Real Estate Appraisal	3
24.	Sociology	SOC-33	2208.00	Introduction to Social Justice Studies	3

**COURSES – DISTANCE EDUCATION**

	<b>Discipline</b>	<b>Course ID</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Accounting	ACCTG-480	0502.00	Applied Accounting I	3
2.	Accounting	ACCTG-481	0502.00	Applied Accounting II	3
3.	Accounting: Financial Services	ACCTGFS-442	0504.00	Fundamentals of Finance and Investing	3
4.	Business: Legal Studies	BUSL-50	0511.00	Legal Aspects of Real Estate	3
5.	Business: Marketing	BUSMKT-55	0509.10	Advertising	3
6.	Computer Information Systems: Game Development	CISGAME-2	0614.20	Fundamentals of Game Development II	3
7.	Computer Information Systems: Game Development	CISGAME-403	0707.10	Fundamentals of Game Programming	3
8.	Computer Information Systems: Game Development	CISGAME-420	0707.10	Mobile/Web Game Development	3
9.	Kinesiology: Team	KINTM-26	0835.50	Softball Team Class, Women	2

10.	Kinesiology: Team	KINTM-41I	0835.50	Intercollegiate Football	3.5
11.	Kinesiology: Team	KINTM-42I	0835.50	Intercollegiate Volleyball Team, Women	3.5
12.	Kinesiology: Team	KINTM-44I	0835.50	Intercollegiate Softball Team, Women	3.5
13.	Kinesiology: Team	KINTM-45I	0835.50	Intercollegiate Water Polo Team, Men	3.5
14.	Kinesiology: Team	KINTM-47I	0835.50	Intercollegiate Baseball Team, Men	3.5
15.	Kinesiology: Team	KINTM-48I	0835.50	Intercollegiate Cross Country, Men	3.5
16.	Kinesiology: Team	KINTM-49I	0835.50	Intercollegiate Cross Country, Women	3.5
17.	Kinesiology: Team	KINTM-51I	0835.50	Intercollegiate Swimming Team, Men/Women	3.5
18.	Kinesiology: Team	KINTM-54I	0835.50	Intercollegiate Soccer Team, Men	3.5
19.	Kinesiology: Team	KINTM-55I	0835.50	Intercollegiate Soccer Team, Women	3.5
20.	Kinesiology: Team	KINTM-56AI	0835.50	Intercollegiate Basketball Team, Women Fall	1.75
21.	Kinesiology: Team	KINTM-56BI	0835.50	Intercollegiate Basketball Team, Women Spring	1.75
22.	Kinesiology: Team	KINTM-57AI	0835.50	Intercollegiate Basketball Team, Men Fall	1.75
23.	Kinesiology: Team	KINTM-57BI	0835.50	Intercollegiate Basketball Team, Men Spring	1.75
24.	Kinesiology: Team	KINTM-59I	0835.50	Intercollegiate Water Polo Team, Women	3.5
25.	Nursing: Associate Degree for Transfer	NURADN-38	1230.10	Family-Child Nursing DE ADDED	2
26.	Nursing: Associate Degree for Transfer	NURADN-48	1230.10	Mental Health and Psychiatric Nursing DE ADDED	2
27.	Real Estate	RE-410	0511.00	Real Estate Principles	3
28.	Real Estate	RE-415	0511.00	Real Estate Practice	3
29.	Real Estate	RE-460	0511.00	Real Estate Finance	3
30.	Real Estate	RE-470	0511.00	Real Estate Appraisal	3
31.	Real Estate	RE-472	0511.00	Advanced Real Estate Appraisal	3
32.	Real Estate	RE-486	0511.00	Real Estate Property Management	3
33.	Sociology	SOC-33	2208.00	Introduction to Social Justice Studies	3

