



AGENDA (REVISED)  
**MEETINGS OF THE GOVERNING BOARD**  
**CHAFFEY COMMUNITY COLLEGE DISTRICT**  
Thursday, September 24, 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 May 28, 2020 meeting via videoconference. To avoid exposure to COVID-19, this meeting will be held via videoconference and can be accessed at the following link: <https://www.chaffey.edu/leadership/governingboard.php>

Public comments for this meeting will only be accessible via email and should be sent to [presidents.office@chaffey.edu](mailto:presidents.office@chaffey.edu). Submissions must be received prior to the posted start time of the Board meeting. Please include in the email subject line: *Public Comments for the Governing Board Meeting of September 24, 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. All submissions received will be considered a public record under the Public Records Act and are therefore subject to public disclosure. Submissions will be read into the record at the Board meeting and must comply with the three-minute time limit.

- I. **REGULAR SESSION**
  - A. CALL TO ORDER (2:05 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. 2020-2021 Adopted Budget
    2. Marketing Report
- IV. **REGULAR SESSION**
  - A. RECONVENE IN REGULAR SESSION
    1. Pledge of Allegiance
  - B. PUBLIC COMMENTS
  - C. COMMUNITY LINKAGES
    1. Governing Board
    2. Legislative Update
    3. Presentations
    4. Foundation
  - D. REPORTS
    1. Closed Session Actions
    2. Monitoring
      - a. Budget Monitoring Report
      - b. Equity, Outreach and Communications Monitoring Report for 2019-20

3. Informational
  - a. Accreditation Mid-Term Report

E. PUBLIC HEARINGS

1. Business/Fiscal Affairs
  - a. ~~2019-2020~~ 2020-2021 Budget Public Hearing
  - b. ~~2019-2020~~ 2020-2021 Budget Adoption

F. CONSENT AGENDA

1. Governance Process
  - a. Approval of Minutes, August 27, 2020
2. Business/Fiscal Affairs
  - a. 2020-2021 Upward Bound Program (Budget Period 4) Amendment 02
  - b. California Training Initiative Agreement – California Workforce Association
  - c. Education Protection Account Expenses Determination
  - d. Strong Workforce Program Participation Agreement 2017/20-20-B (P15 R2-XX, P31Rs-XX, P32 R2-XX, and P33 R2-XX)
  - e. Strong Workforce Program Participation Agreement 2017/20-20-O (Center of Excellence)
3. Human Resources
  - a. Conflict of Interest Code
4. Student Services
  - a. Inclusion of Additional Student Populations to the College Equity Plan

G. ACTION AGENDA

1. Business/Fiscal Affairs
  - a. Approval to Contract by On-Call Design Services Agreement to Establish an Architectural Services Pool
  - b. Bid No. 2021PW6 – HVAC Replacement Project
  - c. 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, October 22, 2020.*

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

(Information)

September 24, 2020  
Board Meeting Date

TOPIC **BUDGET MONITORING REPORT**

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Communication No. IV.D.2.a

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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 promotes 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 provide a budget monitoring report for information only.

BACKGROUND

Throughout the fiscal year, the status of the adopted budget is reviewed to evaluate the District's fiscal strength. The quarterly monitoring report presented herein indicates what percentage of the adopted budget has been expended/encumbered as of the quarter ended June 30, 2020. It also provides three years of historical information so historical trends can be used in any analysis of the current year budget.

This quarterly comparison report is a monitoring tool used to identify the status of the District's budget.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

This item is for information only.

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

**CHAFFEY COMMUNITY COLLEGE DISTRICT**  
Quarterly Comparison  
Unrestricted General Fund  
As of June 30, 2020

	2016-2017			2017-2018			2018-2019			2019-2020		
	Adopted Budget	30-Jun	June % of Budget	Adopted Budget	30-Jun	June % of Budget	Adopted Budget	30-Jun	June % of Budget	Adopted Budget	30-Jun	June % of Budget
<b>INCOME SOURCE</b>												
Prior Year Ending Balance Re-allocation	3,677,289			3,928,578			0			5,399,749		
State General Apportionment	75,666,883	76,826,331	101.53%	81,382,469	80,181,025	98.52%	91,380,855	84,452,985	92.42%	88,764,527	101,121,425	113.92%
Education Protection Account (EPA)	13,114,000	12,750,807	97.23%	12,165,352	12,843,991	105.58%	14,801,508	16,205,427	109.48%	16,519,214	8,250,250	49.94%
Miscellaneous	10,319,891	10,207,311	98.91%	9,801,247	8,371,353	85.41%	8,423,626	9,768,251	115.96%	11,047,945	18,345,017	166.05%
Lottery	2,315,180	2,507,263	108.30%	2,424,980	2,693,531	111.07%	2,474,135	2,208,651	89.27%	2,588,148	3,172,551	122.58%
<b>Total Income</b>	<b>101,415,954</b>	<b>102,291,712</b>	<b>100.86%</b>	<b>105,774,048</b>	<b>104,089,900</b>	<b>98.41%</b>	<b>117,080,124</b>	<b>112,635,314</b>	<b>96.20%</b>	<b>118,919,834</b>	<b>130,889,243</b>	<b>110.07%</b>
<b>EXPENDITURES</b>												
Operational	105,093,243	99,964,739	95.12%	109,702,626	103,952,122	94.76%	116,772,681	111,735,006	95.69%	124,319,583	120,455,944	96.89%
<b>Total Expenditures</b>	<b>105,093,243</b>	<b>99,964,739</b>	<b>95.12%</b>	<b>109,702,626</b>	<b>103,952,122</b>	<b>94.76%</b>	<b>116,772,681</b>	<b>111,735,006</b>	<b>95.69%</b>	<b>124,319,583</b>	<b>120,455,944</b>	<b>96.89%</b>
Surplus or (Deficit)	-	2,326,973	-	-	137,778	-	307,443	900,308	-	-	10,433,299	-
<b>Net Surplus or (Deficit)</b>	<b>-</b>	<b>2,326,973</b>	<b>-</b>	<b>-</b>	<b>137,778</b>	<b>-</b>	<b>307,443</b>	<b>900,308</b>	<b>-</b>	<b>-</b>	<b>10,433,299</b>	<b>-</b>
<b>SUMMARY, ENDING BAL/RESERVES</b>												
7% Board Designated Reserves	7,356,527	6,997,532	95.12%	7,679,184	7,276,649	94.76%	8,174,088	7,821,450	95.69%	8,702,371	8,431,916	96.89%
GASB 45 Reserve	500,000	500,000	-	500,000	500,000	-	500,000	500,000	-	500,000	500,000	-
Technology Replacement Reserve	600,000	600,000	-	600,000	600,000	-	600,000	600,000	-	600,000	600,000	-
Vehicle Replacement Plan	100,000	100,000	-	100,000	100,000	-	100,000	100,000	-	100,000	100,000	-
Resource Allocation (RAC) Reserve	500,000	500,000	-	500,000	300,000	-	300,000	300,000	-	300,000	300,000	-
Capital Outlay Replacement	200,000	200,000	-	200,000	300,000	-	300,000	300,000	-	300,000	300,000	-
PERS/STRS Reserve	1,343,999	1,343,999	-	1,343,999	1,343,999	-	1,343,999	1,343,999	-	1,343,999	1,343,999	-
One-Time Funding	2,661,425	2,661,425	-	2,661,425	1,663,294	-	1,661,425	1,661,425	-	1,661,425	1,033,784	-
Cash Deferral Reserve	-	-	-	-	-	-	-	-	-	0	19,000,000	-
Undistributed Reserve	1,441,723	7,804,980	-	3,194,750	8,761,772	-	8,173,644	9,119,148	-	2,838,478	569,622	-
<b>Total Ending Balance/Reserves</b>	<b>14,703,674</b>	<b>20,707,936</b>	<b>140.84%</b>	<b>16,779,358</b>	<b>20,845,714</b>	<b>124.23%</b>	<b>21,153,156</b>	<b>21,746,022</b>	<b>102.80%</b>	<b>16,346,273</b>	<b>32,179,321</b>	<b>196.86%</b>
Ending Balance %	13.99%	20.72%		15.30%	20.05%		18.11%	19.46%		13.15%	26.71%	

\*19/20 State General Apportionment includes \$6.7m from 18/19

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

(Information)

September 24, 2020

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Board Meeting Date

TOPIC **EQUITY, OUTREACH AND COMMUNICATIONS MONITORING REPORT FOR 2019-20**

Communication No. IV.D.2.b

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**Executive Summary:**

The Chaffey College Department of Equity, Outreach and Communications provides student and institutional support via its work in equity programming, the Center for Culture and Social Justice, high school outreach, community relations and advancement, marketing and public relations, creative services and alumni relations. The following highlights provide a summary of the department's work during the 2019-20 year:

**Equity Programming/Center for Culture and Social Justice (CCSJ):**

*Pre-COVID-19:*

- A total of 54 events were held in the CCSJ from July 2019-March 2020
- Equity funds provided funding support to nearly 130 campus events
- A total of 10 students were sent to HACU Conference in 2019
- A total of 30 students were sent to the Umoja Conference in 2019
- Equity funds provided professional development funds to support 15 faculty members
- Approximately 10,400 students visited the CCSJ between July 2019-March 2019

*During COVID-19:*

- Allocated \$150,000 in equity funding to support more than 300 students impacted by COVID-19 who were not CARES federal funding eligible
- Held 20 CCSJ virtual events since March 2020 due to CCSJ closing and remote work
- Developed 10 virtual "Healing Circles" with mental health specialists for students from specific populations, including: undocumented students, foster youth, African-American and LGBTQ+ students for mental health support

**Panther Care Program:**

- 250 students currently in Panther Care Program
- Nearly 850 students provided with basic needs interventions since July 2019
- 48 pantries/food distributions have served nearly 1,500 students (900 in the drive thru model due to COVID-19 and 600 on campus due to COVID-19)
- 93 emergency grants have been awarded.
- Since March 2020, four students have been supported with housing and Chaffey College has made six referrals for support in looking for stable housing.
- Conduct weekly Panther Talks virtually to stay connected with students

**High School Outreach:**

*Pre-COVID-19:*

- Held more than 50 application workshops for prospective students helping more than 3,800 students apply to Chaffey College
- Supported 10 dual enrollment workshops
- Held nearly 90 presentations to high schoolers and two bilingual (Spanish) workshops to parents
- Conducted 45 group campus tours
- Hosted 116 outreach events, including:
  - 16 K-8 events
  - 55 high school events
  - 27 community-based organizations/serving city events

- 18 Chaffey College events (i.e., Welcome Day, PAWS booths, Hip Hop Studies Summit, Día de los Muertos, Spring Registration Rally, Chaffey Night Ontario Reign, etc.)

