



AGENDA
**MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT**

Thursday, March 29, 2018
City Hall Council Chambers
City of Fontana

- I. **REGULAR SESSION**
 - A. CALL TO ORDER (2:00 p.m.)

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

- III. **STUDY SESSION**
 - A. CONVENE IN OPEN SESSION
 - B. AGENDA
 1. Classified Senate Highlights
 2. Fontana Campus Monitoring Report
 3. Online Community College Proposal

- 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. Economic Development and Workforce Preparation Monitoring Report
 - b. Fontana Campus Monitoring Report
 - c. Grant Development and Management Office Monitoring Report
 - E. PUBLIC HEARINGS
 1. Human Resources
 - a. Public Hearing Joint Proposal/Preliminary Agreement of the California School Employees Association (CSEA), Chapter 431 and Chaffey Community College District
 - b. Joint Proposal/Preliminary Agreement of the California School Employees Association (CSEA), Chapter 431 and Chaffey Community College District

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F. **CONSENT AGENDA**

1. Governance Process
 - a. Approval of Minutes, February 22, 2018
 - b. Approval of Minutes, January 26, 2018 Special Meeting
 - c. California Community College Trustees Board of Directors Election – 2018
 - d. Resolution – Compensation for Trustee When Absent
2. Academic Affairs
 - a. Curriculum
3. Business/Fiscal Affairs
 - a. 2017-2018 Quality Rating and Improvement System (QRIS) County Grant (CSPP)
 - b. Budget Changes – Restrict General Fund
 - c. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
 - d. Emergency Repair of Central Plant Closed Water Loop
 - e. Measure L Citizens' Oversight Committee Membership
 - f. Memorandum of Understanding between the Chaffey Joint Union High School District and Members of the West End Corridor, Chaffey Regional Adult Education Consortium – 2017-2018 Allocation Increase
 - g. Proposition 39 Clean Energy Workforce Program Mini-Grant Agreement
4. Human Resources
 - a. Interjurisdictional Exchange Agreement
 - b. Management Personnel Plan/Employment Contract

G. **ACTION AGENDA**

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

H. **CEO/STAFF REPORTS**

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

I. **BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS**

V. **ADJOURNMENT**

The next regular meeting of the Governing Board will be Thursday, April 26, 2018.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

March 29, 2018
Board Meeting Date

TOPIC **ECONOMIC DEVELOPMENT AND WORKFORCE PREPARATION MONITORING REPORT**

Communication No. IV.D.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 timely application and processing of grant proposal applications and awards, and that the grants that are submitted directly support the purposes of the District.

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.

ACTIVITIES THAT ADDRESS THE POLICIES

Deputy Sector Navigator, Advanced Manufacturing

During 2016-17, the College administered \$300,000 in funding from the California Community Colleges Chancellor's Office "Doing What Matters for Jobs and the Economy" framework to serve colleges in the Inland Desert Region. The Deputy Sector Navigator facilitates alignment of education programs to employers' priorities in preparing a skilled workforce for this industry. The grant funding supported the development of, and improvement of, curriculum through various activities, including support of the MCIE Manufacturers Summit. The Manufacturers Summit displayed the Manufacturing Day video produced in October 2016 to an audience of over 1,000 industry, government and educational leaders. As a result, many more manufacturers participated in Manufacturing (MFG) Day 2017 and many more students and parents viewed potential opportunities in manufacturing and the Career Education offered by the California Community Colleges. Several faculty members attended the Summit and were able to make new contacts with both business and industry to help develop and modify training curriculum. Sponsorship of the Colton-Redlands-Yucaipa Regional Occupational Program's (CRY-ROP) Xtreme Summer Camp opened opportunities in Advanced Manufacturing and STEM programs to both middle and high school students. Over two thousand middle and high school students participated in the Business Pitch Competition and Trade Show held at the Pasadena Convention Center. The DSN participated in the judging of the business pitch competition at the event sponsored by the DSN, Small Business and Entrepreneurship Sector. The DSN's of ICT/Digital Media, Small Business and Entrepreneurship and Advanced Manufacturing co-hosted a booth at the Community Career and Tech Expo held at Murrieta High School. Parents and students learned of the opportunities of Career Education available to them through the California Community Colleges.

Contract Education (Incumbent Worker Training)

The delivery of contract education and customized training services to the business community is one of the key ways Economic Development supports the needs of the community through meaningful workforce development, outreach, partnerships, and linkages. Contract Education offerings have doubled in size in the last twelve months and predicts to repeat the pattern in the coming fiscal year. Economic Development served sixty-one area employers and 832 trainees during the 2016-17 academic year.

ECONOMIC DEVELOPMENT AND WORKFORCE PREP MONITORING REPORT

March 29, 2018

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These services represent \$600,000 through direct fee-based services and through the College's funding award with the State of California Employment Training Panel. Ensuring all cities within the district's service area are aware of and access these services and funding is important to the College. Economic Development markets the College's services districtwide. The cities where businesses most frequently accessed these services continue to include the cities of Chino, Fontana, Rancho Cucamonga, and Ontario. Considering that the emphasis of this state funding is on manufacturing and logistics industries, these service trends remain consistent with expectations.

InTech Learning Center

Chaffey College's Industrial Technical Learning Center (InTech) is uniquely poised to offer accelerated technical training for high-wage, in-demand occupations in the Inland Empire region. Over the last 21 months since it has opened, InTech has become a regional magnet for employers who are sourcing skilled talent for their open positions. As such, InTech is closely aligned with employers' needs, and fine-tune curriculum and training programs to be in step with the desired skills and abilities that industry seeks. Much of the success of the Center is related to the active outreach and recruitment of trainees and matching them to in-demand programs that lead to entry-level and middle skill jobs and careers. Since opening, InTech has served 1,200 incumbent and unemployed individuals. Seventy five percent of those individuals seeking employment were placed into paid internships or directly into employment.

Two of InTech's training programs were approved by the State of California Department of Apprenticeship Standards as qualified apprenticeship programs: Industrial Maintenance Electrician and Industrial Mechanic. Additionally, InTech is in the process of securing approval by the Department of Labor for the same two programs. The purpose of registered apprenticeship programs is to enable employers to develop and apply industry standards to training programs for registered apprentices that can increase productivity and improve the quality of the workforce; and to provide the opportunity to apprentices to acquire critical knowledge, skills and abilities for their long-term success.

InTech has received many local and national recognitions and awards. InTech was identified by Senator Kamala Harris as "a national model." The InTech model has become so successful that there are now several colleges or regions in the state in the process of establishing similar regional training centers.

The TAACCCT Grant, the initial source of funding for the InTech, is winding down and will end program delivery on March 31, 2018; however, the InTech Center continues to apply for and receive multiple streams of grants, contracts and awards from local, state, federal agencies as well as private foundations. It is apparent that as long as InTech continues to meet the needs of business industry and trainees, it will continue to be successful.

Vocational Education

The Chaffey College Economic Development Department delivers short-term, intensive Vocational Education to provide education and training that will result in unsubsidized employment in the areas of Computer/Office Skills, Forklift Operation, and Construction Labor. Training programs include technical training specific to each industry/career path as well as work readiness and work ethics curriculum to cover issues such as punctuality, attendance, dress and grooming, problem solving, and effective communication skills.

Over the past 20 years, Economic Development has maintained and updated programs to meet the needs of the client and the employers within the District's communities. This is done with the intent of transitioning Welfare to Work (WtW) clients into self-sufficiency by delivering quality, in-demand timely training.

Some of the reasons for the success of these programs are due in large part to the quality and professionalism of Chaffey trainers, the excellent reputation Chaffey carries with businesses throughout the region, and the College's high standards for training delivery. The business community has come to rely on high-performance trainers and staff who have a strong industry background coupled with the appropriate educational and technical expertise.

The program consistently monitors employment trends and aligns employer needs with training schedules within each industry so that we can assist in putting people to work after training completion. The CalWORKs training program served 135 trainees in the Office Occupations and Constructions programs; 127 successfully completed internships and 43 were successfully placed in employment within 90 days.

MEANS OF ASSESSMENT

Grants & Contract Education

The Economic Development Department uses a variety of assessment tools to ensure the quality and efficiency of grant services. These assessment tools provide both quantitative and qualitative empirical data across programs and services.

With the assistance of Chaffey College's Institutional Research Office, trainer and program evaluations were developed and administered to trainees at training completion date and program completion date respectively. The program was also selected to participate in the ABT Associates/Urban Institute National Evaluation regarding the program's impact through the means of a national outcomes study. The evaluators conducted baseline and follow-up data on participants, as well as quarterly earnings records. Concurrently, evaluations are administered by our third-party evaluator, ICF. ICF is in the process of conducting an implementation and an outcomes study. Both studies are currently being measured and will be concluded at the close of the TAACCCT grant in September 2018.

The key criteria for assessment of contract education services, specifically training, are the degrees to which trainees achieve the intended outcomes and the trainees' professional development needs are satisfied. Economic Development employs an evaluation tool through Institutional Research to assess the effectiveness of each delivered training program and consistently seeks formal and informal feedback from trainees about the impact and quality of services. Additionally, the State of California Employment Training Panel requires job and wage retention or promotion as its key criteria for funding.

Another key method used to assess the effectiveness of the program's services is continuous review of the frequency and depth with which the department is engaged in industry partnerships. The program developed evaluations to receive feedback from trainees and employers regarding their internship and apprenticeship services. Additionally, frequent curriculum committee and employer meetings with valued industry members are conducted to ensure the College continues to maintain an exceptional record of accomplishment in the region.

SUMMARY OF EVIDENCE

Grants

The College is recognized as a key institution throughout the region in developing, implementing, and assessing effective and efficient programs while serving special populations, incumbent workers, and business/industry. As a result, the College continues to serve as the host for the State's Deputy Sector Navigator, Advanced Manufacturing grant. The Economic Development Department's effective grant management and robust relationships foster the trust necessary to pursue additional funding opportunities that align with the mission of the College. Economic Development has been awarded and is

currently implementing 18 other grants that are funding a multitude of programs. The grants range from Foundation/Philanthropic funding to federal, state and local funding. This funding has generated revenue of over \$20M dollars and has allowed for the culmination of training and professional development currently being conducted at the InTech Center. InTech has served over 760 students over the last 12 months and over 1,200 students since the Center opened in February 2016.

Success in workforce and professional development has helped the College maintain relationships with several key partners. Economic Development has served as a gold sponsor of the Manufacturers' Council of the Inland Empire's Manufacturers' Summit in the past and department members have maintained a strong partnership with the manufacturing community by serving on the Summit's planning committee, participating in specialized marketing, cohosting a summit workshop, and serving as a judge and announcer of the Summit's innovation awards. Partnership with this Council remains a key priority in the College's effort to provide the region's priority industry sectors with a skilled workforce.