**COURSES - DEACTIVATIONS**

	<b>Discipline</b>	<b>Course ID</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Kinesiology: Team	KINTM-41	0835.50	Intercollegiate Football	3
2.	Kinesiology: Team	KINTM-42	0835.50	Intercollegiate Volleyball Team, Women	3
3.	Kinesiology: Team	KINTM-44	0835.50	Intercollegiate Softball Team, Women	3
4.	Kinesiology: Team	KINTM-45	0835.50	Intercollegiate Water Polo Team, Men	3
5.	Kinesiology: Team	KINTM-47	0835.50	Intercollegiate Baseball Team, Men	3
6.	Kinesiology: Team	KINTM-48	0835.50	Intercollegiate Cross Country, Men	3
7.	Kinesiology: Team	KINTM-49	0835.50	Intercollegiate Cross Country, Women	3

8.	Kinesiology: Team	KINTM-51	0835.50	Intercollegiate Swimming Team, Men and Women	3
9.	Kinesiology: Team	KINTM-54	0835.50	Intercollegiate Soccer Team, Men	3
10.	Kinesiology: Team	KINTM-55	0835.50	Intercollegiate Soccer Team, Women	3
11.	Kinesiology: Team	KINTM-56A	0835.50	Intercollegiate Basketball Team, Women Fall	1.5
12.	Kinesiology: Team	KINTM-56B	0835.50	Intercollegiate Basketball Team, Women Spring	1.5
13.	Kinesiology: Team	KINTM-57A	0835.50	Intercollegiate Basketball Team, Men Fall	1.5
14.	Kinesiology: Team	KINTM-57B	0835.50	Intercollegiate Basketball Team, Men Spring	1.5
15.	Kinesiology: Team	KINTM-59	0835.50	Intercollegiate Water Polo Team, Women	3
16.	Real Estate	RE-10	0511.00	Real Estate Principles	3
17.	Real Estate	RE-15	0511.00	Real Estate Practice	3
18.	Real Estate	RE-60	0511.00	Real Estate Finance	3
19.	Real Estate	RE-70	0511.00	Real Estate Appraisal	3
20.	Real Estate	RE-86	0511.00	Real Estate Property Management	3
<b>PROGRAMS OF STUDY – PROGRAM MODIFICATIONS</b>					
	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Business Administration	AS-T	0505.00	Business Administration	27-28
2.	Engineering Technology	Certificate of Achievement	0924.00	Engineering Technology	28-32
3.	Kinesiology: Lecture	AA-T	1270.00	Kinesiology	21-24
4.	Kinesiology: Lecture	AA	0835.00	Physical Education	19
5.	Real Estate	AS	0511.00	Real Estate	28
6.	Real Estate	Certificate of Achievement	0511.00	Real Estate	28
7.	Real Estate	Certificate of Achievement	0511.00	Real Estate Salesperson	9-10
<b>PROGRAMS OF STUDY – NEW PROGRAMS</b>					
	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>TOP Code</b>	<b>Title</b>	<b>Units</b>
1.	Physics	AS-T	1902.00	University of California Transfer Pathway: Physics	62-66

April 16, 2020 Curriculum Board Report

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

April 16, 2020  
Board Meeting Date

TOPIC **BID NO. 2020PW466, HVAC REPLACEMENT PROJECT**

Communication No. IV.F.3.a

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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 reject all bids for Bid No. 2020PW466, HVAC Replacement Project and to re-bid the Project.

BACKGROUND

On February 11, 2020, the District advertised and released Bid No. 2020PW466 for the HVAC Replacement Project. The project involved the replacement of HVAC units in the following buildings: Aeronautics, Child Development - A, B, C, and D, Vocational Education, Library, Auto Tech Lab, Campus Police, M & O Restrooms, with minor structural components including platforms, curbs to comply with current building codes per MHP and framing a new roof opening on the Aeronautics Building on the Rancho Cucamonga Campus.

Twenty-three contractors attended the mandatory pre-bid conference and job walk on February 25, 2020. Five contractors submitted bids by the Bid Opening deadline on March 17, 2020.