*During COVID-19:*

- Conducted 124 individual student appointments through youcanbook.me
- Held 13 outreach webinars for current and prospective students on the following topics:
  - Chaffey Overview, How to Thrive as an Online Student, Dual Enrollment, etc.
- Held two dual enrollment workshops, getting 250 student participants, and 515 registrants
- 652 student participants for outreach webinars total

**Community Engagement/Advancement:**

- Panther Care Fundraising Campaigns have included:
  - Giving Tuesday Campaign
    - Sparkling Spirit even, hosted by alumna Liliana Andriani at Angel Jeweler's kicked off the campaign
    - Online giving campaign targeting alumni, community members, faculty and staff
    - Campaign raised \$4,800 for Panther Care Students
  - COVID-19 Giving Campaign
    - Online giving campaign targeting alumni, community members, faculty and staff
    - Campaign raised \$16,000 for Panther Care Students
- Community Engagement
  - More than 250 meetings representing Chaffey College
    - Includes presentations, participation on panel discussions and networking events
  - Serve on the Board of Directors, Rancho Cucamonga Chamber of Commerce
    - Chair the Development and Outreach Committee
    - Attend the annual board retreat
    - Attend monthly board of directors' meetings
  - Serve on the Board of Directors, Chino Valley Chamber of Commerce
    - Chair Chino Valley Restaurant Month
    - Attend monthly board meetings
    - Chair golf tournament auction
    - Serve on multiple committees, including the Chino Business Expo
  - Serve on the Women of Hope Steering Committee
    - Participates in events at National CORE housing communities
      - Includes presentations about dual enrollment, college opportunities, career day and reading in afterschool programs
  - Inaugural Chamber at Chaffey Event
    - Hosted in the Sports Center in partnership with the Rancho Chamber
    - Featured Assembly member James Ramos as the keynote speaker
    - Approximately 50 community members in attendance
  - Measure of Our Success Event
    - Hosted at the Wignall Museum
    - Featured speakers from the Chaffey College Governing Board and San Bernardino County Superintendent of Schools Ted Alejandre
    - Featured campus tours and celebration of Measure L projects and update on Measure P plans
    - Approximately 75 community members in attendance

**Branding:**

- Continued “I Am Chaffey” campaign, featuring positive success stories to help promote enrollment
- Improved visibility during key enrollment times with signage in popular locations at Victoria Gardens and Montclair Place (pre-COVID-19)
- Five Lamar billboards promoting summer classes on the 60 Freeway west of Etiwanda, Foothill west of Archibald, Archibald north of Foothill, the 10 Freeway west of Cherry and the 15 Freeway north of the 10 Freeway.
- Lamar bus shelters and bus ads promoting the “Log on. Learn.” campaign
- Quakes Sponsorship with outfield signage and Quakes Chaffey Night, encouraging a free night of collaboration and fireworks for students, faculty and staff
- Agua Caliente Clippers Sponsorship with video board and Chaffey College Night

**Advertising:**

- Radio Advertising 99.1 FM for six month-long time blocks throughout year
- Radio Advertising on Spanish-radio station Que Buena
- Digital ads via Facebook, YouTube and digital television streaming
- Total of 90 advertising placements in more than 20 different media outlets (print, digital/social media and bus card ads)

**Public Relations:**

- 30 press releases written and distributed
- We informed the community about the effects of the pandemic on campus, shared news about laptop distribution and provided thought leadership through an op-ed about social justice, following the death of George Floyd
- Held three registration rallies to promote spring enrollment at each campus
- We adapted a campaign called ‘Log on. Learn.’ to promote online learning for summer and fall terms due to remote learning (COVID-19)
- Earned 17 regional and national awards for projects related to public relations, graphic design and marketing, including two gold awards through the “Higher Ed Marketing Awards.”

**Media Relations:**

- 33 articles placed in local publications; 11 in regional; and seven in national publications including the *Los Angeles Times*, *Orange County Register* and *Los Angeles Daily News*.
- Created weekly “I am Chaffey” Facebook posts to provide platform for student voices. This account has seen a 126% increase in followers in four years.

**Social Media:**

- Nine social media platforms, updated daily
  - Facebook: 15,959 – an 8 percent increase in followers over four years
  - Twitter: 5,634 – a 7 percent increase in followers from last year
  - Instagram: 5,016 – a 25 percent increase in followers from last year

**Alumni Relations and Events:**

- Report to Community 2020
  - Largest attendance to date
  - Redesigned publication

- Produced video featuring alumni from the cities Chaffey College serves
- Coordinated event script; developed collateral materials and giveaways; staffed event
- Invited one student to sit at every table with guests
- Alumni Relations Programming
  - Tailgate 2019
    - Had more than 500 in attendance
    - Community partners hosted tables during Tailgate
    - Continue tradition of bringing external/internal communities together
  - Athletic Hall of Fame & Alumni of the Year Event
    - Assisted volunteer committee with gathering and evaluating nominations/selection process
    - Coordinated photography and marketing materials for event
    - Co-produced video for event
    - Event was postponed due to COVID-19 and tentatively rescheduled for spring 2021
  - Commencement
    - Provided support to execute drive thru grad fest celebrations at each campus
    - Hosted three virtual cap decorating events with graduates and their families
    - Hosted two alumni virtual webinars featuring
      - Rufus Thompson, Being Successful in Online Classes
      - Mariatu Browne, Creating a Business Plan
  - Virtual Alumni Engagement
    - Panthers in Paradise painting party
  - Drive Thru Spirit Event
    - Distributed spirit bags to almost 1,000 students across three campuses
    - Bags included Chaffey college t-shirt, mask, sanitizer and hygiene items

**Chaffeyans:**

- Hosted monthly meetings with steering committee, including management and distribution of meeting minutes
- Assisted with coordination of quarterly social events
- Hosted the annual Chaffeyans Reunion

**Creative Services:**

*Website:*

- Soft launch of redesigned Chaffey College website
  - Recreated and wrote nearly 1,000 website pages
  - Trained more than 20 college departments on new software
  - Trained nearly 50 employees on new software

*Graphic Design Services:*

- 332 graphic design projects completed
- Redesigned/new pieces:
  - Student Life Walls & Windows
  - Veterans Windows and door



- Belonging campaign on pole banners displayed throughout promenade
- Center for Culture and Social Justice Windows
- Student Services Career Frames
- SBS wall wrap
- Five largest projects (audiences/run)
  - Alumni of the Year Invite
  - Report to Community
  - Museum Takeaways
  - Commencement program
- Three new brochures:
  - Cyber Security
  - Center for Culture and Social Justice
  - CVUSD Brochure

*Lithography Services:*

- 23,981 printed projects completed

**Outcome/Results:**

The Chaffey College Equity, Outreach and Communications Department has worked to fill the opportunity gap for students through in-person and virtual programming and has pivoted when needed due to COVID-19. The work in high school outreach is reaching more students and helping bridge the connection that Chaffey College is a viable, first-choice option. Additionally, marketing, public relations and creative services has continued to provide award-winning materials and has brought the vision of a project to reality via the college's new website. Due to community advancement, the college is maintaining a strong presence in our serving cities, helping us increase Chaffey's reputation and heighten awareness of the programs we offer.

Submitted by:	Alisha Rosas, Interim Vice President of Student Services/Executive Director, Equity, Outreach and Communications
Recommended by:	Henry D. Shannon, Superintendent/President

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

(Information)

September 24, 2020  
Board Meeting Date

TOPIC ACCREDITATION MID-TERM REPORT

Communication No. IV.D.3.a

SUPPORTS BOARD POLICY

This item complies with the Board Policies outline in BP 3200, in which the Superintendent/President is required to do the following:

- Ensure that the Governing Board is involved in any accreditation process in which Board participation is required.
- Provide the Governing Board with a summary of any accreditation report and any actions taken, or to be taken, in response to recommendations in an accreditation report.

PROPOSAL

The Chaffey College Mid-Term Accreditation Report is being submitted as an informational item at this time, and will be brought back to the Governing Board in the October for approval.

BACKGROUND

The Accrediting Commission of Community and Junior Colleges (ACCJC) requires Chaffey College to submit a mid-term follow up report in October of 2020 as a response to the evaluation conducted in 2016. In the self-review that Chaffey conducted, the college identified several internal goals, as well as three major areas, that needed to be supported: equity, communication, and sustainability. These three themes constituted the “Quality Focus Essay” required by the Accrediting Commission. The mid-term report provides a follow-up to the self-identified improvement plans and the directions identified in the Quality Focus Essay.

MEANS OF ASSESSMENT

The means of assessment for Chaffey’s Mid-Term Report is based on the guide published by ACCJC for the components expected to be part of the document.

USE OF RESULTS FOR PLANNING

The results of Chaffey’s Mid-Term Report will be used as part of the college’s Institutional Self-Evaluation Report due in 2023.

BUDGET IMPLICATIONS

No budget implications apply to this item.

RECOMMENDATION

This is an informational item so that the Board can review the draft Mid-Term Report that is currently going through the governance and review process.

Submitted by:	<u>Laura Hope, Associate Superintendent of Instruction and Institutional Effectiveness</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

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

September 24, 2020  
Board Meeting Date

TOPIC **2020-2021 BUDGET PUBLIC HEARING**

Communication No. IV.E.1.a

SUPPORTS BOARD POLICY

**Board Policy 6200 Budget Preparation** – Each year, the Superintendent/President shall present a budget or plan, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual to the Governing Board.

The schedule for presentation and review of budget proposals shall comply with state law and regulations and provide adequate time for Governing Board study.

PROPOSAL

To hold a public hearing on the 2020-2021 proposed budget.

BACKGROUND

Title 5, Section 58301 requires the Governing Board of each district to hold a public hearing on the proposed budget for the ensuing fiscal year on or before the 15<sup>th</sup> day of September. Given the uncertainty in the 20/21 state budget approval timelines and state revenues, the California Community Colleges Chancellor has granted a temporary extension on this financial reporting deadline for this year until October 31, 2020. The budget shall not be finally adopted by the Governing Board of the district until after the public hearing has been held.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

To hold a public hearing on the 2020-2021 proposed budget. Adoption of the 2020-2021 budget and adoption of Resolution 92420 are recommended on Communication No. IV.E.1.b.