USE OF RESULTS FOR PLANNING

Grants

The Department has been very successful in obtaining various funding to support the important work of the InTech Center. The Department will continue to seek and identify viable funding sources that will enhance and sustain the Industrial Technical Learning Center (InTech) which are aligned with the College's mission and vision. The results of the assessments will be evaluated on an ongoing basis and will be utilized in the development, adaptation and modernization of future programs and goals. InTech will continue to support the business community by aligning with current industry needs and will remain flexible to ensure its competitive edge. InTech will continue to offer high-quality, flexible and timely training. Additionally, InTech will create a gateway for interested trainees to progress in the steps towards completion of non-credit and credit programs. In doing so, students will secure life-long knowledge and skills and the College will augment sustained funding for future programming.

Prepared by:	Sandra Sisco, Director, Economic Development
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

(Information)

March 29, 2018
Board Meeting Date

TOPIC **FONTANA CAMPUS MONITORING REPORT**

Communication No. IV.D.2.b

SUPPORTS BOARD ENDS STATEMENT/POLICY

Board Policy 1250 Board Goals for Student Success – Chaffey College values, supports, and assesses student success and achievement. The District’s strategic, educational, and other plans shall be designed to achieve the following Governing Board expectations for student success:

1. Students demonstrate success in basic skills courses and are prepared to succeed in college-level courses.
2. Students demonstrate success in career and technical education that prepares them for employment success.
3. Students demonstrate success in transfer-level courses and are prepared to succeed at transfer institutions.
4. Students achieve core competencies upon completion of their general education program including: effective communication and comprehension skills, critical thinking and information competency, community/global awareness and responsibility, and personal, academic, and career development skills.
5. Students maximize their ability to complete courses, persist through program or course completion, and achieve their educational goals.

Board Policy 1400 Core Values – The Governing Board, administrators, faculty and staff of the Chaffey Community College District fulfill the organization’s purpose through the application of these core values: student success, educational excellence, climate of inclusion and respect, dynamic student services, responsiveness to the community, and environmental responsibility.

INTRODUCTION

Founded in 1996, the Chaffey College Fontana Campus, located in the southern corridor on the edge of downtown Fontana, operates as a fully functioning campus within the District. This campus maintains and enforces the District’s values, policies, and mission, and serves as a vehicle for the District to provide access to quality higher education to Chaffey College students, particularly those residing within the southeastern portion of the District. The Fontana Campus ensures access to educational opportunities and student services, allowing current and potential students an integrated student services and instructional model for completing their education.

FONTANA CAMPUS RELATION TO THE EDUCATIONAL STRATEGIC VISION

The information provided below illustrates how the Fontana Campus delivered instruction and student services in relation to the educational strategic vision for the 2017-2018 academic year.

ACCESSING THE COLLEGE

- Strengthening partnerships with high schools and employers.

Career and Technical Education (CTE)

The Chaffey College CTE Career Transitions program has course-to-course articulation agreements with A.B. Miller, Henry J. Kaiser, Summit, and Fontana High Schools. The programs offered include Automotive Technology, Beginning Computer Keyboarding, Emergency Medical Responder, Fire Technology, Introduction to Logistics Management, Nurse Assistant/Nurse Assistant Laboratory, and Small Business Ownership and Management.

Counseling/Guidance at Fontana High School Spring 2018

Chaffey College is offering Guidance 3-Career Exploration and Life Planning for students seeking direction in setting life, academic, and career goals. It uses a psychological-social perspective, and highlights the person/environment dynamics influential in preparation for a fulfilling career and personal development. Course topics include problem solving approaches; evaluation of values, interests, skills, and personality characteristics; intensive career investigation; self-marketing skills development; psychological and social issues that impact career and life choices; academic learning strategies; college and life skills; diversity; and assessment of personal characteristics related to educational success.

Upward Bound at A.B. Miller and Fontana High Schools

Chaffey College's Upward Bound Program, a federal grant based out of the Fontana Campus, was awarded an extension of five years, and is currently in the first year of the new grant cycle. There are 77 students enrolled in the program at the two target local high schools: A.B. Miller and Fontana.

The goal of the program is to increase the number of economically and educationally disadvantaged students who successfully graduate from high school and enroll in a college or university. Participants come from low-income households, and will be the first in their families to attend college. During the academic year, the program offers free tutoring, college and university campus visits, academic enrichment, financial literacy, college knowledge, SAT preparation, and academic advising. The program also hosts a six-week summer program at Fontana High School for all participants.

Since the inception of the program in 2012, Upward Bound has ensured that 100 percent of its seniors successfully graduate high school. In 2016-17, the program had 19 students graduate. Of those students, 17 are currently enrolled in a college or university as follows: six students are enrolled in community college with four students at Chaffey College, one at Crafton Hills College, and one at Victor Valley College. Additionally, seven students are enrolled in the California State University system (one at CSU Dominguez Hills, one at CSU East Bay, one at CSU Northridge, three at CSU San Bernardino, and one at San Jose State). Three students enrolled in the University of California system with one at UC Davis, one at UC Irvine, and one at UC Riverside. Lastly, one student is enrolled in a private institution at California Baptist University. A total of 18 students will graduate in the Class of 2018; many of them have already received college acceptance letters, and are currently weighing their options before deciding on the National College Decision Day on May 1.

The program has collaborated with several Chaffey departments, such as the Office of Financial Aid, Guiding Panthers to Success (GPS) Center, and the Educational Opportunity Programs and Services (EOPS) Office, to provide the best information and services to participants.

Fontana Campus Job Expo

In the fall of 2017, the Fontana Campus, collaborating with the InTech Center, hosted its third Job Expo on the Fontana Campus. On October 12, 2017, representatives from approximately 80 employers and community resources tabled and spoke with 300 students, including a group of 150 students from Chaffey Joint Union High School District and Inland area residents, about current opportunities at their organizations.

The featured organizations included: ACA Wireless, Adecco, Amazon, American Home Remodeling, American Medical Response, Americorps, APEX Personnel, Advantage Resourcing, California Highway Patrol, Chaffey College Career Center, Chaffey College Dean's Office (Admissions and Records/Financial Aid information), Chaffey College Success Centers, Chaffey College Police Cadets, Chaffey College Career and Technical Education Programs, Chaffey College Human Resources, Childcare Careers, CoWorx/Access Staffing, Crown Technical Systems, Consolidated Staffing Solutions, City of Fontana-Human Resources, Door Components Inc., FedEx Ground, Fontana Police Department, InTech Center, Jensen PreCast, Kelly Staffing, Kinder Care, Lids Sports Group, Medline Industries, Mt. High Resorts, Mountain Valley Express, mVentix, Norco College, NOVA management (hiring for UPS), Office of Assembly member Cheryl R. Brown, Ontario Fury Professional Soccer Team, OnTrac, OPARC, Professional Multi Family Staffing Agency, RadNet, Residence Inn, Riverside County Probation, Ryder, San Bernardino County Superintendent of Schools, San Bernardino County Sheriff's Department, San Diego Community College Police Department, San Manuel Band of Mission Indians, Staffmark, Sandra Nicole Designs, Solar City, Superior Electrical and Mechanical Plumbing, TRL Systems, Inc., Target, TCSE, Inc., Temps Plus, US Army, US Navy, US Securities Associates, Veterans Partnering with Communities, Victor Valley Global Medical Center, Western-Southern Life, and Worthington Industries.

The Fontana Campus will host a fourth Job Expo on April 24, 2018. The Chaffey College Foundation will receive a \$1,000 donation from the Chamber of Commerce to sponsor the event and help alleviate District costs.

- Connecting students to necessary resources and pre-enrollment processes.

Guiding Panthers to Success (GPS)

The GPS Center at Fontana provides new and returning Chaffey College students with assistance in registration, unit load planning, and use of the student portal, as well as the development and creation of abbreviated educational plans. Current Chaffey College students can also visit the GPS center to check progress on their academic goals. Additionally, students can benefit from workshops facilitated by the GPS Center including: assessment preparation, exploration of the new student planning tool, scholarship workshops, and educational plan workshops. All services are offered on a walk-in basis; however, appointments are encouraged for the workshops.

To date, the number of student walk-in visits for the 2017-18 season is 6,105. The GPS Center is staffed with seven adjunct counselors, one full-time program assistant, one hourly worker, and fifteen success guides.

The GPS Center at Fontana offers a variety of workshops throughout the year: New Student Orientation (year-round), New Student Orientation (Spanish) (year-round), Assessment Prep (year-round), Academic Success Workshop (month of March in spring), Scholarship Workshop (August in fall and February to mid-March in spring). Special initiatives through GPS include: "Connect with Counseling," "Graduation Awareness Week," and "Fuel up for Finals."

CONNECTIONS

- Improving pathway identifications by students.

Financial aid, assessment and testing services, admissions and records, cashiering, EOPS, DPS, and counseling services are available to all Fontana Campus students. Fontana Campus students have opportunities to apply for book grants and book rentals. The GPS Center continues to have the assistance of a career counseling faculty member, two adjunct career technical education counselors, and a transfer center staff member.

The Fontana counseling faculty improved pathway identification for students via counseling conversations centered around problem-solving, decision-making, motivation, stress and time management, personal/family priorities, etc.; all of which impact academic goal completion and success.

The Fontana counseling faculty participated in the following training and professional development opportunities: weekly and monthly counselor meetings, Ensuring Transfer Success Conference, and the Annual High School Counselor Breakfast.

- Establishing student relationships with the college and the Fontana community.

Chaffey College Student Government (CCSG) - CCSG continues its outreach at the Fontana Campus holding numerous events, such as Constitution Day, Pizza with the President, and ASCC elections. A designated senator from student government is assigned to serve as a representative and liaison with the Fontana Campus Dean, and is in regular communication to share ideas on how to increase and improve student access to clubs and activities.

International Student Services hosted their International Education Week at the Fontana Campus on November 17, which included lunch, a parade, and music. In addition, the Fontana Campus has supported the American Red Cross with Blood Drives, with the last one held on Halloween 2016 in conjunction with the Classified Senate Sponsored costume contest.

Hispanic Heritage Month - October 18, 2017, featured "A Night of Music and Culture". The campus was also decorated by counselors Ruth Delgado and Lizzete Garcia, who put together displays of various Spanish-speaking countries around the world - Cuba, Puerto Rico, Mexico, Colombia, and the Dominican Republic. A photography exhibit on Día de los Muertos was on loan to the Fontana Campus from the Mexican Consulate in San Bernardino.

Black History Month - In celebration of Black History Month, the Fontana Campus Dean's Office, in partnership with the School of Social and Behavioral Sciences and Student Equity, sponsored a viewing and discussion of "Black Panther: Vanguard of a Revolution," and featured a lecture from Dr. April Mayes, Pomona College History Department Chair on "Africans in Latin America."