Upon completion of the District's due diligence review, it became apparent rejection of all bids is in the best interests of the District due to various discrepancies in the bids received.

BUDGET IMPLICATIONS

*Funding Source – N/A*

*Status of Funds – N/A*

*Future Implications – N/A*

RECOMMENDATION

It is recommended that the Governing Board authorize the District to reject all bids for Bid No. 2020PW466, HVAC Replacement Project and to re-bid the Project.

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

# AGENDA ITEM Chaffey Community College District GOVERNING BOARD

April 16, 2020

Board Meeting Date

TOPIC **BUDGET INCREASE – RESTRICTED GENERAL FUND**

Communication No. IV.F.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 \$436,565 to the 2019-2020 restricted general fund budget for the increases to the Disabled Programs & Services (DPS), Hunger Free Campus, NextUP, Strong Workforce Program and Veteran’s Resource Center allocations.

BACKGROUND

The adopted restricted budgets were based on an estimated advance allocation. Per notification from the Chancellor’s Office per the 2019-20 First Period Apportionment and the 2018-19 Recalculation Apportionment, the DPS, Hunger Free Campus, NextUP, Strong Workforce and Veteran’s Resource allocations increased as indicated below:

<u>Program</u>	<u>Current Budgeted Allocation</u>	<u>Adjustments</u>	<u>Revised Allocation</u>
DPS Prior-Year	\$0	\$8	\$8
Hunger Free Campus	0	56,352	56,352
NextUP	944,750	12,736	957,486
Strong Workforce Program	1,901,450	295,429	2,196,879
Veteran’s Resource Center	17,699	72,040	89,739
<b>Total</b>	<b><u>\$2,863,899</u></b>	<b><u>\$436,565</u></b>	<b><u>\$3,300,464</u></b>

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	\$436,565
54xxx	Supplies	\$8
55xxx	Other Services	166,128
56xxx	Capital Outlay	<u>270,429</u>
	Total	\$436,565

*Future Implications* – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$436,565 to the 2019-2020 restricted general fund budget for the increases to the Disabled Programs & Services (DPS), Hunger Free Campus, NextUP, Strong Workforce Program and Veteran’s Resource Center 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**

April 16, 2020  
Board Meeting Date

TOPIC **CALIFORNIA APPRENTICESHIP INITIATIVE – NEW AND INNOVATIVE GRANT PROGRAM RFA 19-191**

Communication No. IV.F.3.c

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the California Apprenticeship Initiative – New and Innovative Grant Program, RFA 19-191 from the Workforce and Economic Development Division of the California Community Colleges Chancellor’s Office in the amount of \$500,000 for the period of January 1, 2020 to December 31, 2022.

BACKGROUND

In response to the Chancellor’s Office campaign, *California Apprenticeship* Initiative, the purpose of his grant funding is to build upon and strengthen existing Chaffey College InTech Center apprenticeship programs registered through the California Division of Apprenticeship Standards (DAS) in the occupations of Industrial Maintenance Electrician and Industrial Mechanic by adding another occupation desired by industry in Mechatronics. Key activities under this framework include: curriculum research and development; program development for submission to DAS; employer engagement; recruitment and enrollment of underrepresented populations; delivery of accelerated, intensive classroom and hands-on training; equipment assessment and procurement; and administrative tracking of employer acceptance agreements, on-the-job training monitoring, apprenticeship agency records and apprenticeship agreements.

BUDGET IMPLICATIONS

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

*Status of Funds* – The 2019-20 restricted general fund budget will be increased by \$500,000 for this grant as indicated below:

48xxx	Income	<u>\$500,000</u>
51xxx	Academic Salaries	9,120
52xxx	Classified Salaries	115,091
53xxx	Benefits	69,297
54xxx	Supplies	46,500
55xxx	Other Services	78,431
56xxx	Capital Outlay	181,561
	Total	<u>\$500,000</u>

*Future Implications* – None

RECOMMENDATION

It is recommended that the Governing Board approve the California Apprenticeship Initiative – New and Innovative Grant Program, RFA 19-191 from the Workforce and Economic Development Division of the California Community Colleges Chancellor’s Office in the amount of \$500,000 for the period of January 1, 2020 to December 31, 2022.