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**

September 24, 2020  
Board Meeting Date

TOPIC 2020-2021 BUDGET ADOPTION

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

**Board Policy 6200 Budget Preparation** – Each year, the Superintendent/President shall present a budget or plan, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual to the Governing Board.

The schedule for presentation and review of budget proposals shall comply with state law and regulations and provide adequate time for Governing Board study.

PROPOSAL

To adopt the 2020-2021 budget, and to approve Resolution 92420.

BACKGROUND

Title 5, Section 58305 requires that each District’s board approve the final budget for the year prior to September 15<sup>th</sup>. Given the uncertainty in the 20/21 state budget approval timelines and state revenues, the California Community Colleges Chancellor has granted a temporary extension on this financial reporting deadline for this year until October 31, 2020. The budget shall not be finally adopted by the Governing Board of the District until after the public hearing. All budgets have been prepared in accordance with state and county guidelines and represent a conservative budget for revenues and expenditures in the 2020-2021 fiscal year. The adopted budget is based on assumptions that are included in the state budget signed by the Governor on June 30, 2020.

BUDGET IMPLICATIONS

*Funding Source* – All District funds

*Status of Funds* – The budget has been developed utilizing standard accounting practices and within legal limits.

*Future Implications* – The budget is developed for one year only. The Governing Board is provided information quarterly.

RECOMMENDATION

It is recommended the Governing Board:

- a. Adopt the 2020-2021 budget.
- b. Approve Resolution 92420.

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

**RESOLUTION 92420**

**A RESOLUTION OF THE GOVERNING BOARD  
OF CHAFFEY COMMUNITY COLLEGE  
ADOPTING THE OPERATING BUDGET OF SAID COLLEGE  
FOR THE FISCAL YEAR 2020-2021**

**WHEREAS**, the General Fund group is comprised of the Unrestricted Fund and Restricted Fund;

**WHEREAS**, the Capital Projects Funds Group is comprised of the following funds: Capital Projects Fund, Scheduled Maintenance Fund, Measure L Fund and Measure P Fund;

**WHEREAS**, the Enterprise Funds Group is comprised of the following funds: Campus Store, Food Services and Chaffey College Chino Community Center;

**WHEREAS**, the Internal Services Funds Group is comprised of the following funds: Self Insurance and Vacation Liability;

**WHEREAS**, the Special Revenue Funds Group is comprised of the following fund: Child Development Center;

**WHEREAS**, the Trust Funds Group is comprised of the following funds: Chaffey College Student Government, Chaffey College Student Representation and Auxiliary Donation Accounts;

**NOW THEREFORE**, be it resolved, determined and ordered by the Governing Board of Chaffey Community College District that, the College's Operating Budget for the Fiscal Year 2020-2021, submitted by the President to the Governing Board, is herewith adopted for the Chaffey Community College District for the Fiscal Year 2020-2021.

Ayes:  
Nays:  
Abstain:  
Absent:

As clerk of Governing Board of the Chaffey Community College District of San Bernardino County, California, I hereby certify that the above and foregoing resolution was duly and regularly adopted by the Board at a regular meeting thereof on the 24<sup>th</sup> of September, 2020 and passed by a majority of said board.

IN WITNESS WHEREOF, I have hereunto set my hand this 24<sup>th</sup> day of September, 2020.

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Kathleen Brugger  
Clerk, Governing Board  
Chaffey Community College

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

September 24, 2020  
Board Meeting Date

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TOPIC **APPROVAL OF MINUTES, AUGUST 27, 2020**

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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 August 27, 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 August 27, 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, August 27, 2020, virtually via videoconference. Board President Ovitt called the meeting to order at 2:00 p.m.

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

Members absent: none

**CLOSED SESSION**

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

No comments were made.

The Board convened in closed session at 2:02 p.m. Closed session was adjourned at 2:31 p.m.

**STUDY SESSION**

Distance Education/Remote Learning for Fall 2020 – Associate Superintendent Laura Hope explained that a requirement of Title V is to present a distance education (DE) report to the Board annually. She acknowledged the DE team as a whole, and especially Adriana Arce, Jennifer Reyes, Angela Cardinale, Sabrina Sanchez, Jonathan Ausubel, and Selene Pineda. She also acknowledged the partnership DE has with Information Technology Services.

Ms. Hope introduced Alisha Serrano, interim director, research, community education, and distance education, who presented the then, now and next approach to DE. The theme of then is preparing – 20% courses online/hybrid, faculty development and support, student support; the theme of now is responding, fortifying and positioning the college to stay ahead of the curve - nearly 100% online, faculty support and development, student support, leadership and innovation; the theme of next is propelling - Online Education Initiative, seamless online student support, badges, innovation in teaching and learning, online exchange.

President Ovitt asked what percentage of online courses the College should maintain even after the pandemic. Ms. Hope and Ms. Serrano responded that an overwhelming trend is the convenience of online education. Along with offering

online courses, the College spends a lot of time and energy to making students feel connected and supported.

### REGULAR SESSION

The regular session reconvened at 3:00 p.m., and President Ovitt led the Pledge of Allegiance to the Flag.

### PUBLIC COMMENTS

There were no public comments.

### COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Lauren Sanders reported the following activities: Chaffey College Student Government (CCSG) inauguration meeting; Institutional Success for People of Color Townhall Session; Student Trustee Workshop; Region IX Executive Team meeting; CCSG Executive Board meetings; Virtual Welcome Day; Black Caucus California Community Colleges Conference planning meeting; and Social Justice Virtual Welcome Event.

Trustee McLeod had no report as she has been confined to her home.

Trustee McDougal also had no report.

Trustee Roberts had no report.

Trustee Brugger reported that she has continued to make her monthly donations to Wignall Museum, Panther Care and Classified Senate's Backpack Program. She thanked Classified Senate President Trisha Albertsen for sending her a picture of the distribution of backpacks to students.

Board President Ovitt reported attending the following: Children's Fund meetings, First 5 meetings, and Parks and Recreations meetings.

### LEGISLATIVE UPDATE

Dr. Janeth Rodriguez provided a presentation which included updates on Pell Reinstatement (Second Chance Pell) for people in state and federal prisons; equitable stimulus formula for community colleges; AB 2416 relating to homelessness; AB 1460 relating to ethnic studies; Prop 15 relating to property taxes; and Undocumented Student Action Week taking place October 19 – 23. Dr. Rodriguez congratulated Dean Rob Rundquist for his work on the Pell reinstatement.



## FOUNDATION

Lisa Nashua, executive director of the Foundation, provided a written report which included: 2020-2021 Scholarships – just reached 1,000 scholarship applications; Montclair to College; donor stewardship; Black Minds Matter Scholarship; journalism program; Promise Scholars (Ontario Montclair School District); athletics and alumni relations; private funders – Wells Fargo, the James Irvine Foundation Grant for the InTech Center; HowMet Foundation for InTech Center Career Placement Program; and she thanked Gary Ovitt, Safework, HMC Architects, and BBK for their gifts – with the golf tournament being postponed, the College has still received over \$65,000 in 100% non-taxable gifts.

## REPORTS

### CLOSED SESSION ACTIONS

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

#### Employment or Ratification of:

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

David Slover to the temporary, unclassified, professional expert position of football coordinator, out-of-season, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the amended employment agreement.

Robert Lander to the temporary, unclassified, professional expert position of head coach, cross country, out-of-season, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the amended employment agreement.

Robert Hadaway to the temporary, unclassified, professional expert position of head coach, football, out-of-season, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the amended employment agreement.

Benjamin Cooper to the temporary, unclassified, professional expert position of head coach, men's soccer, out-of-season, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the amended employment agreement.

Christopher Carlson to the temporary, unclassified, professional expert position of head coach, men's water polo, out-of-season, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the amended employment agreement.

Briana Gonzales to the temporary, unclassified, professional expert position of head coach, volleyball, out-of-season, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the amended employment agreement.

Graziella Cooper to the temporary, unclassified, professional expert position of head coach, women's soccer, out-of-season, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the amended employment agreement.

Laura Kocsis to the temporary, unclassified, professional expert position of head coach, women's water polo, out-of-season, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the amended employment agreement.

Steven Bernard to the temporary, one-year position of instructor, chemistry, 1.0 FTE, effective August 12, 2020, through May 19, 2021, for the 2020-21 academic year only.

Nathaniel Yamaguchi to the temporary, one-year position of instructor, chemistry, 1.0 FTE, effective August 12, 2020, through May 19, 2021, for the 2020-21 academic year only.

Joy Haerens to the temporary, unclassified, professional expert position of management development expert, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Artie Allen to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Christopher Araya to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Michael Cordero to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Kristin Crowell to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Julia Erickson to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Jose Flores to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Daniel Fox to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Prentice Harris to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Kayle Morris to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Lori Oaks to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Brooke Padilla to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Bryan Shelton to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Andrew Smith to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Jerry Tivey to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Chelsea Waddy-Blow to the temporary, unclassified, professional expert position of out-of-season/all sports, effective September 1, 2020, through December 31, 2020, under the terms and conditions of the employment agreement.

Appointment of:

The Governing Board approved the educational services coordinator assignments for the 2020–21 academic year.

The Governing Board approved the temporary increase in assignment for Paul Vaccher, workforce research analyst, from .475 to 1.0 FTE for the period of August 28, 2020, through December 31, 2020.

## MONITORING

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

Quarterly Investment Report

## PUBLIC HEARINGS

### HUMAN RESOURCES

A public hearing was held on the Joint Proposal/Preliminary Agreement of the Chaffey College Faculty Association and Chaffey Community College District.

No comments were made.

Communication No. IV.E.1.b Joint Proposal/Preliminary Agreement of the Chaffey College Faculty Association and Chaffey Community College District.

The Governing Board adopted the Joint Proposal/Preliminary Agreement of the Chaffey College Faculty Association and Chaffey Community College District on a motion of Ms. McLeod, and second by Ms. Roberts.

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

Nays: None

Absent: None

## CONSENT AGENDA

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

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

Nays: None

Through this action, the following were approved (Approval of Minutes, July 23, 2020, through Management Temporary Assignment).

## GOVERNANCE PROCESS

The minutes of the July 23, 2020, regular Board meeting were approved as presented.