Other Fontana Campus activities include:

- Council of African American Parents Legacy Roundtable - Summer semester 2017 and 2018
- Law Enforcement Forum with Concerned Citizens of North Fontana - July 20, 2017
- Guggenheim and National Endowment for the Arts Award-Winning Poet, Gary Soto - October 3, 2017
- DACA Law Clinics - October 23, 2017
- Black Lives Matter Course (online) - October 23, 2017-December 4, 2017
- Dreamers Conference Hosted by Dreamers Club and the Office of Congresswoman Norma Torres - October 17, 2017
- Coffee with the Cops (Chaffey P.D.) - October 19, 2017, March 29, 2018, and April 4, 2018
- Fontana Halloween/Red Cross Blood Drive - October 31, 2017
- Dreamer/Umoja Thanksgiving Unity Meal - November 20, 2017
- 3rd Annual Dreamer Student and Parent Leadership Conference - April 28, 2018

Fontana Campus Faculty

Access to full-time faculty for students attending the Fontana Campus has been a continued priority for the college. Nineteen full-time faculty are assigned to the Fontana Campus representing the following areas: art, anthropology, counseling (general, GPS, and EOP), success center, library, automotive technology, mathematics, English, English as a second language, computer information systems, communication studies, biology, and geology. A number of full-time faculty from the Rancho Cucamonga campus teach part of their load in Fontana.

Fontana Advisory Committee (FAC)

All Fontana faculty and staff are invited to attend FAC meetings to receive updates on the Fontana Campus, specific campus initiatives, and share information. The meetings typically occur monthly, and often include guest speakers from off campus, including college representatives. This spring, the meetings will include presentations from Chaffey Campus Safety, the Behavioral Intervention Team, and campus leadership to discuss the use of available space at the campus in preparation for the new container building.

Library and Success Centers

The Fontana Campus Success Center and Fontana Campus Library provide excellent support to all Fontana Campus students and faculty. Bulletin boards are strategically placed to inform students of available resources. The GPS Center and the Success Center have worked together to conduct classroom visits to all English courses and many other classes to inform students about the services they can receive in both centers.

Disabled Students Programs and Services (DPS)

DPS provided services for nearly 2,000 Chaffey College students this year. To date, 369 DPS students attended counseling appointments at the Fontana Campus during the 2017-18 academic year. These appointments included priority registration appointments, disabilities counseling, and academic counseling. The DPS counselor for the Fontana Campus, who is in the office twice per week, provides bi-lingual support to students, and attends local high school district meetings to maintain collaboration between the high schools and Chaffey College. DPS held its annual Disabilities Awareness Fair at the Fontana Campus on October 17, 2017. The event was open to all students, staff, and members of the community. Seventeen vendors, agency representatives, and guest speakers attended the event with the goal of providing awareness of programs and services available to persons with disabilities. Vendors displayed a variety of services ranging from technology services to companion and service animals. Food and drink for the event was provided through donations from local businesses. The event hosted over 100 visitors from the community, local high schools, and staff and students from the campus.

Equal Opportunity Programs and Services (EOPS)

EOPS continues to provide increased service hours to eligible students at the Fontana Campus, offering regularly scheduled counseling support three times per week; on Wednesdays from 8:00-4:30, Thursdays from 8:00-7:00, and Fridays from 8:00-3:00. Service hours were expanded on Fridays by one hour (previously closed at 2:00) in order to assist a growing number of eligible/interested students. EOPS tenure track faculty member Myra Andrade continues to work most closely with students, staff, and faculty at the Fontana Campus in representation of the EOPS program. Myra is also the designated EOPS DREAMer (undocumented student) counselor. Myra brings a wealth of expertise, knowledge, and valuable experience to the EOPS family. EOPS continues to provide the services of a supportive staff member in addition to the counseling faculty that is present, which has greatly assisted with encouraging students to remain engaged and connected in addition to providing an opportunity to build upon outreach and recruitment strategies. During the fall 2017 semester, EOPS served 96 students, and is presently serving 104 students at Fontana for the spring. Both the 2016-17 and 2017-18 academic years continue to demonstrate significant and steady student participation in the EOPS program, and when comparing the number of students that EOPS has served for the past three years with the number of students that were served during the 2013-14 academic year, the expansion of services and support becomes more evident, demonstrating an increase of over 100 percent.

	2013-14	2015-16	2016-17	2017-18
Fall	39	95	99	96
Spring	38	100	77	104
Total	77	195	176	200

Students served at the Fontana Campus

Thus far, the EOPS program at the Fontana Campus has completed 698 student contacts in the 2017-18 academic year (536 in fall 2017, and 162 in spring 2018), compared with 507 student contacts completed at the same time in the 2016-17 academic year. The increase in the number of student contacts demonstrates the strengthened engagement of student participation in program hours and services. Student contacts consist of educational planning appointments, drop-in appointments, follow up sessions, as well the standard counseling progress-check appointments that participating students are required to attend (start term, midterm, and end term).

EOPS continued to provide staff support during the first day of the EOPS application window, which is intended to assist students and Fontana staff with any encountered questions that may come up as a result of the online application. EOPS-assigned staff at Fontana also regularly conduct classroom presentations with instructional faculty interested in providing students with information related to EOPS.

EOPS continues to participate in, and organize, helpful student-oriented activities/workshops and cultural awareness events that are focused on building upon the sense of community and connectedness that is so instrumental to student success. In October 2017, EOPS Fontana staff and counseling faculty participated in the Job Expo featured at the Fontana Campus, promoting EOPS services and resources. During the fall semester, EOPS also hosted an EOPS DREAMer-targeted workshop entitled "The Advocate in Me" at the Fontana Campus, which featured keynote speaker and undocumented student scholar Elizabeth Hernandez. An additional DREAMer-specific workshop will be hosted in spring 2018, facilitated by EOPS counseling faculty in collaboration with the DREAMers club. Also in spring 2018, EOPS is planning to feature educational literature, pan dulce, and coffee in recognition of Cinco De Mayo.

Assessment Center

The Fontana Campus Assessment Center is open to students to complete placement for English, English as a Second Language, and math, and to students who need to take a make-up exam or who wish to take a language prerequisite challenge exam. Make-up exams are administered at the direction of the instructor of the course, and language prerequisite challenge exams are administered after the student has met with a counselor to determine if the student will benefit from the challenge process.

ADVANCEMENT

- Providing intrusive academic support in key areas.

The GPS Center assists students to navigate the critical enrollment, retention, and completion resources and services at the Fontana Campus. Students receive assistance with admissions, orientation, assessment testing, educational planning, transfer assistance, career exploration, and financial aid. A pilot project began last semester where students are messaged via their panther e-mail account about their eligibility for completion of a verified certificate or degree program. In addition, students who miss their assessment appointments are called to reschedule, and a new app (Grad Guru) is being utilized to send text messages to students about important deadlines and tips for success.

- Requiring students to define academic, occupational, and career goals.

Students define their academic goal upon completion of their application, and their goal is verified upon completion of their abbreviated educational plan.

- Providing instruction in delivery modalities that foster completion.

The Fontana Campus offered numerous classes in the fast track teaching modality. This year 28 fast track classes were offered in the fall, and 33 classes were offered in the spring for a total of 61 classes.

- Developing sustained engagement strategies.

All ASCC book grants, EOPS scholarships, scholarship opportunities, and more are available to Fontana Campus students, which help students continue to be supported financially by district resources.

Fontana Campus faculty and staff members are constantly envisioning ways to include students in the life of the Fontana Campus to maintain their engagement in the college. The introduction of club activity and connections with the Rancho Cucamonga Campus activities, provide students with a sense that they are at Chaffey College, regardless of where they enroll in their courses.

COMPLETION

- Monitoring progress of goals with intrusive action during key momentum points.

The Fontana counseling faculty conduct follow-up services to assist students toward goal completion by exposing students to career technical education programs and Associate Degrees for transfer; and conducting graduation checks, transcript evaluations, career counseling and exploration, educational plans, and academic progress checks.

GPS hosted several events promoting student engagement and completion on the Fontana Campus. The GPS Center also collaborated with EOPS and faculty advising to promote awareness of the benefit of the services to Fontana students.

Connect with Counseling

“Connect with Counseling” is a progress check campaign that promotes engagement between students and counseling faculty and staff. This event allows students to meet with counselors and success guides informally. Students can ask drop-in questions of counselors, complete progress checks with Success Guides, and schedule comprehensive educational plan appointments. This event is a follow-up effort to capture students who may have completed an abbreviated educational plan and need to follow up for a comprehensive educational plan or check progress on goal. By interweaving the theme of the “Hope. Engage. Succeed.” campaign into the event, we are increasing students’ feeling of connectedness to the campus as well as meeting requirements of the Student Success and Support Program.

Graduation Awareness Week

The Fontana GPS Center hosts “Graduation Awareness Week” (GAW) every fall and spring. The goal is to encourage students to apply for graduation if they are eligible. Students receive assistance with the application and/or check their status after applying. Staff-run degree audits are conducted for students who are not ready to graduate that semester, to show their progress towards graduation. In recognition of their success, light refreshments are available for them in the student lounge. During the week, students have an opportunity to participate in a raffle to win a gift basket that the bookstore donates with Chaffey gear.

Fuel Up for Finals

Fuel Up for Finals is an event hosted during finals week. During the event, success guides and counselors are stationed outside the Fontana Center building with resources and information for students, including academic calendars with important registration dates, GPS information, program information, and course offerings. Additionally, they provide students access to snacks to aid in their well-being before their final exams. The goal of this event is to provide extra support during what can be a stressful and hectic time.

- Facilitating completion points.

The Transfer Center advances Fontana students’ completion goals by providing individual transfer advising sessions, reviewing of transcripts in preparation for four-year transfer, guidance on the personal statement, and giving students access to four year representatives by individual

appointments. In April, the Transfer Center hosted 20 four-year schools at a college fair, providing students access to speak directly with the school representatives. Fontana Campus students also have the opportunity to visit four-year schools for free through the Transfer Center's robust campus visit program. A Transfer Center staff member visits the Fontana Campus twice per semester, on average, and provides classroom presentations upon request. The Transfer Center plans to host a transfer celebration ceremony in late April to honor students transferring to four-year.

Transcript evaluators contacted all students who applied to the California State University (CSU) who had indicated completion of an Associate Degree for transfer to remind them of the need to apply for graduation. That communication increased the number of students who applied for graduation.

USE OF RESULTS FOR PLANNING

Activities are assessed quantitatively or qualitatively with the responsible parties as a means of analysis and planning for future events/activities. These processes occur on an ongoing basis for continued improvement and currency. Ongoing data and information is supplied by the Office of Institutional Research to assess and reassess the activities and outcomes at the Fontana Campus. Dialogue is also maintained with the Office of Institutional Research to determine the necessary reports and information that is needed to plan effectively.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

March 29, 2018

Board Meeting Date

TOPIC GRANT DEVELOPMENT AND MANAGEMENT OFFICE MONITORING REPORT

Communication No. IV.D.2.c

SUPPORTS BOARD POLICY

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

ACTIVITIES THAT ADDRESS THE BOARD POLICY

2016-17 was an extremely productive year, as the GDM Office partnered with district staff, faculty and leadership to maximize opportunities to generate funding and further the growth and development of the College. During the 2016-17 fiscal period Chaffey College generated a total of \$12,687,649 in grant and contract awards. Of those awards, seven Competitive (NEW) grants were awarded totaling the amount of \$4,460,446. These included the following: Title III HSI STEM; CTE Data Unlocked; CCC Makerspace Startup Grant; America’s Promise; Prop 39 HVAC; TAACCCT; and an Upward Bound 3% Amendment.