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



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

April 16, 2020

Board Meeting Date

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

Communication No.    IV.F.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 41620, 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 41620 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 41620, 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 41620

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. 41620**

**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 16<sup>th</sup> day of April 2020, 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.

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Lee McDougal  
Clerk, Governing Board

**EXHIBIT A**

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

**BOARD MEETING DATE: APRIL 16, 2020**

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
1	2007 Chevrolet Tahoe Special Service Vehicle 2007, 4WD, 4DR, 5W4, CODE NO. CK10706	1GNFK03047R421443 (127995)
1	Camera, Overhead System 3 <sup>rd</sup> Generation DV-1COH, DV-12	DV10-138273 (132751)
1	Dakota Pick Up #1139679	1B7GL12X325613050 (20207834)
1	Dodge Dakota Mini Pick Up, Extended Cab, 2WD, 6-Cylinder, 5350 GVW, 6 1/1' Bed, White	1D7HE22K255112864 (123820)
1	Dodge Caravan Van	1B4GP45352B623476 (20207882)
1	2001 Club Car 48V System with Utility Box, Head, Tail and Brake Lights	AA0124027122 (123236)
1	High Pressure Steam Pressure Washer	200400490 (123021)
1	Sun Scope Analyzer Engine, Black, 6-ft Tall	993280425 (113325)
2	30-Gallon Parts Washer, 3ft Tall and 2ft Wide	4065457 (123484), 4065454 (123486)
2	Glute-Ham Machine, UCS Product #A-630613	N/A (130399), N/A (130400)
1	Red Benches in SSA	N/A (N/A)
2	Gray/Black 750A Elliptical	F02090750A90004N04 (133197), F01260750A90004N4 (133198)
2	Gray/Black 7701 Treadmill	J0115-770TX064N (136093), J0115-770TX060N (136092)
2	Cybox 770 R Recumbent Bike	J0321-770R018N (136086), J0321-770R019N (136090)
1	Brown Adjustable Table, Model # GST1836	3U2368 (130217)

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

April 16, 2020

Board Meeting Date

TOPIC RESOLUTION – DESIGNATION OF DISTRICT’S AGENT FOR NON-STATE AGENCIES

Communication No. IV.F.3.e

SUPPORTS BOARD POLICIES

**Board Policy 2430** – The Governing Board delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Governing Board and executing all decisions of the Governing Board requiring administrative action.

**Board Policy 3505** – The District shall have emergency response and evacuation procedures for notifying the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors occurring at facilities owned or operated by the District.

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

PROPOSAL

Consideration and adoption of a resolution declaring the Designation of Applicant’s Agent for Non-State Agencies (CalOES 130) which is required of all applications to be eligible to receive funding.

BACKGROUND

On March 22, 2020, the President approved the Major Disaster Declaration FEMA-4482—DR, California Disaster Declaration (DR-4482) for the California COVID-19 pandemic. The approval of the DR-4482 authorizes the Federal Emergency Management Agency’s (FEMA) Public Assistance to process reimbursement for emergency protective measures related to COVID-19. FEMA and the State will review to determine applicant eligibility. Institutions of higher education are authorized for financial assistance through FEMA. To be eligible for reimbursement, colleges or districts must submit a Request for Public Assistance (RPA) through the California Office of Emergency Services (Cal OES) Grants Portal account.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board adopt a resolution designating the attached personnel as agents to engage with the Federal Emergency Management Agency and the Governor’s Office of Emergency Services regarding grants applied for by Chaffey Community College District.