## BUSINESS/FISCAL AFFAIRS

The Governing Board approved:

- a. The designation of the *Inland Valley Daily Bulletin* as the newspaper for the publication of the notice of public virtual hearing on the 2020-2021 budget.
- b. September 21, 22, and 23, 2020 as the dates the 2020-2021 budget will be available for public inspection on the Chaffey Community College website.
- c. September 24, 2020, at 2:00 p.m. as the date and time of the budget public virtual hearing.

The Governing Board adopted Resolution 82720, 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 partnership agreement between United Way in the Southern California region and Chaffey Community College District in the amount of \$7,500.

The Governing Board ratified the District's action for a second extension to the existing lease agreement for an additional 6-year period with the City of Chino for the Chaffey College Chino IT Building located at 13170 7<sup>th</sup> Street Chino, California, commencing March 1, 2020.

## HUMAN RESOURCES

The Governing Board ratified the employment contract between the Governing Board of the Chaffey Community College District and the interim dean, business and applied technology.

The Governing Board ratified a temporary assignment for the dean, language arts and interim dean, Fontana Campus, effective August 1, 2020, through June 30, 2021.

## ACTION AGENDA

### BUSINESS/FISCAL AFFAIRS

The Governing Board authorized the District to enter into a ten-year land use agreement with Biane Brothers for the District's property located on the southeast corner of Haven Avenue and Wilson Avenue for the purpose of

harvesting grapes and to make a one-time contribution of ten thousand dollars (\$10,000) to assist with associated maintenance costs and improvement of the property on the motion of Mr. Ovitt, second of Ms. Brugger.

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

### CEO/STAFF REPORTS

Dr. Henry Shannon, superintendent/president, presented the Board with copies of his monthly report. The report highlighted: Chaffey College Management Retreat; Fall 2020 Convocation; Enrollment; Governor Newsom's Council for Post-Secondary Education, and updates from the Center for Culture and Social Justice and Equity Programming and the Office of Student Services.

Faculty Senate President Nicole DeRose provided Board members with the Senate's monthly report in which she highlighted faculty member Michelle Dowd, language arts. Ms. DeRose also announced new and returning Faculty Senate officers Robin Witt, vice president; Mark Gutierrez, secretary/treasurer; and Angela Burk-Herrick, curriculum chair.

Classified Senate President Trisha Albertsen submitted a report highlighting the Classified Senate Backpack Project, Senator Sonia Torres, and the Caring Campus flex workshop presented by Trisha Albertsen, Hope Ell and Vicky Valle.

CSEA President Monica Han read a statement supporting Campus Police. She also thanked the Governing Board for their support of Campus Police (this statement has been made a part of the meeting minutes).

CCFA President Jonathan Ausubel thanked those who negotiated the CCFA contract which was approved at today's meeting. He explained that CCFA is currently working on another MOU regarding returning to campus. He also mentioned the *Black Minds Matter* scholarship and expressed his gratitude to Lisa Nashua, Dr. Shannon and members of the executive team for making this happen.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 3:42 p.m. in memory of Shawna Jean Taylor, sister of Sherm Taylor, automotive technology instructor.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, September 24, 2020, via videoconference.

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President

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Clerk



# California School Employees Association

August 27, 2020

Dear Board of Trustees:

With the unfortunate events plaguing this nation concerning policing, CSEA would like to highlight the classified employees of the Chaffey College Campus Police. The rank and file officers and administrative support staff are a model for community policing. Not only during this pandemic, but always, the CSEA classified staff of Campus Police ensure the safety of the entire college. Even though the state went into lockdown, Campus Police never locked down. Campus Police protected campus facilities during civil unrest in Fontana and continue to investigate and make arrests for burglaries that have occurred. When students are stressed, Campus Police are the ones that make the welfare checks. Campus Police visit student homes and connect them to mental health services. If students are homeless, Campus Police connect students to shelter and food. When faculty or staff fail to report to work, Campus Police check to see if they are okay. There are countless times where Campus Police have saved lives – talked people out of taking their own life or found students in critical distress. Fully P.O.S.T certified and armed Campus Police do this. They don't do this because it is their job. Campus Police do this because they care about their community. They are invested and part of the community. Campus Police risk their safety for the safety of us all. The Officers partner and receive support from the Administrative Assistants that relay crucial information and are often the first point of contact for our students. There is no question that classified staff of Chaffey College Campus Police are essential.

When there is policy debate about policing, policy makers should look to the school districts that have a police force, the model for community policing. Campus Police make communities better.

Board of Trustees, thank you for your continued support of the Chaffey College Campus Police.

Respectfully,

Monica Han  
Chapter President  
CSEA 431

Our Mission: To improve the lives of our  
members, students and community.

[www.csea.com](http://www.csea.com)



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

September 24, 2020

Board Meeting Date

TOPIC 2020-2021 UPWARD BOUND PROGRAM (BUDGET PERIOD 4) AMENDMENT 02

Communication No. IV.F.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve Amendment 02 to increase the Upward Bound (UB) Program grant by \$10,064 for the 2020-2021 fiscal year.

BACKGROUND

On August 24, 2020, the U.S. Department of Education sent out the Grant Award Notification (GAN) to all Upward Bound grantees. The notification showed a 3.5 percent across the board increase from Year 3 funding levels. The U.S. Department of Education did not attach additional information or documentation detailing the increase.

The Upward Bound Program at Chaffey College was awarded \$287,537 for Project Year 3 (2019-2020). This action approves the additional 3.5% (\$10,064) for the 2020-2021 fiscal year.

BUDGET IMPLICATIONS

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

*Status of Funds* – The 2020-2021 restricted general fund budget will be increased by \$10,064 for this program resulting in a total budget of \$297,601 for Year 4 of the Upward Bound grant.

48xxx	Income	<u>\$10,064</u>
545xx	Supplies	\$ 900
55xxx	Other Services	<u>9,164</u>
Total		<u>\$10,064</u>

*Future Implications* – N/A

RECOMMENDATION

It is recommended that the Governing Board approve Amendment 02 to increase the Upward Bound (UB) Program grant by \$10,064 for the 2020-2021 fiscal year.

Prepared by:	Elizabeth C. Almanza, Director, Upward Bound Program Amy Nevarez, Dean, Student Support Services and Programs, and Student Life
Submitted by:	Jim Fillpot, Dean, Institutional Research, Policy and Grants
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President



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

September 24, 2020  
Board Meeting Date

TOPIC CALIFORNIA TRAINING INITIATIVE AGREEMENT-CALIFORNIA WORKFORCE ASSOCIATION

Communication No. IV.F.2.b

SUPPORTS BOARD POLICY

**Board Policy 4104 Contract Education**-Contract education is defined as those situations in which a community college district contracts with a public or private entity for the purposes of providing instruction or services or both by the community college. The District may provide educational, training, and related services to public and private organizations or individuals by means of contract education in those circumstances where the District is prohibited from using public funds to provide the requested training or services, or where public funds are not available to provide the training or services. All contract education activities shall produce sufficient revenue to cover all costs associated with the training or services provided. All contract education activities provided by the District are within the definition and scope of contract education provided in Title 5, Section 55170 and Education Code Sections 78020-78023.

PROPOSAL

To approve the partnership with the California Workforce Association/California Training Initiative for an amount not-to-exceed \$25,000 for the purposes of offering high-quality technical assistance and training services to the workforce development system. This agreement shall be effective as of July 1, 2020 and shall continue in effect through June 30, 2021.

BACKGROUND

Chaffey Community College District intends to provide consulting and customized training services for county workforce development professionals throughout the state of California. Training topics may include but are not limited to: Customer Service Skills, Personal Leadership Skills, Emotional Intelligence Skills, Excel, etc.

BUDGET IMPLICATIONS

*Funding Source* – California Workforce Association

*Status of Funds* – Funds of \$25,000 for this contract education program are included in the 2020-21 unrestricted general fund proposed adopted budget.

*Future Implications* – None

RECOMMENDATION

It is recommended that the Governing Board approve the partnership with the California Workforce Association/California Training Initiative for an amount not-to-exceed \$25,000 for the purposes of offering high-quality technical assistance and training services to the workforce development system. This Agreement shall be effective as of July 1, 2020 (“Effective Date”) and shall continue in effect through June 30, 2021.

Submitted by:	Sandra Sisco, Director, Economic Development
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**

September 24, 2020

Board Meeting Date

TOPIC EDUCATION PROTECTION ACCOUNT EXPENSE DETERMINATION

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Communication No. IV. F.2.c

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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 determination that Proposition 55 Education Protection Account funds in the estimated amount of \$18,599,347 be used to partially fund instructional faculty salaries and benefits for the 2020-2021 fiscal year.

BACKGROUND

Proposition 55, the California Children's Education and Health Care Act of 2016, is an extension of Proposition 30, extending the personal income tax increase through 2030-31. This proposition temporarily extends increased income taxes for upper-income earners (\$250,000 for individuals and \$500,000 for couples) but does not extend the sales and use tax, which expired on January 1, 2017. These increased taxes provide continuing funding for local school districts and community colleges. The Education Protection Account (EPA) was created in the state General Fund to receive and disburse these temporary tax revenues.

Districts have sole authority to determine how the moneys received from the EPA are spent, provided that the governing board makes these spending determinations in open session of a public meeting of the governing board. Each entity receiving funds must annually publish on its Internet web site an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

EPA expenditures will be recorded annually on the CCFS-311 (Prop 55 EPA expenditure report, copy attached), which can also be used as a template for districts to publish their EPA expenditures on their website.

Revenue for EPA funds are unrestricted and should be recorded in object code 8630. The Act specifically prohibits the expenditure of EPA funds for administrative salaries and benefits or any other administrative costs. The District will incur a sufficient level of non-administrative costs (e.g., instruction and student support costs) to easily ensure that EPA funds are not used for administrative costs.

The District's 2020-2021 estimated EPA funds of \$18,599,347 will be used to partially fund instructional faculty salaries and benefits. These funds are not additional funds, but are components of the state "computational revenue" calculation.

BUDGET IMPLICATIONS

*Funding Source* – N/A

*Status of Funds* – N/A

*Future Implications* – N/A

EDUCATION PROTECTION ACCOUNT EXPENSE DETERMINATION

September 24, 2020

Page 2

RECOMMENDATION

It is recommended the Governing Board approve the determination that Proposition 55 Education Protection Account funds in the estimated amount of \$18,599,347 be used to partially fund instructional faculty salaries and benefits for the 2020-2021 fiscal year.