In addition, Chaffey College generated a total of \$1,891,000 in Competitive (RENEWED) grants. A total of six awards were secured, including the following: Upward Bound 3% Amendment; Sector Navigator Grant Renewal – Advanced Manufacturing; Deputy Sector Navigator Renewal – Energy and Utilities; Enrollment Growth Associate Degree Nursing (RN) Retention Grant; Sector Navigator Augmentation; and Vocational Education and Training Services award.

Finally, Chaffey secured a total of (25) Contracts, Fee for service, and Formula Based awards. The total amount generated for this category was \$6,336,203. The following are just a portion of key awards and contracts received by the District: County of San Bernardino, Community College Work Study Program; Strong Workforce Program; and County of San Bernardino, Workforce Development Department Contract – Construction Trades.

MEANS OF ASSESSMENT

Grant-related board agenda items from July 2016 through June 2017 were identified. Governing board agenda items provided pertinent background information and budget implications for each grant opportunity. Governing board approved competitive grant opportunities are identified in the attachment.

SUMMARY OF EVIDENCE

The thirteen competitive and renewal grant opportunities approved by the Governing Board in the 2016-17 fiscal year generated a cumulative award amount of \$6,351,446.

USE OF RESULTS FOR PLANNING

The District is actively pursuing future grant opportunities. The District has hired a full-time Grant Development and Management Director to identify future federal, state, local, and private funding opportunities. The Grant Development and Management Director has identified a number of subscription services, search engines, and funding databases that enhance the District’s ability to identify funding sources and opportunities.

Submitted by:	<u>Jim Fillpot, Dean, Institutional Research, Policy and Grants</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018

Board Meeting Date

TOPIC **PUBLIC HEARING ON THE JOINT PROPOSAL/PRELIMINARY AGREEMENT OF THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 431 AND CHAFFEY COMMUNITY COLLEGE DISTRICT**

Communication No. IV.E.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

It is recommended that a public hearing be held on the joint proposal/preliminary agreement of the California School Employees Association (CSEA), Chapter 431 and the Chaffey Community College District.

BACKGROUND

As a result of the bargaining process between the district and the association, a joint proposal/preliminary agreement was reached and was ratified by the association. Section 3547 of the Government Code requires that the public be given an opportunity to express itself regarding the joint proposal/preliminary agreement at a public meeting of the public school employer. Copies of the proposed preliminary agreement will be available at the board meeting.

BUDGET IMPLICATIONS

Funding Source – Unrestricted fund or restricted funds, as appropriate

Status of Funds – Funds of \$1,277,446 for the current year estimated compensation are included in the 2017–18 unrestricted or restricted budgets, as appropriate.

Future Implications – The estimated cost of \$1,829,748 and \$1,693,715 for years 2018–19 and 2019–20 will be included in future year budgets.

RECOMMENDATION

It is recommended that a public hearing be held on the joint proposal/preliminary agreement of the California School Employees Association (CSEA), Chapter 431 and the Chaffey Community College District.

A proposal to adopt the joint agreement with the California School Employees Association (CSEA, Chapter 431 is Communication No. IV.E.1.b on the agenda.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018
Board Meeting Date

TOPIC **JOINT PROPOSAL/PRELIMINARY AGREEMENT OF THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 431 AND CHAFFEY COMMUNITY COLLEGE DISTRICT**

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

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

PROPOSAL

It is recommended that the Governing Board adopt the joint proposal/preliminary agreement of the California School Employees Association (CSEA), Chapter 431 and the Chaffey Community College District.

BACKGROUND

As a result of the bargaining process between the district and the association, a joint proposal/preliminary agreement was reached and was ratified by the association. Section 3547 of the Government Code requires that the public be given an opportunity to express itself regarding the joint proposal/preliminary agreement at a public meeting of the public school employer. Copies of the proposed preliminary agreement will be available at the board meeting.

BUDGET IMPLICATIONS

Funding Source – Unrestricted fund or restricted funds, as appropriate

Status of Funds – Funds of \$1,277,446 for the current year compensation are included in the 2017-18 unrestricted or restricted budgets, as appropriate.

Future Implications – The estimated cost of \$1,829,748 and \$1,693,715 for years 2018–19 and 2019–20 will be included in future year budgets.

RECOMMENDATION

It is recommended that the Governing Board adopt the joint proposal/preliminary agreement of the California School Employees Association (CSEA), Chapter 431 and the Chaffey Community College District.

Submitted by:	Susan Hardie, Director, Human Resources
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

March 29, 2018

Board Meeting Date

TOPIC APPROVAL OF MINUTES, FEBRUARY 22, 2018

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the February 22, 2018, regular meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the February 22, 2018, regular board meeting.

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

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

A regular meeting of the Chaffey Community College District Governing Board was held on Thursday, February 22, 2018, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President Brugger called the meeting to order at 2:05 p.m.

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

Members absent: Mr. McDougal

CLOSED SESSION

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

The Board convened in closed session at 2:05 p.m. Closed session was adjourned at 3:26 p.m.

STUDY SESSION

A study session commenced on the following topic:

Career Technical Education Monitoring Report – Joy Haerens, dean, business and applied technology and economic development, presented on Career Technical Education including the following: 138 CTE program offerings at Chaffey, 21.5% of total FTES generated by CTE, 74.3% of CTE students are economically disadvantaged, success and retention rates, Career Transitions Program and articulation agreements, CTE programs in all schools and at all three campuses and online, CTE program outcomes, core indicator performance, top five CTE programs, Paralegal Studies Annual Legal Night, and auto technology program received additional hybrid vehicles. Ms. Haerens explained that CTE courses are designed to help students find jobs, keep jobs and for upward mobility. She stated that students who earn certificates get jobs, often higher paying than those who graduate from four-year colleges.

Dean Haerens mentioned that instructors Elmano Alves and Sherm Taylor are well known all over the state and are often asked to write curriculum. She further reported that Chaffey's EMT program is number one in the western region and number four in the nation.

President Brugger congratulated Dean Haerens on the fabulous report and expressed her pleasure that Chaffey College is on the cutting edge of CTE.

Dr. Shannon asked about the Legal Week event and Dean Haerens responded that it is scheduled in April and that she would let the Board know the exact date.

REGULAR SESSION

The regular session reconvened at 3:48 p.m., and Hope Ell, executive assistant, led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

Professor Neil Watkins explained that he is a tri-chair for the newly formed Undocumented Advocates Committee, whose goals are to develop and maintain a college-wide coherent strategy for supporting AB540 DACA undocumented students and to provide a visible and active undocumented ally presence to foster a welcoming environment for all DACA students and their families. He stated that he looks forward to working with the Board and the executive team to support those students who are targeted. He stated that one year ago the Board resolved that the college would work to support its diverse student population by providing a space for their meetings and resources and to feel more connected to the College. Mr. Watkins thanked the Board and administration for identifying a space on campus for a multicultural resource center and for meeting with students to identify what is needed for this space. It is their goal to open this center before April 2018. He stated that with DACA expiring March 5, although there is an injunction in place, our students are worried about their futures and their families, and asked that everyone be dedicated allies.

Student Moises Rosales shared a personal story about a pair of prescription glasses and thanked the Leadership Team for contributing to the cost of buying a new pair. He stated that the students will make the space identified for the multicultural resource center work, and thanked Dr. Bishop.

Student Mayra Ramirez thanked the Board and the administration for the space for the multicultural resource center and stated that the students will prove that it is needed.

Student Erika Ortega thanked the Board for taking the steps to make a multicultural center on campus. She stated that the center will help students to pursue their educational path and that the space will be a relief amid the chaos.

Classified employee Kim Noseworthy addressed the Board regarding CSEA negotiations. She reread her comments from the January 25, 2018 meeting, asking about Dr. Shannon's employment status and whether the District's negotiating team was going with or against the District's directive. She requested the Board improve the culture of the college and the treatment of classified staff.

Edgar Pazmino stated he has been a student at Chaffey College since 1999 off and on. He stated that he had a disability which prevented him from learning and that the DPS program has helped him to improve. He gave thanks to Chaffey College for improving his life. He graduates this May with three degrees and a certificate and will be trilingual. He is president of the Cannabis Education Club, volunteers his time to DJ at Chaffey, and is also a student ambassador and represents Chaffey at the local high schools.

Professor Deanna Hernandez stated that she is also a part of the Undocumented Advocates Committee. She explained that this semester she has been visiting departments to discuss how they can show support and assist undocumented students. She believes there is miscommunication on campus and therefore, the *Go Green* event was started so students can see who supports them.

COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Contreras shared the following Chaffey College Student Governing (CCSG) activities: meeting with Assembly Member Freddie Rodriguez to exchange civic engagement ideas, Region IX meeting to discuss matters that impact students, gave away over 300 roses and candy to students to show appreciation, opened spring scholarships on February 16, special scholarship for students participating in 2018 commencement to purchase graduation package and outfit, spring election schedule, and a Black History month celebration.

Gary Ovitt highlighted the Chaffey College Board retreat in which the Board discussed its goals and aspirations; the Esperanza Scholarship Foundation Toyota Leadership dinner with Dr. Lieberman, President of the University of La Verne; the Chaffey College Dialogue with the Board meeting in which he was able to learn a lot about what is happening on campus; and the Chaffey College vs. LA Trade Tech basketball game in which Chaffey won by 30 points. Mr. Ovitt stated that he is pleased with the amount of scholarships that the Foundation awards to students.

Other meetings and events Mr. Ovitt attended include: Chaffey Joint Union High School District Honor Band concert, Etiwanda High School vs. Chino Hills basketball game, West End YMCA Board meeting, Children's Fund Development meeting, Soroptimist International yard sale, Esperanza Scholarship Foundation

Board meeting, Promise Scholars Board meeting, Ontario-Chaffey Community Show Band production meeting, Ontario-Chaffey Community Show Band concert, Chaffey College solar project ribbon cutting ceremony, Chaffey High School Alumni Association Board meeting, and the Children's Fund Executive Committee meeting.

President Brugger announced that Mr. McDougal was out due to hip replacement surgery. She reported that he is doing well.

Trustee Katie Roberts reported that she has no report and will submit it later.

Vice President Gloria Negrete McLeod mentioned she attended the Board study session and the solar ribbon cutting.

Board President Kathy Brugger announced that she and Clerk Gary Ovitt were present at the Board Dialogue meeting and that she believes we are the only community college that provides this opportunity and that everyone is represented; she attended the annual Manufacturing Summit with representatives from the state and federal levels, and she encouraged Board members from the local high schools to attend; she attended the solar panel ribbon cutting and thanked Vice President Melanie Siddiqi for her coordination of the project and stated that the College would be reducing its carbon footprint because of this technology; she met with Dr. Shannon to review the February Board agenda; and that after today's Governing Board meeting, she will be attending the Rancho Cucamonga State of the City event.