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

**DESIGNATION OF APPLICANT'S AGENT RESOLUTION  
FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)  
established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)  
hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

- This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.
- This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

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

\_\_\_\_\_  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.  
Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.  
Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.  
Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")

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

April 16, 2020  
Board Meeting Date

TOPIC CONTRACT, PURCHASE ORDER, AND WARRANT LISTS

Communication No. IV.G.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 March 2020.

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.

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

## CONTRACT AND CHANGE ORDER LIST<sup>1</sup>

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2020CS525	Alex Morales	Chino, CA	For a not-to-exceed amount, provide photography services for the Latino Faculty & Staff Association (CCLFSA) event on February 25, 2020, as approved by Marketing and Public Relations.	\$375.00	Unrestricted General Fund
2020PW452	Brandow & Johnston	Los Angeles, CA	Amendment 1 to increase not-to-exceed amount to perform Tier 2 Seismic Evaluation of the 2-story steel-framed building located at the proposed Ontario site currently in escrow as approved by Administrative Affairs.	21,500.00	Measure P Bond Fund
2020CS512	BSN Sports, LLC	Corona, CA	For a not-to-exceed amount, to replace the backstop on the softball net panel with 25' X 30' net panel, located at the Rancho Cucamonga Campus, for the period of February 24, 2020 through June 30, 2020, as approved by Facilities and Physical Plant.	3,548.77	Unrestricted General Fund
2020CS574	Comevo, Inc	San Luis Obispo, CA	Application Hosting Agreement between Comevo, Inc. and Chaffey College, to provide Launch Online Orientation software and the addition of new OnCourse Math & English Placement software, for the period of March 1, 2020 through February 28, 2021, as approved by Student Services & Legislative Engagement. <sup>2</sup>	33,180.00	Restricted General Fund
2020CS517	Edgar P. Pazmino	Ontario, CA	For a not-to-exceed amount, provide DJ services for Hip Hop Studies Summit event at the Rancho Cucamonga Campus, on February 28, 2020, as approved by Special Populations and Equity Program. <sup>3</sup>	300.00	Restricted General Fund
2020CS499	Employment Development Department	Sacramento, CA	For a not-to-exceed amount, to develop an interactive map using Tableau Software, which displays all community colleges in the San Bernardino and Riverside Counties, for the period of January 6, 2020 through June 30, 2020, as approved by Center of Excellence. <sup>4</sup>	4,995.71	Restricted General Fund
2020CS521	Espinosa Productions	San Diego, CA	For a not-to-exceed amount, present production titled, <i>Singing Our Way to Freedom</i> on March 5, 2020, as approved by Special Populations and Equity Program. <sup>5</sup>	1,000.00	Restricted General Fund
2020PW273A	Geocon West, Inc.	Irvine, CA	Task Order No. 1 to the Hazmat, Geotechnical, Special Testing and Inspection Services. Contractor will provide a geotechnical investigation for the proposed Instructional Building 1, Library Building, Campus Center Building, and an addition to the existing MACC Building at the District's Rancho Cucamonga Campus, for the period of January 24, 2020 through March 31, 2021, as approved by Facilities Development.	114,450.00	Measure P Bond Fund

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

<sup>2</sup> Funded by Student Success and Support Program budget.

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

<sup>4</sup> Funded by Center of Excellence grant funds.