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

SUPPLEMENTAL DATA

Budget Year: 2020-2021

District ID:

Name: Chaffey College

Activity Classification	Activity Code				Unrestricted
EPA Proceeds:	8630				18,599,347
Activity Classification	Activity Code	Salaries and Benefits (1000 - 3000)	Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Total
Instructional Activities - Faculty Salaries and Benefits	0100-5900	18,599,347			18,599,347
<b>Total Expenditures for EPA</b>		18,599,347	0	0	18,599,347

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

September 24, 2020

Board Meeting Date

TOPIC      **STRONG WORKFORCE PROGRAM PARTICIPATION AGREEMENT 2017/20-20-B (P15 R2-XX, P31 R2-XX, P32 R2-XX, and P33 R2-XX)**

Communication No.    IV.F.2.d

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Participation Agreement No. 2017/20-20-B, (P15 R2-XX, P31 R2-XX, P32 R2-XX, and P33 R2-XX) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$101,634 for the period of July 1, 2020 through June 30, 2021.

BACKGROUND

Under Master Agreement No. 2017/20-20-B – Strong Workforce Program, Riverside Community College has been designated as the Fiscal Agent for the Strong Workforce Program for the Inland Empire/Desert region and is responsible for distributing funds to each community college district within the region. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium.

This Participation Agreement, is incorporated into the Master Agreement No. 2017/20-20-B (Inland Empire Desert Regional Consortium - P15 R2-XX, P31 R2-XX, P32 R2-XX, and P33 R2-XX) and outlines deliverables specific to Chaffey College, as it relates to the following projects No. 2017/20-20-B: P15 R2-XX -ArcGIS and Regional Data Analysis; P31 R2-XX Regional Career Management System; P32 R2-XX – Healthcare Clinical Software; and P33 R2-XX– Automotive and Aviation Courseware and Simulation for Improving Online and Remote Learning.

BUDGET IMPLICATIONS

*Funding Source* – California Community Colleges Chancellor’s Office through Riverside Community College District.

*Status of Funds* – The 2020-2021 restricted general fund budget will be increased by \$101,634, as follows:

48xxx	Income	<u>\$101,634</u>
51xxx	Academic Salaries	1,500
52xxx	Classified Salaries	19,949
53xxx	Benefits	2,746
54xxx	Supplies	18,942
56xxx	Other Services	<u>58,952</u>
Total		<u>\$101,634</u>

*Future Implications* – None

RECOMMENDATION

It is recommended that the Governing Board approve the Participation Agreement No. 2017/20-20-B (P15 R2-XX, P31 R2-XX, P32 R2-XX, and P33 R2-XX) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$101,634 for the period of July 1, 2020 through June 30, 2021.

Prepared by:	Vanessa Thomas, Associate Dean, Strong Workforce Yolanda Friday, Dean, Business and Applied Technology
Submitted by:	Jim Fillpot, Dean, Institutional Research, Policy and Grants
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

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

September 24, 2020  
Board Meeting Date

TOPIC      **STRONG WORKFORCE PROGRAM PARTICIPATION AGREEMENT 2017/20-20-O  
(CENTER OF EXCELLENCE)**

Communication No.    IV.F.2.e

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Participation Agreement No. 2017/20-20-O (Center of Excellence) - Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$48,000 for the period of July 1, 2020 through June 30, 2021.

BACKGROUND

Under Master Agreement No. 2017/20-20-O– Strong Workforce Program, Riverside Community College has been designated as the Fiscal Agent for the Strong Workforce Program for the Inland Empire/Desert region and is responsible for distributing funds to each community college district within the region. Collaboration will include attending regular meetings and communication among the project partners and periodic written updates and presentations to the Inland Empire Desert Regional Consortium (IEDRC).

This Participation Agreement, is incorporated into the Master Agreement No. 2017/20-20- O (Center of Excellence) – IEDRC P15 R2-XX, and outlines deliverables specific to Chaffey College, as it relates to the following project No. 2017/20-20-O: IEDRC P15 R2-XX -ArcGIS and Regional Data Analysis..

BUDGET IMPLICATIONS

*Funding Source* – California Community Colleges Chancellor’s Office through Riverside Community College District.

*Status of Funds* – The 2020-2021 restricted general fund budget will be increased by \$48,000, as follows:

48xxx	Income	<u>\$48,000</u>
54xxx	Supplies	\$1,000
55xxx	Other Services	45,000
56xxx	Capital Outlay	<u>2,000</u>
	Total	<u>\$48,000</u>

*Future Implications* – None

RECOMMENDATION

It is recommended that the Governing Board approve the Participation Agreement No. 2017/20-20-O (Center of Excellence) Strong Workforce Program between Riverside Community College District and Chaffey Community College in the amount of \$48,000 for the period of July 1, 2020 through June 30, 2021.

Prepared by:	Vanessa Thomas, Associate Dean, Strong Workforce Yolanda Friday, Dean, Business and Applied Technology
Submitted by:	Jim Fillpot, Dean, Institutional Research, Policy and Grants
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President



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

September 24, 2020  
Board Meeting Date

TOPIC CONFLICT OF INTEREST CODE

Communication No. IV.F.3.a

SUPPORTS BOARD POLICY

**Board Policy 2710 Conflict of Interest** – No member of the Governing Board shall make, participate in making, or in any way attempt to use her/his official position to influence a governmental decision in which the member knows, or has reason to know, that she/he has a financial interest.

Government Code 87306b requires each state agency to submit a biennial report identifying changes in its Conflict of Interest Code.

PROPOSAL

To amend the Chaffey Community College District's 2020 Conflict of Interest Code to include the changes/additions/deletions as indicated on the attached list.

BACKGROUND

Government Code, Section 87302 requires the Chaffey Community College District's Conflict of Interest Code to designate accurately all positions which make or participate in the making of governmental decisions such as voting on a matter, appointing a person, obligating or committing his or her agency to any course of action, or entering into any contractual agreement on behalf of his or her agency.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board amend the Chaffey Community College District's 2020 Conflict of Interest Code to include the changes/additions/deletions as indicated on the attached list.

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

**AMENDED CONFLICT OF INTEREST CODE FOR THE  
CHAFFEY COMMUNITY COLLEGE DISTRICT  
2020**

Appendix

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
Members of the Board of Trustees	All
Superintendent/President	All
Associate Superintendent, Business Services and Economic Development	All
Associate Superintendent, Instruction and Institutional Effectiveness	All
<del>Vice President, Administrative Affairs</del>	<del>All</del>
<del>Vice President, Student Services</del>	<del>All</del>
<b><u>Associate Superintendent, Administrative Services</u></b>	<b>All</b>
<b><u>Interim Vice President, Student Services and Executive Director, Equity, Outreach, and Communications</u></b>	<b>All</b>
Dean, Business and Applied Technology	2
<b><u>Dean, Chino Campus, Hospitality, Fashion, Interior Design and Culinary Arts</u></b>	<b>2</b>
<del>Dean, Counseling, and Student Success &amp; Support Programs</del> <b><u>Enrollment Pathways, and Athletics</u></b>	<del>2</del>
<b><u>Dean, Economic Development</u></b>	<b>2</b>
Dean, Fontana Campus	2
Dean, Health Sciences	2
<b><u>Dean, Institutional Effectiveness and Intersegmental Partnerships</u></b>	<b>2</b>
Dean, Institutional Research, Policy and Grants	2

<del>Dean, Instructional Support, Guided Pathways, Kinesiology, and Nutrition</del>	<del>2</del>
<b><u>Dean, Kinesiology and Nutrition</u></b>	<b>2</b>
Dean, Language Arts	2
Dean, Mathematics and Science	2
Dean, Social and Behavioral Sciences	2
<del>Dean, Student Life and Discipline Affairs</del>	<del>2</del>
<b><u>Dean, Student Support Services and Programs and Student Life</u></b>	<b>2</b>
Dean, Visual, and Performing Arts	2
Administrator, Campus Store	2
Administrator, Payroll	2
<del>Associate Dean, Library/Learning Resources</del>	<del>2</del>
Associate Dean, Strong Workforce	2
Chief of Police / Director, Public Safety	2
<del>Deputy Chief of Police</del>	<del>2</del>
<b><u>Campus Police Captain</u></b>	<b>2</b>
Director, Admissions, and Records	2
<b><u>Director, Athletics</u></b>	<b>2</b>
<b><u>Director, Alumni Relations and Community Relations</u></b>	<b>2</b>
<b><u>Director, EOPS, CARE, CalWORKs, NextUp</u></b>	<b>2</b>
Director, Child Development Center	2
Director, Disability Programs and Services	2
<del>Director, Employment Development / Community Education</del>	<del>2</del>
Executive Director, Facilities, and Construction	2

Director, Economic Development	2
Director, Financial Aid	2
Director, Grant Development and Management	2
<del>Executive Director, Human Resources</del>	<del>2</del>
<del>Director, Marketing and Public Relations</del>	<del>2</del>
Director, Museum/Gallery	2
Director, Purchasing Services	2
<del>Director Research and Community and Distance Education</del>	<del>2</del>
Director, Student Health Services	2
Director, Technical Services	2
<del>Director, Career and Transfer Centers and International Student Programs</del>	<del>2</del>
Executive Director, Business Services	2
Executive Director, Budgeting & Fiscal Services	2
Executive Director, Foundation	2
<del>General Counsel</del>	<del>2</del>
Internal Auditor	2
<del>Risk Manager</del>	<del>2</del>
<del>Supervisor, Bookstore Operations</del>	<del>2</del>
<del>Supervisor, Media &amp; Print Services Supervisor Creative Services</del>	<del>2</del>
Supervisor, Operations	2
<u>Professional Experts</u>	
Accounting Manager	2
Administrator, Campus Police	2
<del>Administrator, Key Talent Development</del>	<del>2</del>