Ms. Brugger announced that she took out papers to run for election to the Chaffey College Governing Board, and that Ms. Roberts did also.

LEGISLATIVE UPDATE

Lorena Corona, manager of governmental relations, reported that February 16 was the deadline to introduce bills to the state legislature; the Chancellor's Office and CCLC are tracking 130 bills. The themes that she's seeing are very broad including: mental health of students, student ID cards with the number of the Suicide Prevention hotline on the back, DMV data sharing, and a bill requiring a resource center liaison which was vetoed by the Governor.

On the federal level, she met with Congresswoman Norma Torres as part of the Immigration Advisory Committee regarding immigration reform.

Ms. Corona announced that Chaffey student Moises Rosales is an intern with Congressman Aguilar's office.

Ms. Corona offered to track any bills of interest to the Board or to arrange meetings with legislators.

PRESENTATIONS

There were no presentations at the February 22, 2018, meeting.

FOUNDATION

Lisa Nashua, executive director of the Foundation and governmental relations, distributed an update regarding foundation and alumni relations activities. She highlighted the following: Alumni of the Year/Athletic Hall of Fame event, Grad Fest, Alumni Advisory Board, endowment challenge, Foundation scholarships, save the date for the Foundation golf tournament on June 25 at the Glendora Country Club, private foundation gifts and community partnerships. Ms. Nashua expressed her thanks to everyone who has volunteered their time to review scholarship applications. She stated that over 50 people volunteered this year, and mentioned that the more people who are involved, the more will learn how wonderful our Chaffey students are.

Ms. Nashua announced the alumni of the year honorees and athletic hall of fame inductees: Dimple Tansen Ajmera; Timothy Arner; Javier Ramirez; Ruben Ayala, Jr.; Michael Jackson and Sheldon Pace.

Trustee Ovitt questioned Sheldon Pace serving as team captain all four years he attended Chaffey College. He stated that this is not possible. Ms. Nashua responded that she will look into it.

Ms. Nashua announced that Bernards' Builders will be the Title Sponsor for the golf tournament this year.

REPORTS

CLOSED SESSION ACTIONS

Board Secretary Henry Shannon announced that the Board took action in closed personnel session this evening to approve the following by a unanimous (4:0) vote.

Employment of:

- Tania Mejico to the position of administrative assistant II, health sciences, 1.0 FTE, 12 months, range 17, step B of the CSEA salary schedule, effective March 1, 2018.
- Silvia Valverde to the position of administrative assistant II, social & behavioral sciences, 1.0 FTE, 12 months, range 17, step A of the CSEA salary schedule, effective March 1, 2018.
- Soliman Eid to the position of campus police officer, 1.0 FTE, 12 months, range 23, step A of the CSEA salary schedule, effective March 1, 2018.
- Matthew Solis to the position of instructional assistant III, chemistry, 1.0 FTE, 12 months, range 13, step A of the CSEA salary schedule, effective March 1, 2018.
- Crystal Tettenhorst to the position of instructional assistant III, chemistry, 1.0 FTE, 12 months, range 13, step A of the CSEA salary schedule, effective March 1, 2018.
- Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.

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

Appointment of:

Linda Lamp to the temporary, unclassified, professional expert position of director, grant effective March 1, 2018, through June 30, 2018, under the terms and conditions of the employment agreement.

The Governing Board approved the revised educational services coordinator assignments for the 2017–18 academic year. (This list has been made part of the minutes of this meeting.)

The Governing Board approved a reduced workload assignment for Mary Jane Ross, instructional specialist, from 1.00 FTE to .90 FTE for the 2018–19 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.

The Governing Board approved a reduced workload assignment for Bruce Osburn, instructor, automotive technology, from 1.00 FTE to .50 FTE for the 2018–19 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.

The Governing Board approved a reduced workload assignment for Robin Ikeda, instructor, biological science, from 1.00 FTE to .76 FTE for the 2018–19 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.

The Governing Board approved a reduced workload assignment for Cynthia Parker, instructor, economics, from 1.00 FTE to .80 FTE for the 2018–19 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.

The Governing Board approved a reduced workload assignment for Catherine Bacus, instructor, gerontology, from 1.00 FTE to .60 FTE for the 2018–19 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.

The Governing Board approved a reduced workload assignment for Wafa Yazigi, instructor, mathematics, from 1.00 FTE to .667 FTE for the 2018–19 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.

The Governing Board approved a reduced workload assignment for Lynn Breegle, instructor, pharmacy technician, from 1.00 FTE to .90 FTE for the 2018–19 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.

The Governing Board approved a sabbatical leave request for Rachel Hanna, instructor, Spanish, for the spring 2019 semester.

The Governing Board approved a sabbatical leave request for Paula Snyder, instructor, sociology, for the spring 2019 semester.

The Governing Board approved a sabbatical leave request for Charles Williams, instructor, English, for the spring 2019 semester.

The Governing Board approved the temporary increase in assignments of the .475 contract employees in the Bookstore to work a maximum of eight hours per day for no more than twenty consecutive days and for a period that will not exceed seventy-five days during the 2017–18 fiscal year.

The Governing Board approved the temporary increase in assignments of the .475 contract employees in the visual and performing arts department to work a maximum of eight hours per day for no more than twenty consecutive days and for a period that will not exceed seventy-five days during the 2017–18 fiscal year.

The Governing Board confirmed regular status with the district for Maria Beck, counselor.

The Governing Board confirmed regular status with the district for Fabiola Espitia, counselor, guiding panthers to success.

The Governing Board confirmed regular status with the district for Charles Prattella, counselor, guiding panthers to success.

The Governing Board confirmed regular status with the district for Patricia Powell, counselor, disability programs and services.

The Governing Board confirmed regular status with the district for Robert Price, instructor, administration of justice.

The Governing Board confirmed regular status with the district for Jin Liu, instructor, Chinese.

The Governing Board confirmed regular status with the district for Carrie Veazey, instructor, communication studies.

The Governing Board confirmed regular status with the district for David Rentz, instructor, music.

The Governing Board confirmed regular status with the district for Mark Padilla, instructor, physics.

The Governing Board confirmed regular status with the district for Mellanie Reeve, reference librarian.

MONITORING

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

Board Partnership Report

Career Technical Education Monitoring Report

Quarterly Investment Report

PUBLIC HEARING

The District requested that items 4.E.1a and b – Public Hearing Joint Proposal/Preliminary Agreement of the California School Employees Association (CSEA), Chapter 431 and Chaffey Community College District be pulled from the agenda and brought back at a future date.

CONSENT AGENDA

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

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

Nays: None

Absent: Mr. McDougal

Through this action, the following were approved (2018-2019 Board Meeting Dates through Reject Claim for Damages).

GOVERNANCE PROCESS

The Governing Board approved the list of regular meeting dates of the Governing Board for the 2018-2019 academic year.

The minutes of the January 25, 2018, regular board meeting were approved as presented.

The Governing Board approved the Order of Election and Specifications of the Election Order for the election of Governing Board members to be held June 5, 2018.

ACADEMIC AFFAIRS

The Governing Board approved 17 new courses, 38 course modifications, 18 distance education courses, one course reactivation, nine course deactivations, one new program of study, 15 program of study modifications, and one program of study deactivation for the *Chaffey College 2018-2019 Catalog*.

BUSINESS/FISCAL AFFAIRS

The Governing Board approved the contract between Carnegie Foundation for the Advancement of Teaching, WestEd and Chaffey College for the Higher Aims Improvement Network Grant in the amount of \$25,000 for the period of September 28, 2017 through June 30, 2020.

The Governing Board approved the Sub-award Agreement between Chaffey College and University of California, Los Angeles for the 2017-2018 year in the amount of \$44,731.

The Governing Board approved the revised district authorized signature list to be effective February 22, 2018.

HUMAN RESOURCES

The Governing Board rejected the claim for damages identified as claim number 1975873JS.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

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

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

Nays: None

Absent: Mr. McDougal

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, provided his report which included the following: GPS Centers featured in the *Report on Academic Advising and Student Engagement*, Florida high school shooting, solar panel ribbon cutting event, 7th Annual Manufacturers' Summit, and updates from the office of instruction and student services.

Dr. Shannon thanked Associate Superintendent Lisa Bailey, Steve Lux, Darryl Seube, and Chief Frank Montanez and campus police for keeping us safe

at all three campuses. He also thanked everyone involved in the solar panel ribbon cutting event, especially Melanie Siddiqi and Alisha Rosas.

Dr. Shannon stated for the record that the District only uses community college data for CSEA salary comparisons.

Faculty Senate President Ardon Alger highlighted faculty members Marc Meyer, Anthropology Professor; John Machado, Art History Professor; Elizabeth Cannis, Danielle Graham, Shannon Jessen, Megan Keebler, Garrett Kenehan, Esther Leano, Kenneth Lindleaf, RoseAnn Osmanian, Grace Reotutar, Athalie Sapp, Hannah Seidler, Robin Witt, John Fay; Elaine Martinez, Kinesiology Professor; Stan Hunter, Ceramics Professor; Carol Williams, Adjunct Business and Office Technologies Professor; Mark McKnight, Adjunct Photography Professor; and Andrew Thompson, Adjunct Art Professor. Mr. Alger also mentioned the Undocumented Advocates Committee's *Go Green* campaign in support of Dreamer, AB540 and undocumented students.

On behalf of Classified Senate President Anita Fletcher, Hope Ell, confidential senator, highlighted classified employee Monique Alston.

CSEA representative German Paez reported that he will be taking over for Monica Han, CSEA President, for a few months. Mr. Paez stated that they have reached a tentative agreement during their contract negotiations which is currently going through the internal process for verification, and that CSEA will schedule meetings to ratify the agreement before bringing it to the Board for approval.

CCFA President Jonathon Ausubel reported that four Chaffey faculty members attended the Community College Association winter conference which was a glorious success. He mentioned that at the conference, two members of Chaffey's Behavioral Intervention Team (BIT), Patricia Powell and Nicole Barbari, presented on the formation of BIT. He commented that Chaffey College is pretty far ahead of other community colleges in this endeavor.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

President Brugger thanked Ms. Vanessa Thomas and Ms. Sandra Sisco with whom she spoke at the Manufacturing Summit.

Dr. Shannon thanked Dean Fillpot and his staff for the Board Partnership Report which is unique to Chaffey College.

ADJOURNMENT

The meeting was adjourned at 4:48 p.m.

The next regular meeting of the Chaffey Community College District Governing Board will be Thursday, March 29, 2018 at the Fontana City Council Chambers.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018

Board Meeting Date

TOPIC APPROVAL OF MINUTES, JANUARY 26, 2018 SPECIAL MEETING

Communication No. IV.F.1.b

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 January 26, 2018, special meeting.

BACKGROUND

It is the practice of the board to approve the minutes of board meeting(s). 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 January 26, 2018, special board meeting.

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

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

A special meeting of the Chaffey Community College District Governing Board was held on Friday, January 26, 2018, in the conference room of the Information Services Building, Board President Brugger called the meeting to order at 11:30 a.m.