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



2020CS536	Guidici Handcrafted	Redlands, CA	For a not-to-exceed amount, visiting artist will participate in a lecture at the Wignall Museum of Contemporary Art on February 19, 2020, as approved by Visual and Performing Arts.	\$150.00	Unrestricted General Fund
2020CS484	Ingenious	Victorville, CA	For a not-to-exceed amount, to provide training and consulting services for workers of District's business clients and community partners in the areas of but, not limited to: business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management skills and safety skills, for the period of January 1, 2020 through June 30, 2020, as approved by Economic Development. <sup>6</sup>	8,800.00	Restricted General Fund
2020CS518	Jamie Wilson	Fontana, CA	For a not-to-exceed amount, to perform at the Hip Hop Studies Summit event at the Rancho Cucamonga Campus, on February 28, 2020, as approved by Special Populations and Equity Program. <sup>7</sup>	250.00	Restricted General Fund
2020CS184	Jeanine Hill	Orange, CA	Amendment 1 to increase the not-to-exceed amount, to provide additional photography services, as approved by Marketing and Public Relations.	2,850.00	Unrestricted General Fund
2020CS514	Josh Corea	Norwalk, CA	For a not-to-exceed amount, artist to appear at the Zine Fest on March 4, 2020, as approved by Wignall Museum.	50.00	Unrestricted General Fund
2020CS571	Kathy M. Gandara	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide independent workplace investigation services, for the period of March 4, 2020 through June 30, 2020, as approved by Human Resources.	15,000.00	Unrestricted General Fund
2020CS542	LVI Technologies	Los Angeles, CA	For a not-to-exceed amount, to install 6-strand fiber cable in the Business Education (BE) building, located at the Rancho Cucamonga Campus, for the period of March 17, 2020 through April 30, 2020, as approved by Technical Services. <sup>8</sup>	2,379.75	Restricted General Fund
2020CS515	Maxwell Drye	Beaumont, CA	For a not-to-exceed amount, to provide DJ Services for the Black History Month Taste of Soul event at the Fontana Campus, on February 18, 2020, as approved by Special Populations and Equity Program. <sup>9</sup>	252.68	Restricted General Fund
2020CS507	Melinda Milton	San Gabriel, CA	For a not-to-exceed amount, to facilitate art presentation for Hip Hop Studies Summit event at the Rancho Cucamonga Campus on February 28, 2020, as approved by Special Populations and Equity Program. <sup>10</sup>	75.00	Restricted General Fund
2020CS540	Melissa Givens	Claremont, CA	For a not-to-exceed amount, to perform as soprano soloist during the True Witness concert in the Theatre on February 23, 2020, as approved by Visual and Performing Arts.	250.00	Unrestricted General Fund

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

<sup>7</sup> Funded by Student Equity budget.

<sup>8</sup> Funded by Strong Workforce budget.

<sup>9</sup> Funded by Student Equity budget.

<sup>10</sup> Funded by Student Equity budget.