<b><u>Assistant Director, Adult Education</u></b>	<b>2</b>
<del>Bond Program Manager</del>	<del>2</del>
Communications Manager	2
<del>Director, Adult Education &amp; High School Partnerships and Distance Education</del>	<del>2</del>
<del>Director, Career Development</del>	<del>2</del>
Director, Center of Excellence	2
<b><u>Director, Intersegmental Partnerships and Deliveries</u></b>	<b>2</b>
Director, Special Populations & Equity Program	2
<del>Administrator Economic Development, Administrator</del>	<del>2</del>
Grant Director, Title III	2
<del>Interim Athletics Director / Head Coach, Men's Basketball</del>	<del>2</del>
<del>Interim Director, Transfer Center &amp; High School Outreach</del>	<del>2</del>
Manager, Administrative Application Services	2
<b><u>Manager, Apprentices and Grants</u></b>	<b>2</b>
<b><u>Manager, Community Partnerships and Advancement</u></b>	<b>2</b>
Manager, Facilities Development	2
Manager, Grounds	2
<b><u>Manager, Intramural Programs</u></b>	<b>2</b>
Manager, Maintenance	2
<b><u>Manager, Panther Care</u></b>	<b>2</b>
<b><u>Manager, Student Success Teams/Engagement</u></b>	<b>2</b>
<del>Manager, Transitional Services &amp; Governmental Relations</del>	<del>2</del>
Project Director, Upward Bound	2
<b><u>Statewide Director, Energy, Construction &amp; Utilities</u></b>	<b>2</b>
<b><u>Statewide Director, Advanced Manufacturing</u></b>	<b>2</b>
Sustainability and Environmental Safety Officer	2

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

September 24, 2020  
Board Meeting Date

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TOPIC INCLUSION OF ADDITIONAL STUDENT POPULATIONS TO THE COLLEGE EQUITY PLAN

Communication No. IV.F.4.a

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SUPPORTS BOARD ENDS STATEMENT/POLICY

**Board Policy 5300 Student Equity** – The Governing Board is committed to assuring student equity in educational programs and college services. The Superintendent/President shall establish and implement a student equity plan that meets the Title 5 standards for such a plan.

PROPOSAL

To change the methodology used to develop our current equity plan to make the plan more inclusive of the student populations Chaffey College currently serves.

BACKGROUND

In accordance with the California Community Colleges Chancellor's Office Student Equity and Achievement (SEA) guidelines, local governing boards have the capacity and discretion to identify specific populations of students whose educational outcomes are disproportionately impacted (reference). In the past, Chaffey's Equity Plan has focused on a research methodology that highlighted lower achievement outcomes for the following communities:

- African-American students (7.48%)
- LGBTQ+ students (0.55%). This is a relative new data element that is just beginning to be captured as self-reported data by students and is likely underreported.
- Students utilizing Disabled Programs and Services (5.49%)

While the achievement of these students needs to continue to be addressed through programming and support through SEA, other students also require attention that the previous methodology did not address, and these populations make up a significant proportion of the Chaffey College population. These students are included in the following communities:

- First-generation college students (40.67%)
- Hispanic (LatinX) students (65.65%)
- Currently and formerly incarcerated students (0.69%). This figure is believed to be underreported based on statewide data that 25% of Californians are justice-involved

As the College continues to refine its efforts to amplify equitable outcomes, these student groups represent a significant ratio or growing segment of the overall student population. Incorporating these students into the Chaffey College Equity Plan will allow SEA resources to be dedicated to services and supports that impact a larger group of students who are also experiencing inequitable achievement outcomes.

This also aligns with the Educational Master Plan Chaffey Goals, which was adopted during the March 2020 meeting, in which equitable achievement is the very first goal. In addition, a webinar held by California Community College Chancellor Eloy Oakley included the need for equity plans to be more representative of the students served by an institution, especially due to the current pandemic's impact on our student populations.

BUDGET IMPLICATIONS

*Funding Source* – Student Equity Funding

*Status of Funds* – The 2020-2021 SEA categorical funding was not impacted by budget cuts and to date the College has not utilized all funding allocated for equity work and programming.

*Future Implications* – N/A

RECOMMENDATION

It is recommended that the Governing Board approve to modify the Chaffey College Equity Plan to make it more inclusive by adding in the aforementioned student populations.

Prepared by:	Alisha Rosas, Interim Vice President of Student Services/Executive Director of Equity, Outreach and Communications
Submitted by:	Alisha Rosas, Interim Vice President of Student Services/Executive Director of Equity, Outreach and Communications
Reviewed by:	Jim Fillpot, Dean, Institutional Research, Policy and Grants
Recommended by:	Henry D. Shannon, Superintendent/President

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

September 24, 2020

Board Meeting Date

TOPIC      **APPROVAL TO CONTRACT BY ON-CALL DESIGN SERVICES AGREEMENT TO ESTABLISH AN ARCHITECTURAL SERVICES POOL**

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Communication No.    IV.G.1.a

SUPPORTS BOARD 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 enter into eleven, five-year term, on-call design services agreements in the amount not to exceed \$3,000,000 for each agreement with 19Six Architects of Corona, California, Carrier/Johnson & Culture of San Diego, California, DLR Group, Inc. of Riverside, California, Hammel, Green, & Abrahamson, Inc. of Santa Monica, California, HMC Architects of Ontario, California, Lionakis of Sacramento, California, LPA, Inc. of Irvine, California, M. Arthur Gensler Jr. & Associates of Los Angeles, California, Marlene Imirzian & Associates Architects, Ltd. of Escondido, California, SGH Architects of Redlands, California and The Hill Partnership, Inc. of Newport Beach, California for Request for Qualifications (RFQ) No. 2021PW5 Architectural Services pool. The District is hiring eleven architectural firms to establish a pool of qualified firms to perform services for the Measure P Bond program for all district locations.

BACKGROUND

In November 2018, voters in the District approved Measure P a \$700 million general obligation bond. In order to implement the Measure P bond program, the District will require architectural design services for all locations. On July 6, 2020, the district released RFQ2021PW5 Architectural Services Pool. The services included architectural services through the design and construction phases of specific projects. The firms were required to demonstrate relevant experience working with various delivery methods such as Design-bid-Build, Construction-Manager-At-Risk and CM-Multi-Prime. The firms were also required to provide experience with modernization, new construction, expansion and renovation projects, timely completion of projects, maintaining project budgets through design, performing construction management services, maintaining key staffing through project, establishing a quality assurance program, successfully working with DSA, and working collaboratively with other public agencies and contractors.

The RFQ specified that the district intended to hire one or more firms and will award task order agreements for a specific project assignment on an as needed basis. The project assignment will include: scope of work, cost estimates, and conditions specific to the project. As the need for services on a project arises, a task order agreement will be reported to the board for ratification. Fifty firms submitted proposals by the RFQ deadline on July 23, 2020. District staff evaluated each proposal based on the evaluation criteria as identified in the RFQ. Upon completion of the proposal and due diligence review, the following firms were determined by staff to be the best qualified to perform architectural services:

- |                                    |                          |
|------------------------------------|--------------------------|
| • 19Six Architects                 | Corona, California       |
| • Carrier/Johnson & Culture        | San Diego, California    |
| • DLR Group, Inc.                  | Riverside, California    |
| • Hammel, Green & Abrahamson, Inc. | Santa Monica, California |
| • HMC Architects                   | Ontario, California      |
| • Lionakis                         | Sacramento, California   |
| • LPA, Inc.                        | Irvine, California       |



APPROVAL TO CONTRACT BY ON-CALL DESIGN SERVICES AGREEMENT TO ESTABLISH AN ARCHITECTURAL SERVICES POOL

September 24, 2020

Page 2

- M. Arthur Gensler Jr. & Associates Los Angeles, California
- Marlene Imirzian & Associates Architects, Ltd. Escondido, California
- SGH Architects Redlands, California
- The Hill Partnership, Inc. Newport Beach, California

Staff recommends that the District enter into five-year term, on-call design services agreements with all eleven firms.

BUDGET IMPLICATIONS

*Funding Source* – Measure P bond fund: Appropriate project funding source to be determined when task order agreements are assigned to projects.

*Status of Funds* – Funds are available in the appropriate bond project budget.

*Future Implications* – N/A

RECOMMENDATION

To authorize the District to enter into eleven, five-year term, on-call design services agreements in the amount not to exceed \$3,000,000 for each agreement with 19Six Architects of Corona, California, Carrier/Johnson & Culture of San Diego, California, DLR Group, Inc. of Riverside, California, Hammel, Green, & Abrahamson, Inc. of Santa Monica, California, HMC Architects of Ontario, California, Lionakis of Sacramento, California, LPA, Inc. of Irvine, California, M. Arthur Gensler Jr. & Associates of Los Angeles, California, Marlene Imirzian & Associates Architects, Ltd. of Escondido, California, SGH Architects of Redlands, California and The Hill Partnership, Inc. of Newport Beach, California, for Request for Qualifications No. 2021PW5 Architectural Services Pool.

Attachment: RFQ 2021PW5: Architectural Services Pool Firm Proposals

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

## RFQ 2021PW5 – Architectural Services Pool

Firm Name	City	State
1. 19six Architects	Corona	CA
2. Architecture for Education, Inc	Pasadena	CA
3. Cannon/Parkin, Inc.	Irvine	CA
4. Carrier Johnson & Culture	San Diego	CA
5. Corgan Associates, Inc.	Culver City	CA
6. CSDA Design Group	El Segundo	CA
7. Delawie	San Diego	CA
8. DKC Architects, Inc.	Yucaipa	CA
9. DLR Group, Inc.	Riverside	CA
10. Dunbar Architecture	Valley Village	CA
11. GGA	Pasadena	CA
12. GO Architects, Inc.	Upland	CA
13. Group 4 Architecture, Research & Planning, Inc.	San Francisco	CA
14. Hammel, Green & Abrahamson, Inc.	Santa Monica	CA
15. HED	Los Angeles	CA
16. HMC Architects	Ontario	CA
17. IBI Group	Los Angeles	CA
18. John Friedman Alice Kimm Architects, Inc.	Los Angeles	CA
19. Johnson Favaro	Culver City	CA
20. Kruger Bensen Ziemer Architects, Inc.	Santa Barbara	CA
21. LCDG, Inc.	Pasadena	CA
22. Leo A Daly	Los Angeles	CA
23. Lewis Schoenplein Architects	Los Angeles	CA
24. Lionakis	Sacramento	CA
25. LPA, Inc.	Irvine	CA

## RFQ 2021PW5 – Architectural Services Pool

Firm Name	City	State
26. M. Arthur Gensler Jr & Associates	Los Angeles	CA
27. Marlene Imirzian & Associates Architects, Ltd.	Escondido	CA
28. Miller Architectural Corporation	Redlands	CA
29. Morrissey Associates, Inc.	Santa Ana	CA
30. NAC Architecture	Los Angeles	CA
31. PBK Architects, Inc.	Ontario	CA
32. PBWS Architects, LLP.	Pasadena	CA
33. PCH Architects, Inc.	Redlands	CA
34. Morrissey Associates, Inc.	Santa Ana	CA
35. Pfeiffer Partners Architects	Los Angeles	CA
36. QDG Incorporated	Los Angeles	CA
37. RACAIA	Los Angeles	CA
38. Rachlin Partners, Inc.	Culver City	CA
39. Ruhnau Clarke Architects	Riverside	CA
40. SGH Architects	Redlands	CA
41. STIR Architecture LLP	Los Angeles	CA
42. TAIT & Associates	Santa Ana	CA
43. tBP/Architecture, Inc.	Newport Beach	CA
44. The Hill Partnership, Inc.	Newport Beach	CA
45. The Miller Hull Partnership	Newport Beach	CA
46. TSK Architects	Los Angeles	CA
47. Ware Malcomb	Irvine	CA
48. Westberg & White, Inc.	Riverside	CA
49. Westgroup Designs, Inc.	Irvine	CA
50. WLC Architects	Rancho Cucamonga	CA

Fifty firms submitted proposals by the RFQ deadline on July 23, 2020.