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

Members absent: Ms. Contreras (Advisory)

PUBLIC COMMENTS

There were no comments made.

ACTION AGENDA

Governance Process

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

The Governing Board received Board Policy 2100 for second reading and adoption.

ADJOURNMENT

The meeting was adjourned at 11:31 a.m.

The next regular meeting of the Chaffey Community College District Governing Board will be February 22, 2018.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018
Board Meeting Date

TOPIC **CALIFORNIA COMMUNITY COLLEGE TRUSTEES BOARD OF DIRECTORS ELECTION – 2018**

Communication No. IV.F.1.c

SUPPORTS BOARD POLICY

N/A

PROPOSAL

To vote for five seats up for re-election on the California Community College Trustees (CCCT) Board of Directors.

BACKGROUND

The election of members to the CCCT board of the Community College League of California will take place between March 10 and April 25. Each member community college district has one vote for each of the five seats up for re-election on the CCCT board. A Governing Board committee, comprised of Gloria McLeod and Lee McDougal, was formed to make recommendations to the Board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board cast a vote for five seats up for re-election on the CCCT Board of Directors.

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

**CCCT 2018 BOARD
OFFICIAL BALLOT**

Vote for no more than five (5) by checking the boxes next to the names.

NOMINATED CANDIDATES

List order based on Secretary of State's February 9, 2018 random drawing.

- *Ann Ransford, Glendale CCD
- Eric Payne, State Center CCD
- Greg Pensa, Allan Hancock CCD
- Greg Bonaccorsi, Ohlone CCD
- *Brent Hastey, Yuba CCD
- *Don Edgar, Sonoma County CCD
- Suzanne Woods, Palo Verde CCD

* Incumbent

WRITE-IN CANDIDATES

Type each qualified trustee's name and district on the lines provided below.

Board Secretary and Board President or Board Vice President must sign below:

This ballot reflects the action of the board of trustees cast in accordance with local board policy.

District: _____

Secretary of the Board

President or Vice President of the Board

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018
Board Meeting Date

TOPIC RESOLUTION – COMPENSATION FOR TRUSTEE WHEN ABSENT

Communication No. IV.F.1.d

SUPPORTS BOARD ENDS STATEMENT/POLICY

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

PROPOSAL

To adopt the attached resolution to compensate Lee McDougal, governing board member, for the February 22, 2018, meeting from which he was absent.

BACKGROUND

Mr. McDougal was absent on February 22, 2018, due to recuperation from surgery.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund

Status of Funds – Funding for board member compensation is in the appropriate fund and is included in the 2017–2018 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board adopt the attached resolution to compensate Lee McDougal, Governing Board member, for the February 22, 2018, meeting from which he was absent.

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

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

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

WHEREAS, on February 22, 2018, Lee C. McDougal, governing board member, was absent due to recuperation from surgery; and

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

WHEREAS there was one meeting in the month of February;

NOW THEREFORE BE IT RESOLVED THAT the Governing Board of the Chaffey Community College District does hereby find that at the time of the scheduled meeting of the Governing Board February 22, 2018, Lee C. McDougal, governing board member, was absent while he recuperated from a recent surgery, and, as such, is entitled to receive compensation of \$400.00 for that meeting.

Ayes:
Nays:
Abstain:
Absent:

As secretary of the Governing Board of the Chaffey Community College District of San Bernardino County, California, I hereby certify that the above and foregoing resolution was duly adopted by the board at a regular meeting thereof on the 29th day of March, 2018, and passed by a majority of said board.

IN WITNESS WHEREOF, I have hereunto set my hand this 29th day of March, 2018.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018
Board Meeting Date

TOPIC **CURRICULUM**

Communication No. IV.F.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve 12 new courses, 15 course modifications, 4 distance education courses, and 3 new programs of study for the *Chaffey College 2018-2019 Catalog*, as recommended by the Faculty Senate, the college Curriculum Committee, and the Associate Superintendent of Instruction and Institutional Effectiveness.

BACKGROUND

AB 1725 and Section 53200(c) of Title 5 define the role of the Faculty Senate in assuming primary responsibility for making recommendations in the areas of curriculum and academic standards. The Curriculum Committee has reviewed the attached new courses, course modifications, distance education courses, and new programs of study, which are not currently in the college curriculum. As a result of deliberations, the college Curriculum Committee, the Faculty Senate, and the Associate Superintendent of Instruction and Institutional Effectiveness are recommending 12 new courses, 15 course modifications, 4 distance education courses, and 3 new programs of study for approval by the Governing Board.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board approve 12 new courses, 15 course modifications, 4 distance education courses, and 3 new programs of study for the *Chaffey College 2018-2019 Catalog*.

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

**Curriculum
2017-2018**

New Courses

	Discipline	Course ID	TOP Code	Title	Units
1.	Hospitality Management	HOTFS-450	1307.00	Principles of Public Events and Convention Management	3
2.	Hospitality Management	HOTFS-451	1307.00	Social Events and Private Event Management	3
3.	Hospitality Management	HOTFS-452	1307.00	Event Sales, Marketing and Financial Management	3
4.	Heating, Ventilation, Air Conditioning and Refrigeration	HVAC-600	0946.00	Introduction to Heating Ventilation and Air Conditioning	0
5.	Heating, Ventilation, Air Conditioning and Refrigeration	HVAC-601	0946.00	HVAC Piping Practices	0
6.	Heating, Ventilation, Air Conditioning and Refrigeration	HVAC-602	0946.00	HVAC Electrical Systems	0
7.	Heating, Ventilation, Air Conditioning and Refrigeration	HVAC-603	0946.00	Environmental Protection Agency Certification	0
8.	Heating, Ventilation, Air Conditioning and Refrigeration	HVAC-604	0946.00	HVAC Compressors and Refrigerants	0
9.	Heating, Ventilation, Air Conditioning and Refrigeration	HVAC-605	0946.00	HVAC Metering Devices, Heat Pumps and Basic Maintenance	0
10.	Mathematics	MATH-450	1701.00	Intermediate Algebra: A Critical Thinking Approach	5
11.	Photography	PHOTO-475	1012.00	Laboratory Practice in Photography	1
12.	Photography	PHOTO-677	1011.00	Workforce Preparation in Photography	0

Courses – Modifications

	Discipline	Course ID	TOP Code	Title	Units
1.	Chemistry	CHEM-12	1905.00	Elementary Organic and Biochemistry	4
2.	Chemistry	CHEM-24B	1905.00	General Chemistry II	5
3.	Chemistry	CHEM-70	1905.00	Quantitative Analysis	4
4.	Chemistry	CHEM-75A	1905.00	Organic Chemistry I	5
5.	Chemistry	CHEM-75B	1905.00	Organic Chemistry II	5
6.	Emergency Medical Technician	EMT-411	1250.00	Emergency Medical Technician	7
7.	Homeland National Security	HNS-10 (Formerly known HNS-400)	2105.30	Introduction to Homeland Security	3
8.	Homeland National Security	HNS-11 (Formerly known HNS-401)	2105.30	Intelligence Analysis and Security Management	3
9.	Homeland National Security	HNS-12 (Formerly	2105.30	Transportation and Border Security	3

		known HNS-402)			
10.	Hospitality Management: Food Service	HOTFS-14	1307.10	Quantity Food Production Management	3
11.	Interior Design	ID-10	1302.00	Introduction to Interior Design	3
12.	Interior Design	ID-11	1302.00	History of Architecture and Interiors I	3
13.	Photography	PHOTO-50	1012.00	Introduction to Color Photography	4
14.	Theatre	THEATRE-36	1006.00	Stage Management	3
15.	Theatre	THEATRE-42	1006.00	Theatrical Makeup	3

Courses – Distance Education

	Discipline	Course ID	TOP Code	Title	Units
1.	Homeland National Security	HNS-10	2105.30	Introduction to Homeland Security	3
2.	Homeland National Security	HNS-11	2105.30	Intelligence Analysis and Security Management	3
3.	Homeland National Security	HNS-12	2105.30	Transportation and Border Security	3
4.	Interior Design	ID-10	1302.00	Introduction to Interior Design	3

Programs of Study –New Programs

	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Aviation Maintenance Technology	Certificate of Achievement	0950.00	Aircraft Electrical and Avionics Technician	45
2.	Hospitality Management	Certificate of Achievement	1307.00	Event Planning	25
3.	Heating, Ventilation, Air Conditioning and Refrigeration	Certificate of Competency	0946.00	Heating, Ventilation, Air Conditioning and Refrigeration Level 1	0

March 2018 Curriculum Board Report

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018

Board Meeting Date

TOPIC 2017-2018 QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) COUNTY GRANT (CSPP)

Communication No. IV.F.3.a

SUPPORTS BOARD POLICY

Board Policy 1200 (Institutional Mission) – Chaffey College inspires hope and success by improving lives and our community in a dynamic, supportive, and engaging environment of educational excellence where our diverse students learn and benefit from foundation, career, and transfer programs.

Board Policy 3225 (Institutional Effectiveness) – The Board is committed to developing goals that measure the ongoing condition of the District’s operational environment. The Board regularly assesses the District’s institutional effectiveness through goals that address (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; (4) programmatic compliance with state and federal guidelines.

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 Quality Start San Bernardino QRIS (CSPP) grant in an amount not to exceed \$15,000 for the period of March 1, 2018 through June 30, 2018.

BACKGROUND

The statewide QRIS system creates a common definition of quality, uses a system of rating and assessments to help evaluate a provider’s current level of quality and coordinates support and professional development to build on programs’ strengths and improve quality. A Site Portfolio is completed by the site administrator. A Quality Start San Bernardino (QSSB) coach (from Child Care Resource Center-CCRC) will offer assistance with gathering all necessary documentation and uploading it into Vertical Change.

BUDGET IMPLICATIONS

Funding Source – Quality Start San Bernardino County

Status of Funds – The 2017-2018 restricted Child Development Center fund budget will be increased by \$15,000 for this grant as indicated below:

48xxx	Income	<u>\$15,000</u>
54xxx	Supplies	\$10,000
56xxx	Capital Outlay	<u>5,000</u>
	Total	<u>\$15,000</u>

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the Quality Start San Bernardino QRIS (CSPP) grant in an amount not to exceed \$15,000 for the period of March 1, 2018 through June 30, 2018.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018
 Board Meeting Date

TOPIC **BUDGET CHANGES – RESTRICTED GENERAL FUND**

Communication No. IV.F.3.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the budget increase of \$487,968 to the 2017-2018 restricted general fund budget for the district's Full-Time Student Success Grant (FTSSG), Basic Skills, Board Financial Assistance Program (BFAP) and Strong Workforce allocations.

BACKGROUND

The adopted restricted budgets for the FTSSG, Basic Skills, BFAP and Strong Workforce programs were based on an estimated advance allocation. Per notification from the Chancellor's Office, the actual allocations have increased by \$487,968.