2020CS553	Minuteman Press	Rancho Cucamonga, CA	For a not-to-exceed amount, install vinyl graphics on interior walls and windows in the Office of Student Life, DPS door windows, restroom door windows, and entrance door windows, located in Campus Center East (CCE) Building, for the period of March 7, 2020 through March 31, 2020, as approved by Student Services and Legislative Engagement. <sup>11</sup>	\$16,466.08	Restricted General Fund
2020CS543	Padgett's Cleaning and Restoration	Redlands, CA	For a not-to-exceed amount, to restore walls and ceiling damaged by water in the Theatre office, for the period of February 10, 2020 through April 30, 2020, as approved by Human Resources.	2,274.80	Unrestricted General Fund
2020CS305	Pasco Doors	Upland, CA	Amendment 1 to increase the not-to-exceed amount, for additional automatic door repair services, as approved by Facilities and Construction.	5,000.00	Unrestricted General Fund
2020CS537	Pavel Victor Acevedo	Riverside, CA	For a not-to-exceed amount, paint a mural on the north wall of the Dining Commons, located in the MACC Building, for the period of March 14, 2020 through March 20, 2020, as approved by Business Services.	1,110.00	Unrestricted General Fund
2020PW274	Placeworks	Los Angeles, CA	Task Order 1 to the District's RFQ #2020PW274 California Environmental Quality Act (CEQA). Professional will prepare CEQA Exemption for construction of the New Library, MACC and ATL Modernization projects at the Rancho Cucamonga Campus, for the period of March 3, 2020 through March 31, 2021, as approved by Administrative Affairs.	11,846.00	Measure P Bond Fund
2020CS302	Presto Sports	Gilbert, AZ	Amendment 1 to increase the not-to-exceed amount, for online registration services for the Athletics department, as approved by Kinesiology, Nutrition and Athletics.	200.00	Unrestricted General Fund
2020CS51	Pro Line Gym Floors, Inc.	Coto de Caza, CA	Amendment 1 to increase the not-to-exceed amount, for additional cleaning services at the Sports Center Gym and Sicosky Gym facilities, as approved by Facilities/Physical Plant.	300.00	Unrestricted General Fund
2020CS470	Pro-Craft Construction	Redlands, CA	For a not-to-exceed amount, to perform emergency repair services of the water main leak at the Chino Main Instructional building located at the Chino Campus, for the period of May 31, 2019 through July 20, 2020, as approved by Facilities and Construction.	7,823.52	Unrestricted General Fund
2020CS524	Protech Pest Elimination	Victorville, CA	For a not-to-exceed amount, to provide monthly pest control and related services at the Chino Campus, for the period of July 1, 2019 through June 30, 2020, as approved by Facilities and Construction.	3,960.00	Unrestricted General Fund
2020PW569	Psomas	Los Angeles, CA	For a not-to-exceed amount, to provide surveying services at the District's Rancho Cucamonga Campus. The Design Surveying Services include: Aerial Topography, Boundary lines establishment, Delineation of Easements, Horizontal location and controls survey, contour and spot elevation, and Street Dedication, for the period of March 13, 2020 through March 31, 2021, as approved by Facilities Development.	94,500.00	Measure P Bond Fund

<sup>11</sup> Funded by California Promise budget.

2020CS550	Quark Communications, Inc.	Cardiff, CA	For a not-to-exceed amount, provide all labor, materials, and equipment necessary to replace RHEA Network appliance in the Skills Lab Building, located at Chaffey College, Rancho Cucamonga Campus, for the period of January 1, 2020 through March 31, 2020, as approved by Facilities and Construction.	\$2,160.00	Unrestricted General Fund
2020PW558	Raffis Metal Design	Monrovia, CA	For a not-to-exceed amount, to fabricate and install the interior hallway handrail in the Theatre, located at the Rancho Cucamonga Campus, for the period of February 17, 2020 through May 31, 2020, as approved by Administrative Affairs.	2,696.75	Measure L Bond Fund
2020CS33	Reilly Workplace Investigations	Encinitas, CA	Amendment 1 to increase the not-to-exceed amount, to provide additional investigation services, as approved by Human Resources.	25,000.00	Unrestricted General Fund
2020PW501	Safework, Inc.	Irvine, CA	For a not-to-exceed amount, to provide Bond Program Advisory Services and as-needed support services, for the period of February 12, 2020 through June 30, 2020, as approved by Administrative Affairs.	49,800.00	Measure P Bond Fund
2020PW552	Scott Mcleod Plumbing	Rancho Cucamonga, CA	For a not-to-exceed amount, perform emergency repair of water main break at the Ralph M. Lewis Center Building, located at the Fontana Campus, for the period of December 31, 2019 through January 31, 2020, as approved by Facilities and Construction.	13,931.42	Capital Projects Fund
2020CS439	Siemens Industry Inc.	Cypress, CA	For a not-to-exceed amount, to provide all labor, materials and equipment necessary for HVAC control automation services at Chaffey College, Fontana, Chino, and Rancho Campus, for the period of October 1, 2019 through September 30, 2022, as approved by Facilities and Construction.	72,613.00	Scheduled Maintenance Fund
2018PW233	Smith-Emery Laboratories	Los Angeles, CA	Amendment 7 to extend the term end date to June 30, 2020 and to increase the not-to-exceed amount to provide additional services for the Measure L Build Out Project, as approved by Administrative Affairs.	4,393.60	Measure L Bond Fund
2020CS480	Southland Industries	Garden Grove, CA	For a not-to-exceed amount, to perform emergency repairs to existing heating hot water underground piping leak at College Drive North, located at the Rancho Cucamonga Campus, for the period of January 1, 2020 through June 30, 2020, as approved by Facilities and Construction.	38,000.00	Capital Projects Fund
2020CS482	Symplicity	Arlington, VA	Year 1 of a 3-Year Agreement, to provide information management services, for the period of February 1, 2020 through January 31, 2023, as approved by Disability Programs and Services. <sup>12</sup>	44,970.75	Restricted General Fund
2020CS573	The Virtual Care Group, LLC	Los Angeles, CA	For a not-to-exceed amount, to provide promotion, market and resell virtual health, mental, and medicine services of service providers, for the period of April 1, 2020 through June 30, 2020, as approved by Student Services and Legislative Engagement. <sup>13</sup>	264,600.00	Restricted General Fund
2020CS513	Tierra Del Sol Foundation	Sunland, CA	For a not-to-exceed amount, provide a workshop during annual Zine Fest, on March 4, 2020, as approved by Wignall Museum.	50.00	Unrestricted General Fund