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

September 24, 2020

Board Meeting Date

TOPIC **BID NO. 2021PW6, HVAC REPLACEMENT PROJECT**

Communication No. IV.G.1.b

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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. 2021PW6, HVAC Replacement Project and to re-bid the Project.

BACKGROUND

On July 14, 2020, the District advertised and released Bid No. 2021PW6 for the HVAC Replacement Project. The project involved the replacement of HVAC units at the Aeronautics, Child Development - A, B, C, and D, Skills Lab, Library, 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.

Thirty-seven contractors attended the mandatory pre-bid conference and job walk on July 23, 2020. Ten contractors submitted bids by the Bid Opening deadline on August 13, 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. Rejection of all bids is authorized by Public Contract Code section 20651(b).

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. 2021PW6, HVAC Replacement Project and to re-bid the Project.

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

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

September 24, 2020  
Board Meeting Date

TOPIC CONTRACT, PURCHASE ORDER, AND WARRANT LISTS

Communication No. IV.G.1.c

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 August 2020.

BUDGET IMPLICATIONS

*Funding Source* – All Funds

*Status of Funds* – Funding for these contracts, purchase orders, and warrants are included in the 2020-2021 adopted district budgets.

*Future Implications* – None

RECOMMENDATION

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

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

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

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2021CS73	Amanda Maciel Antunes	Sierra Madre, CA	For a not-to-exceed amount, to provide a conversation with guest artist Cindy Rehm as part of the Wignall Museum fall 2020 virtual series, "Home Edition" presented on Zoom, November 23, 2020, as approved by Visual and Performing Arts.	\$150.00	Unrestricted General Fund
2020PW579A	Bernards Bros, Inc.	Ontario, CA	Task Order #1 – to the Districts RFQ No. 2020PW579 Construction Management Services: to provide services that include, but not limited to: develop and implement methodology for design-build procurement including contract templates, criteria document development, budget and scheduling. Develop a plan and describe the approach, timeline and necessary resources for implementation, facilitate consultant solicitation and manage contracts. Develop standards and procedures, and assist with presentations to District. Coordinate and make recommendations to the District Program Manager and College Leadership. Provide recommendations on design deliverables, identify inconsistencies, ambiguities, errors and omissions in the plans in an effort to reduce RFI and change orders. Ensure contract documents are coordinated between design disciplines, and prepare comprehensive constructability review of pre-bid construction. The performance period is effective upon execution of contract agreement through June 30, 2021, as approved by Measure P Construction Program Management.	748,000.00	Measure P Bond Fund
2021CS87	Carolina Zataray	Rialto, CA	For a not-to-exceed amount, to provide a one-hour virtual presentation as part of the Wignall Museum fall 2020 virtual series, "Home Edition" presented on Zoom Q&A format on October 12, 2020, as approved by Visual and Performing Arts.	150.00	Unrestricted General Fund
2021CS76	Cindy Rehm	Los Angeles, CA	For a not-to-exceed amount, to provide a conversation with guest artist Amanda Maciel Antunes as part of the Wignall Museum fall 2020 virtual series, "Home Edition" presented on Zoom, on November 23, 2020, as approved by Visual and Performing Arts.	150.00	Unrestricted General Fund
2021CS78	Cindy Rehm	Los Angeles, CA	For a not-to-exceed amount, to provide a one-hour virtual presentation as part of the Wignall Museum fall 2020 virtual series, "Home Edition" presented on Zoom Q&A format on December 14, 2020, as approved by Visual and Performing Arts.	150.00	Unrestricted General Fund

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

2021CS81	Clifton Larson Allen	Minneapolis MN	For a not-to-exceed amount, to conduct a performance audit of the District's Measure L and Measure P bond funds for the year ending June 30, 2020, as approved by Business Services.	\$13,000.00	Unrestricted General Fund
2021CS85	Danielle Giudici Wallis	Redlands, CA	For a not-to-exceed amount, to provide a one-hour virtual presentation as part of the Wignall Museum fall 2020 virtual series, "Home Edition" presented on Zoom Q&A format on November 10, 2020, as approved by Visual and Performing Arts.	150.00	Unrestricted General Fund
2021CS74	Dulce Ibarra	Los Angeles, CA	For a not-to-exceed amount, to provide a one-hour virtual presentation as part of the Wignall Museum fall 2020 virtual series, "Home Edition" presented on Zoom Q&A format on December 01, 2020, as approved by Visual and Performing Arts.	150.00	Unrestricted General Fund
2021CS255	Educational Management Solutions	Murphys, California	For a not-to-exceed amount, to review reclassification requests appealed by District employees and/or union representatives, for the period of July 1, 2020 through June 30, 2021, as approved by Human Resources.	10,000.00	Unrestricted General Fund
2021CS82	Eide Bailly	Rancho Cucamonga CA	For a not-to-exceed amount, to perform the required annual financial audit of the proceeds from the sale of the general obligation bonds (Measure P) between the period of July 01, 2019 through June 30, 2020, as approved by Business Services.	6,000.00	Unrestricted General Fund
2020CS609	Fallen Leaf Films	Sacramento, CA	Amendment 1 – extend the contract ending date to allow additional time to complete the CANVAS online courses project from April 27, 2020 through September 30, 2020, as approved by Economic Development <sup>2</sup>	No Cost Impact	Restricted General Fund
2021CS51	Floor Technology Group	Orange, CA	For a not-to-exceed amount, to install four rubber baseboards at the Fontana campus InTech Center Basement for the period of August 4, 2020 through December 31, 2020, as approved by Facilities Development.	5,600.00	Unrestricted General Fund
2021CS22	Henry Charles Rogers	San Pedro, CA	For a not-to-exceed amount, to provide training and industry consulting services and curriculum/program development in the areas of, but not limited to: continuous improvement, business skills, commercial skills, computer skills, health care skills, literacy skills, management skills, manufacturing skills, and safety skills, for the period of July 1, 2020 through June 30, 2021, as approved by Economic Development. <sup>3</sup>	34,000.00	Restricted General Fund
2020PW563A	HMC Group	Ontario, CA	Task Order #1 - to provide Concept Design services for the new Chaffey College Ontario Campus. Deliverables include: concept site diagram and concept images. The performance period will be August 24, 2020 through August 24, 2021, as approved by Measure P Construction Program Management.	15,000.00	Measure P Bond Fund
2020PW502	Inland Signs, Inc.	Ontario, CA	Amendment 1 – to extend the contract ending date to allow additional time to manufacture and install room identification signage on the Rancho Cucamonga Campus from March 31, 2020 to	No Cost Impact	Unrestricted General Fund

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

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

			December 31, 2020, as approved by Facilities Department.		
2021CS91	Jeannine Hill	Orange, CA	For a not-to-exceed amount, to provide photography services for marketing advertising of District campus, school, and students for social media and publicity for Chaffey College for the period of August 18, 2020 through June 30, 2021, as approved by Marketing and Public Relations.	\$6,000.00	Unrestricted General Fund
2021CS97	Jennifer A. Ingalls	San Bernardino, CA	For a not-to-exceed amount, to provide on-call sign language interpreter services to students as requested and assigned by the District for the period of August 24, 2020 through June 30, 2021, as approved by Student Success & Support. <sup>4</sup>	10,000.00	Restricted General Fund
2021CS57	JoAnn Ruth Simmons	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide as-needed counseling services for District staff, faculty and students for the period of July 1, 2020 through June 30, 2021, as approved by Human Resources.	1,000.00	Unrestricted General Fund
2021CS99	Jose A. Martinez	Fontana, CA	For a not-to-exceed amount, to provide training and industry consulting services and program development in the areas of, but not limited to: continuous improvement, business skills, commercial skills, computer skills, health care skills, literacy skills, management skills, manufacturing skills, and safety skills, for the period of July 1, 2020 through June 30, 2021, as approved by Economic Development. <sup>5</sup>	6,000.00	Restricted General Fund
2021CS47	Jose D. Victoria	Menifee, CA	For a not-to-exceed amount, to provide training and industry consulting services and program development in the areas of, but not limited to: continuous improvement, business skills, commercial skills, computer skills, health care skills, literacy skills, management skills, manufacturing skills, and safety skills, for the period of July 1, 2020 through June 30, 2021, as approved by Economic Development. <sup>6</sup>	11,500.00	Restricted General Fund
2021CS65	Joshua Raby	Chino Hills, CA	For a not-to-exceed amount, to provide on-call sign language interpreter services to students as requested and assigned by the District, for the period of August 1, 2020 through June 30, 2021, as approved by Student Success & Support. <sup>7</sup>	10,000.00	Restricted General Fund
2021CS86	Joshua Townsend	San Rafael, CA	For a not-to-exceed amount, to provide a framework for a community engagement and communications strategy in regions and communities that often go unheard or underrepresented for the Energy, Construction and Utilities Sector Navigator (SN), for the period of August 11, 2020 through September 30, 2020, as approved by Economic Development. <sup>8</sup>	14,000.00	Restricted General Fund
2021CS94	Justin Kemerling	Omaha, NE	For a not-to-exceed amount, to provide a one-hour virtual presentation as part of the Wignall	150.00	Unrestricted General Fund

<sup>4</sup> Funded by Disability Programs and Services (DPS) budget.