Program	Current Budgeted Allocation	Adjustments	Revised Allocation
Basic Skills	\$ 545,667	\$174,749	\$ 720,416
BFAP	723,308	(4,110)	719,198
FTSSG	743,692	83,808	827,500
Strong Workforce	<u>2,174,521</u>	<u>233,521</u>	<u>2,408,042</u>
Total	\$ 4,187,188	\$487,968	\$4,675,156

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor's Office.

Status of Funds – The 2017-2018 restricted general fund budget will be increased as indicated below for these programs:

48xxx	Income	<u>\$487,968</u>
51xxx	Academic Salaries	\$ 74,217
52xxx	Classified Salaries	79,793
53xxx	Benefits	20,739
55xxx	Other Services	229,411
57xxx	Student Aid	<u>83,808</u>
	Total	<u>\$487,968</u>

Future Implications – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$487,968 to the 2017-2018 restricted general fund budget for the district's Full-Time Student Success Grant (FTSSG), Basic Skills, Board Financial Assistance Program (BFAP) and Strong Workforce allocations.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018
Board Meeting Date

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

Communication No. IV.F.3.c

SUPPORTS BOARD POLICIES

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

PROPOSAL

To adopt attached Resolution 32918, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

BACKGROUND

The Chaffey Community College District is owner of the electronic equipment and miscellaneous materials listed on Exhibit A, attached to the resolution. The listed items have exceeded their useful life and are no longer suitable for district purposes and may be disposed of through auction sale.

Pursuant to California Education Code Section 81450 et seq., the resolution must be adopted by majority vote of those members present to be valid.

In accordance with the district's Governing Board Policy 6550 and California Education Code Section 81450 et seq., Resolution 32918 delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the listed items and to execute all documents in connection therewith, subject to the terms and conditions of the resolution.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board adopt Resolution 32918, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

Attachment: Resolution 32918

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

RESOLUTION NO. 32918

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED by the Governing Board of the Chaffey Community College District at Rancho Cucamonga, California, this 29th day of March, 2018, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

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

Gary C. Ovitt
Clerk, Governing Board

EXHIBIT A

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

BOARD MEETING DATE: MARCH 29, 2018

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
1	Utility Cart, 1996 EZ-GO	976827 (20110132)
94	Computer, OptiPlex 790	B57MPS1 (134764), B5XNPS1 (134704), B5BMPS1 (134769), B5YNPS1 (134701), B5FMPS1 (134774), B54NPS1 (134773), B56MPS1 (134779), B5DMPS1 (134780), B5GHPS1 (134770), B56NPS1 (134766), B61KPS1 (134705), B5THPS1 (134708), B5HHPS1 (134771), B59LPS1 (134778), B5MPPS1 (134702), B4ZNPS1 (134775), B52KPS1 (134776), B61NPS1 (134710), B59JSP1 (134768), B59MPS1 (134777), B60KPS1 (134700), B5VKPS1 (134709), B51NPS1 (134732), B55MPS1 (134718), B5WJPS1 (134740), B5PKPS1 (134743), B5TKPS1 (134735), B49MPS1 (134607), FS3LFX1 (135567), B5PHPS1 (134738), B57LPS1 (134719), B4BJPS1 (134606), GGXJG11 (133872), B4HLPS1 (134612), B45NPS1 (134610), B4FKPS1 (134614), FRCKFX1 (135712), B49JPS1 (134615), B4GKPS1 (134604), B5NHPS1 (134747), B46MPS1 (134616), B5ZJPS1 (134736), B4FLPS1 (134618), B5YJPS1 (N/A), B5QJPS1 (134741), B44NPS1 (134611), B60LPS1 (134734), B44MPS1 (134605), B4BMPS1 (134608), B48MPS1 (134609), B5VNPS1 (134717), B5VHPS1 (134745), B4KKPS1 (134613), B54LPS1 (134753), B5CMPS1 (134733), B4BLPS1 (134619), B5RKPS1 (134737), DXY00R1 (134053), DY420R1 (134044), DY720R1 (134066), DY5YZQ1 (134069), DXYXZQ1 (134054), DXYYZQ1 (134042), DY620R1 (134065), DXXZZQ1 (134058), DXXVZQ1 (134059), DY6YZQ1 (134074), DXZXQ1 (134064), DY2XZQ1 (134046), DXZWZQ1 (134062), DXWZZQ1 (134055), DXZ00R1 (134051), DXZYZQ1 (134051), DY000R1 (134072), DY7YZQ1 (134043), DY2YZQ1 (134067), DY4XZQ1 (134049), DY0WZQ1 (134048), DY100R1 (134060), DXZ10R1 (134050), DY0XZQ1 (134061), DY320R1 (134052), DXXYZQ1 (134070), DY3XZQ1 (134071), DY010R1 (134068), DY1XZQ1 (134047), DY5XZQ1 (134063), DXX00R1 (134056), DY7XZQ1 (134073), DXXWZQ1 (134045), 9TBYHQ1 (133548), 5V82JQ1 (133632), B3MMPS1 (N/A), GG2GGQ1 (133878),

3	Computer, OptiPlex 7010	9PYTL02 (136429), 9PRYL02 (136421), FTGKX1 (135374),
3	Computer, OptiPlex 780	7NGZHM1 (132374), 3FXGGM1 (132282), 5PMV8P1 (132929)
4	Computer, OptiPlex 755	8GW9KH1 (126647), 9PFXFG1 (129428), IVJXFG1 (129413), 2GW9KH1 (126653)
2	Computer, OptiPlex 760	92K75L1 (132079), 72K7561 (132071),
1	Computer, OptiPlex 745	412L1C1 (126007)
19	Laptop, Dell Latitude	FCP2C31 (134417), 5C925Q1 (133714), 86SYLJ1 (130947), DVH5FN1 (132668), 9JG7QJ1 (126702), BH4MJ1 (130965), FS0T9K1 (134381), 9KZBCF1 (128600), JJ70DG1 (129599), BH70DG1 (129595), 3M7ODG1 (129589), BG70DG1 (129606), FD70DG1 (129574), 2WH5FN1 (132674), HVH5FN1 (132671), CSHWLJ1 (130941), 8WH5FN1 (132675), 3THWLJ1 (130938), 3WH5FN1 (132678)
1	Computer, Compaq CQ62	CNF0202BV3 (N/A)
1	Projector, CHI LCD	FOAO16029 (132386)
9	Pinter, HP LaserJet 4100N	USBNJ24743 (119584), USQA040820 (113193), USJNJ47327 (118971), USGNX44572 (123185), USJND14486 (118855), USLGD00813 (118800), USEA00227S (112758), USLGD0067 (118801), USJNG14658 (118817),
1	Printer, HP LaserJet 4050N	USQA040820 (113193)
2	MPS 112 Extron	A067DHS (131946), AOB74DTER22471 (133121)
1	Adjustable Wall Mount	N/A (132008)
1	Video Visualizer, Cannon	FNW7Q11 (119838)
7	Projector, Panasonic LCD	SD7320283 (127934), SC8320095 (129723), SD7320184 (127936), SD7320276 (127933), 5X8320081 (129722), SC8320041 (129724), SD7320124 (127932),
1	Printer, Dell	JQ5YZ61 (124329)
1	Printer, LaserJet 4350DTN	CNGXL26178 (126037)
1	Printer, Xerox Phaser 6250	PWCT567623 (123081)
1	Printer, LaserJet P4515	CNDY323314 (129884)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018
Board Meeting Date

TOPIC EMERGENCY REPAIR OF CENTRAL PLANT CLOSED WATER LOOP

Communication No. IV.F.3.d

SUPPORTS BOARD POLICIES

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

PROPOSAL

It is recommended that the Governing Board of the District ratify the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from Central Plant closed water loop leaks at five locations on the Rancho Cucamonga Campus, and the award of a contract to Southland Industries of Garden Grove, CA for repairs necessary to remediate the same for a total cost of \$465,080. The emergency repairs were conducted at the following locations:

1. West of Chemistry Building (Myrtle Drive 2 separate locations)
2. South of Chemistry Building
3. Southeast of Vocational and Student Support Building
4. North of Berz Excellence Building (east of pedestrian bridge)
5. North of Berz Excellence Building (west of pedestrian bridge)

BACKGROUND

On January 26, 2012, the Chaffey College Governing Board adopted Resolution 12612, delegating the authority to enter into emergency contracts to the superintendent/president, or his or her designee, according to Public Contract Code section 22050, which sets forth the emergency contracting procedures that the District must comply with. Pursuant to Public Contract Code sections 20654 and 22050, the District may waive statutory competitive bidding requirements in an emergency when any repairs, alterations, work, or improvement is necessary to any facility of the college, or to permit the continuance of existing college classes, or to avoid danger to life or property. When the superintendent/president chooses to take action in the event of an emergency, he must report why the emergency did not permit the delay caused by a bidding process and seek ratification of the decision by the Governing Board by four-fifths vote.

- Over the course of the past few years, the Governing Board has been provided updates (via memos and most recently via the Maintenance and Operations monitoring report presented to the Governing Board on September 21, 2017) related to current pipe conditions and failures of what appears to be a poorly installed and compromised underground closed loop water system. The underground system is connected to the Central Plant located at the Rancho Cucamonga Campus.
- The following forms of technology have been used over the past few years in an attempt to locate the purported underground leaks: thermographic aerial survey, ground penetrating radar, static pressure testing, acoustic survey and leak correlation, and trace gas testing of the existing underground hot water system campus-wide.
- Thus far, underground pipe leaks have only been discovered once they have surfaced and become visible, which has occurred at the following locations:
 - North of Theatre
 - North of Library
 - South of Language Arts Building
 - West of Central Plant (30 feet west of cooling towers)
 - West of Central Plant (near College Drive)
 - West of Chemistry Building (Myrtle Drive 2 separate locations)
 - South of Chemistry Building
 - Southeast of Vocational and Student Support Building
 - North of Berz Excellence Building (east of pedestrian bridge)

EMERGENCY REPAIR OF CENTRAL PLANT CLOSED WATER LOOP

March 29, 2018

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- North of Berz Excellence Building (west of pedestrian bridge)

Repairs for areas north of Theater, north of Library, south of Language Arts Building, west of Central Plant (30 feet west of cooling towers), and west of Central Plant (near College Drive) were completed previously under separate contracts.

- All of the discovered leaks have been treated as emergency repairs (health and safety) to ensure adequate heating and cooling was provided to office and classroom spaces, and also out of concern for the large amounts of water loss and potential for sink holes.
- All of the repairs have required special order replacement valves, pipe, and gaskets, which have had 4-6 week lead times, resulting in multiple responses by the piping contractor when parts or personnel became available. Required pipe modifications were made so active leaks were bypassed and water was restored and the Central Plant chiller and boiler systems were brought back into full-service. Additionally, repair timelines were extended to align with scheduled breaks in the academic calendar so that required shutdown(s) of Central Plant would not impact students, faculty, and staff.
- Piping contractors hired to make the recent repairs to the underground pipe have reported that the initial pipe installations (in their professional opinion) were not performed to industry standards, and pipe and valve failures are the unfortunate result. Piping contractors are concerned that the entire underground loop system is compromised and future and ongoing leaks are inevitable.