<sup>12</sup> Funded by Disability Programs and Services (DPS) budget.

<sup>13</sup> Funded by Mental Health Support budget.

2020CS572	Trelisa Glazatov	Fontana, CA	For a not-to-exceed amount, to provide grant coordinator services for the District's Online Support Services Project, for the period of March 19, 2020 through April 30, 2020, as approved by Student Services and Legislative Engagement. <sup>14</sup>	\$15,000.00	Restricted General Fund
2020CS545	Trinity Construction, Inc.	Upland, CA	For a not-to-exceed amount, contractor will paint stairway, handrails, and install electrical conduit and wiring in the basement of the District's Fontana Intech Center, for the period of March 4, 2020 through May 1, 2020, as approved by Facilities Development. <sup>15</sup>	7,100.00	Restricted General Fund
2020CS551	Western Indoor Environmental Services	Montebello, CA	For a not-to-exceed amount, to provide kitchen exhaust system cleaning services in the Chino Community Center and MACC Building, located at Chaffey College, Rancho Cucamonga Campus, for the period of March 3, 2020 through June 30, 2020, as approved by Facilities and Construction.	6,685.00	Unrestricted General Fund

***List reflects contracts entered into and change orders to existing contracts through March 31, 2020.<sup>16</sup>***

<sup>14</sup> Funded by Online Education Initiative grant funds.

<sup>15</sup> Funded by Growing Inland Achievement grant funds.

<sup>16</sup> 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 March 2020

### GENERAL FUNDS ( 10 )

PAYROLL	7,453,482.69	
COMMERCIAL	6,504,150.27	
<b>TOTAL FUND ( 10 )</b>		13,957,632.96

**SCHEDULED MAINTENANCE FUND ( 42 )** 40,884.13

**BUILDING FUND (40 and 43)** 161,833.38

**EARLY RETIREMENT FUND ( 61 )** 264.31

**VACATION LIABILITY (69)** -

**CAPITAL OUTLAY PROJECT FUND ( 41 )** 141,477.99

### CHILD DEVELOPMENT FUND ( 33 )

PAYROLL	90,073.76	
COMMERCIAL	137,802.62	
<b>TOTAL FUND ( 33 )</b>		227,876.38

**TOTAL ALL FUNDS** **\$ 14,529,969.15**

### PAYROLL WARRANT/ADVICE NUMBERS

126712-126818                      427167-429265

### COMMERCIAL WARRANT NUMBERS

1014933-1015154                      1728257-1729556

### PURCHASE ORDER NUMBERS

BPO's	14516-14526	\$	16,498.00	
PO's	54242-54412	\$	610,389.89	(Void 54260, 54261, 54360, 54392, 54396)