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

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

<sup>7</sup> Funded by Disability Programs and Services (DPS) budget.

<sup>8</sup> Funded by Economic Development grant funds.



			Museum fall 2020 virtual series, "Home Edition" presented on Zoom Q&A format on September 18, 2020, as approved by Visual and Performing Arts.		
2020CS607	Karin O'Dell	St. Paul, MN	Amendment 1 – to extend the contract end date to allow additional time to complete graphic design projects from May 01, 2020 to September 30, 2020, as approved by the Center of Excellence. <sup>9</sup>	No Cost Impact	Restricted General Fund
2021CS80	Leonardo Santamaria	Alhambra, CA	For a not-to-exceed amount, to provide a one-hour virtual presentation as part of the Wignall Museum fall 2020 virtual series, "Home Edition" presented on Zoom Q&A format on October 14, 2020, as approved by Visual and Performing Arts.	150.00	Unrestricted General Fund
2021CS67	Liebert Cassidy Whitmore	Los Angeles, CA	For a not-to-exceed amount, to provide group training workshops covering employment relations topics such as management rights and obligations, negotiation strategies, employment discrimination, affirmative action, employment relations, performance evaluations, grievance and discipline for all supervisors and managers for the period of July 1, 2020 through June 30, 2021, as approved by Human Resources.	3,670.00	Unrestricted General Fund
2021CS69	Mary Aileen Lawson	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide consulting services by creating simulation scenarios in conjunction with faculty to assess course and program Student Learning Outcomes (SLO), alternative clinical assignments for low-volume high-risk patient care, develop rubrics, evaluate participants, prepare policies based on NDSBN guidelines, train faculty, develop and conduct student workshops, and coordinate Nursing program Director for the period of August 03, 2020 through October 30, 2020, as approved by Health Science. <sup>10</sup>	10,800.00	Restricted General Fund
2021CS54	Merchants Building Maintenance	Pomona, CA	For a not-to-exceed amount, to renew contract to provide high level COVID-19 bio cleaning and disinfecting services at the Rancho Cucamonga, Chino, Chino Education Center, Chino Information Technology Center, and Fontana campuses, for the period of July 01, 2020 through December 23, 2020, as approved by Business Services. <sup>11</sup>	168,000.00	Unrestricted General Fund
2021CS60	Melissa Quiroz	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide on-call sign language interpreter services to students as requested and assigned by the District for the period of August 01, 2020 through June 30, 2021, as approved by Student Success & Support. <sup>12</sup>	10,000.00	Restricted General Fund
2021CS93	Patterson Dental	Los Angeles, CA	For a not-to-exceed amount, a software license, EagleSoft SUPESCL SCUP-ES, providing technical and clinical support for the period of August 01, 2020 through August 28, 2021, as approved by Health Sciences.	1,286.54	Unrestricted General Fund

<sup>9</sup> Funded by Center of Excellence grant funds.

<sup>10</sup> Funded by Strong Workforce budget.

<sup>11</sup> Funded by COVID-19 budget.

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

2021CS72	Pavel Acevedo	Riverside, CA	For a not-to-exceed amount, to provide a one-hour virtual presentation as part of the Wignall Museum fall 2020 virtual series, "Home Edition" presented on Zoom Q&A format on September 28, 2020, as approved by Visual and Performing Arts.	\$150.00	Unrestricted General Fund
2020CS494B	PlanetBids	Studio City, CA	Amendment 1 – to add PlanetBids Pre-Qualification Management module, CUPCCAA version, up to four users and remove the two Quick Quote user licenses at a prorated cost for Year 1, for the period of August 12, 2020 through February 26, 2021, as approved by Purchasing Services.	1,993.56	Unrestricted General Fund
2021CS62	QuickCaption, Inc.	Riverside, CA	For a not-to-exceed amount, to provide as-needed on-site and remote computer aided Communication Access Real-time Translation (CART) services for persons who are deaf or hard of hearing. Services include but not limited to: media captioning of DVD/VHS or electronic files, streaming media, windows media videos, QuickTime or flash formats and verbatim text transcription from numerous media formations, for the period of July 28, 2020 through June 30, 2021, as approved by Counseling and Student Success & Support Programs, <sup>13</sup>	40,000.00	Restricted General Fund
2021PW68	RDM Electric, CO, Inc.	Ontario, CA	For a not-to-exceed amount, to remove and haul-away temporary circuit breakers, conduit and cabling at the Swing Space Village in Parking Lot 8 at the Rancho Cucamonga campus for the period of July 01, 2020 through September 15, 2020, as approved by Facilities.	5,364.00	Measure L Bond Fund
2021CS89	Rebecca Ustrell	Pomona, CA	For a not-to-exceed amount, to provide a one-hour virtual presentation as part of the Wignall Museum fall 2020 virtual series, "Home Edition" presented on Zoom Q&A format on September 30, 2020, as approved by Visual and Performing Arts.	150.00	Unrestricted General Fund
2021CS49	Rouxbe Video Technologies, Inc.	Vancouver, BC	For a not-to-exceed amount, to provide online culinary training program for Chaffey culinary instructors to develop and train students in food preparation consisting of cooking techniques for the period of August 01, 2020 through July 31, 2021, as approved by Chino Campus.	6,000.00	Unrestricted General Fund

<sup>13</sup> Funded by Disability Programs and Services (DPS) budget.

2020PW614A	Safework, Inc.	Woodland Hills, CA	Task Order #1 – to the Districts RFQ No. 2020PW579 Construction Management Services: to provides services that include, but not limited to: develop and implement methodology for design-build procurement including contract templates, criteria document development, budget and scheduling. Develop a plan and describe the approach, timeline and necessary resources for implementation, facilitate consultant solicitation and manage contracts. Develop standards and procedures, and assist with presentations to District. Coordinate and make recommendations to the District Program Manager and College Leadership. Provide recommendations on design deliverables, identify inconsistencies, ambiguities, errors and omissions in the plans in an effort to reduce RFI and change orders. Ensure contract documents are coordinated between design disciplines, and prepare comprehensive constructability review of pre-bid construction. The performance period is effective upon execution of contract agreement through June 30, 2021, as approved by Measure P Construction Program Management.	\$703,600.00	Measure P Bond Fund
2021CS66	Southern California Emergency Medicine	Colton, CA	For a not-to-exceed amount, to provide as-needed pre-employment functional capacity testing including strength examinations and physical assessment, for the period of July 01, 2020 through June 30, 2021, as approved by Human Resources.	300.00	Unrestricted General Fund
2021CS96	San Bernardino County Superintendent of Schools	San Bernardino, CA	For a not-to-exceed amount, to provide courier services including daily delivery and pick up of the San Bernardino County Superintendent of Schools correspondence and materials from District financial services to Chaffey Community College and Chaffey Community College correspondence to other participating districts within the county, for the period of July 01, 2020 through June 30, 2020, as approved by Budgeting and Fiscal Services.	12,354.66	Unrestricted General Fund
2021CS53	Shaw HR Consulting Inc.	Newbury Park, CA	For a not-to-exceed amount, to provide as-need consulting services in the areas of FEHA/ADA disability interactive process coordination and facilitation, essential functions job analysis development, fitness-for-duty management and FEHA/ADA lawsuit file review/expert witness and customized training and workshop for the period of July 1, 2020 through June 30, 2021, as approved by Human Resources. <sup>14</sup>	2,500.00	Restricted General Fund
2021CS56	Sheila Forsberg	Roseville, CA	For a not-to-exceed amount, to provide professional consulting services related to classification, compensation and general Human Resources and other ad hoc services, for the period of July 1, 2020 through June 30, 2021, as approved by Human Resources.	10,000.00	Unrestricted General Fund

<sup>14</sup> Funded by Staff Diversity funds.

2021CS63	Taressa Miley	Meridian, ID	For a not-to-exceed amount, prepare and facilitate two virtual planning sessions of the Statewide Directors and Regional Chairs for the purpose of building a collaborative structure, for the period of July 1, 2020 through July 11, 2020, as approved by Economic Development. <sup>15</sup>	\$600.00	Restricted General Fund
2021CS45	Victor Valley College	Victorville, CA	For a not-to-exceed amount, a Memorandum of Understanding (MOU) between Victor Valley College and Chaffey College to provide training completing ETP required records, including but not limited to: managing attendance rosters, documentation of training hours, support certification of retention, and employee/training wage information for the period of July 01, 2020 through June 30, 2021, as approved by Economic Development. <sup>16</sup>	3,000.00	Restricted General Fund
2021CS71	Wesco Security Systems	Brea, CA	Year 1 of 5-Year Agreement, to monitor existing alarm security system at the Fontana Campus for the period of July 01, 2020 through June 30, 2025, as approved by Fontana Campus.	3,600.00	Unrestricted General Fund

***List reflects contracts entered into and change orders to existing contracts through August 31, 2020<sup>17</sup>***

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

<sup>16</sup> Funded by Economic Development grant funds.

<sup>17</sup> Funding for all contracts and change orders on this list are included in the 2020-2021 adopted district budgets.

# CHAFFEY COMMUNITY COLLEGE

## WARRANT REGISTER REPORT

FOR THE MONTH OF AUGUST 2020

### GENERAL FUNDS ( 10 )

PAYROLL	5,072,726.30	
COMMERCIAL	3,868,000.43	
<b>TOTAL FUND ( 10 )</b>		8,940,726.73

### SCHEDULED MAINTENANCE FUND ( 42 )

-

### BUILDING FUND (40 and 43)

133,820.70

### EARLY RETIREMENT FUND ( 61 )

5,905.71

### VACATION LIABILITY (69)

-

### CAPITAL OUTLAY PROJECT FUND ( 41 )

-

### CHILD DEVELOPMENT FUND ( 33 )

PAYROLL	4,633.16	
COMMERCIAL	11,704.88	
<b>TOTAL FUND ( 33 )</b>		16,338.04

### TOTAL ALL FUNDS

**\$ 9,096,791.18**

### PAYROLL WARRANT/ADVICE NUMBERS

127167-127206                      437775-438903

### COMMERCIAL WARRANT NUMBERS

1015539-1015600                      1735888-1736460

### PURCHASE ORDER NUMBERS

BPO's	14733-14795	\$	841,600.00	
PO's	54730-54818	\$	562,172.62	(Void 54809)