BUDGET IMPLICATIONS

Funding Source – Capital Projects Fund

Current Status of Funds – Funds of \$465,080 for this service are included in the 2017–2018 adopted capital projects fund budget.

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board, by a four-fifths vote, ratify the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from Central Plant closed water loop leaks at five locations on the Rancho Cucamonga Campus and the award of a contract to Southland Industries of Garden Grove, CA for repairs necessary to remediate the same for a total cost of \$465,080.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018
 Board Meeting Date

TOPIC MEASURE L CITIZENS' OVERSIGHT COMMITTEE MEMBERSHIP

Communication No. IV.F.3.e

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

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

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

Member	Residence	Occupation	Category	Term
Travis Alwin	San Bernardino	Student/Chaffey College	Member	1
Ed Cook	Montclair	Public Service and Business Owner	Member	2
Fran Givens	Fontana	Senior Advisory	Member	2
Jamie Harwood	Chino	Business Organization	Member	2
Vacant		Taxpayer's Organization		
Loren E. Sanchez	Upland	Advisory/Foundation	Member	2
Aaron T. Skeers	Rancho Cucamonga	Business Organization	Member	2
Ester Vargas Pipersky	Montclair	Public Service	Member	2

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

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

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

AGENDA ITEM Chaffey Community College District GOVERNING BOARD

March 29, 2018
Board Meeting Date

TOPIC **MEMORANDUM OF UNDERSTANDING BETWEEN THE CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT AND MEMBERS OF THE WEST END CORRIDOR, CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM – 2017-2018 ALLOCATION INCREASE**

Communication No. IV.F.3.f

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the budget increase for the third year of the West End Corridor, Regional Adult Education Consortium allocation in the amount of \$200,000.

BACKGROUND

On January, 18, 2018, Chaffey College received a revised allocation schedule from the West End Corridor, Regional Adult End Corridor Consortium. This allocation schedule included the \$400,000 that was initially proposed in the 2015-2018 MOU between Chaffey College and the Chaffey Regional Adult Education Consortium, which was approved by the Governing Board on December 15, 2015, and has since been received by Chaffey College. The revised allocation schedule added another \$200,000 for the 2017/2018 fiscal year, resulting in a total budget of \$600,000 for the 2015-2018 MOU.

BUDGET IMPLICATIONS

Funding Source –California Community Colleges Chancellor's Office administered by Chaffey Joint Union High School District.

Status of Funds – The 2017-2018 restricted general fund budget will be increased by \$200,000 for this program as indicated below:

48xxx	Income	<u>\$200,000</u>
52xxx	Classified Salaries	\$128,952
53xxx	Benefits	56,635
55xxx	Other Services.	<u>14,413</u>
	Total	<u>\$200,000</u>

Future Implications – These additional funds will contribute to continuing the employment of the Director of Adult Education and High School Partnerships, the Administrative Assistant II for the office of Adult Education and High School Partnerships, as well as Adult Education Block Grant programming.

MEMORANDUM OF UNDERSTANDING BETWEEN THE CHAFFEY JOINT UNION HIGH SCHOOL DISTRICT AND MEMBERS OF THE WEST END CORRIDOR, CHAFFEY REGIONAL ADULT EDUCATION CONSORTIUM – 2017-2018 ALLOCATION INCREASE

March 29, 2018

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RECOMMENDATION

It is recommended that the Governing Board approve the budget increase for the third year of the West End Corridor, Regional Adult Education Consortium allocation in the amount of \$200,000.

Prepared by:	Matthew Morin, Director of Adult Education and High School Partnerships <u>Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness</u>
Submitted by:	<u>Jim Fillpot, Dean, Institutional Research, Policy and Grants</u>
Reviewed by:	<u>Lisa Bailey, Associate Superintendent, Business Services and Economic Development</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>

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

March 29, 2018

Board Meeting Date

TOPIC PROPOSITION 39 CLEAN ENERGY WORKFORCE PROGRAM MINI-GRANT AGREEMENT

Communication No. IV.F.3.g

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the agreement between the Grossmont-Cuyamaca Community College District Auxiliary Organization and Chaffey Community College District for the Prop 39 Clean Energy Workforce Program Mini-Grant for HVAC Levels 3-4/Standard 180 in the amount of \$100,000.

BACKGROUND

Chaffey College will implement the HVAC Levels 3 – 4/Standard 180 project and will recruit and train young adults, veterans, unemployed, underemployed, incumbent workers, and non-traditional learners for high wage, advanced occupations in HVAC and building automation. This project will refine Level 3 – 4 HVAC curriculum through participation in the Southern California HVACR Collaborative. Additionally, this project will procure Standard 180-related Economizer training curriculum and proposes to partner with College of the Desert to utilize its Economizer equipment to offer this highly-desired industry credential.

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office through Grossmont-Cuyamaca Community College District Auxiliary Organization

Status of Funds – The 2017-2018 restricted general fund budget will be increased by \$100,000 for this grant as indicated below:

48xxx	Income	<u>\$100,000</u>
52xxx	Classified Salaries	\$13,936
53xxx	Benefits	7,232
54xxx	Supplies	52,332
55xxx	Other Services	<u>26,500</u>
	Total	<u>\$100,000</u>

Future Implications – None

PROPOSITION 39 CLEAN ENERGY WORKFORCE PROGRAM

March 29, 2018

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RECOMMENDATION

It is recommended that the Governing Board approve the agreement between Grossmont-Cuyamaca Community College District Auxiliary Organization and Chaffey Community College District for the Prop 39 Clean Energy Workforce Program Mini-Grant for HVAC Levels 3-4/Standard 180 in the amount of \$100,000.

Prepared by:	Sandra Sisco, Director, Economic Development Joy Haerens, Dean Business and Applied Technology/Economic Development
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

March 29, 2018
Board Meeting Date

TOPIC INTERJURISDICTIONAL EXCHANGE AGREEMENT

Communication No. IV.F.4.a

SUPPORTS BOARD POLICY

Board Policy 7150, Evaluation and Professional Growth: The Superintendent/President shall provide professional development opportunities, consistent with the institutional mission and based on identified teaching and learning needs for administrators, faculty, and classified staff.

PROPOSAL

To enter into an interjurisdictional exchange (“IJE”) agreement with the Chancellor’s Office of the California Community Colleges for the period of May 1, 2018 through June 30, 2018. The purpose of the IJE is to transfer Robert Rundquist, interim dean, kinesiology, nutrition and athletics/success centers and library, to the Chancellor’s Office on a full-time basis to function as the visiting vice chancellor of guided pathways in the Chancellor’s Office.

BACKGROUND

The Chancellor’s Office of the California Community Colleges has requested the temporary transfer of Robert Rundquist to serve as the visiting vice chancellor of guided pathways, and is prepared to compensate the district for the full salary and benefit costs.

There are mutual benefits to the temporary transfer: in selecting a Chaffey administrator, the Chancellor’s Office has access to best practices and field expertise; in permitting the transfer, the district will have an employee who has received broad training and experience regarding a variety of system-wide initiatives.

BUDGET IMPLICATIONS

Funding Source – N/A

Status of Funds – The district will be hiring a substitute to fill this vacant position; therefore, there will be no salary savings from this temporary assignment.

Future Implications – This temporary transfer will expire.

RECOMMENDATION

It is recommended that the district enter into an interjurisdictional exchange (“IJE”) agreement with the Chancellor’s Office of the California Community Colleges for the period of May 1, 2018 through June 30, 2018.

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

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

March 29, 2018
Board Meeting Date

TOPIC MANAGEMENT PERSONNEL PLAN/EMPLOYMENT CONTRACT

Communication No. IV.F.4.b

SUPPORTS BOARD POLICY

Board Policy 7250, Educational Administrators - Educational administrators shall be compensated in the manner provided for by the appointment or contract of employment.

PROPOSAL

To approve the employment contract between the Governing Board of the Chaffey Community College District and the position listed below:

	<u>Proposed Contract</u> <u>Expiration Date</u>
<u>Level III</u> Director, Disability Programs and Services	June 30, 2019

BACKGROUND

The Chaffey Community College District Management Professional Development/Evaluation Personnel Plan approved by the Governing Board on May 28, 2015, consistent with the provisions of California Education Code, Section 72411, a provision enacted under AB1725, requires all instructional and student services administrators to be employed, and all other administrators may be employed, by the Governing Board of the district by an appointment or contract not to exceed four years. The applicable provisions of the Management Professional Development/Evaluation Personnel Plan approved by the Governing Board provides that managers appointed to academic positions, Level I, including associate superintendents and vice presidents, may be employed by the Governing Board under contract for a period not greater than four (4) years. Academic managers appointed to Level II positions, including associate deans and Level III positions, may be employed by the Governing Board under contract for a period not greater than three (3) years.

BUDGET IMPLICATIONS

Funding Source – Restricted general fund
Status of Funds – The personnel costs associated with this position are included in the 2017–18 budget.
Future Implications – It is anticipated that these costs will be ongoing.

RECOMMENDATION

It is recommended the Governing Board approve the employment contract between the Governing Board of the Chaffey Community College District and the academic position listed above.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

March 29, 2018
Board Meeting Date

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

Communication No. IV.G.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

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

BUDGET IMPLICATIONS

Funding Source – All Funds

Status of Funds – Funding for these contracts, purchase orders, and warrants are included in the 2017-2018 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 LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018PW438	Albert A. Webb Associates	Riverside, CA	For a not-to-exceed amount, to provide environmental services related to preparing the California Environmental Quality Act (CEQA) documentation for projects at the Fontana and Chino Campuses, for the period of February 7, 2018 through June 30, 2018, as approved by Administrative Affairs.	\$37,000.00	Capital Projects Fund
2018PW443	Alert Security Systems, Inc.	Upland, CA	For a not-to-exceed amount, to renovate rooms located at the Chino Center, for the period of February 16, 2018 through March 31, 2018, as approved by Facilities Development.	23,950.00	Capital Projects Fund
2018CS456	April J. Mayes	Claremont, CA	For a not-to-exceed amount, provide a lecture at the Fontana Campus on Africans in Latin America on February 27, 2018, as approved by Special Populations and Equity. ²	250.00	Restricted General Fund
2018CS467	ASL Virtual Wands	Riverside, CA	For a not-to-exceed amount, to provide linguistic, creative and cultural experiences through a <i>Paint and Sign</i> event on March 31, 2018, for students taking American Sign Language or deaf studies courses, as approved by Language Arts. ³	1,350.00	Restricted General Fund
2018CS429	Bia Gayotto	Altadena, CA	For a not-to-exceed amount, guest artist will interview all student artists and answer questions from audience during the <i>Student Invitational 2018</i> at the Wignall Museum, for the period of April 1, 2018 through April 25, 2018, as approved by Visual and Performing Arts.	300.00	Unrestricted General Fund
16P39	Borrego Solar Systems	San Diego, CA	Change Order 4 to increase the not-to-exceed amount for the Solar Photovoltaic Project, which includes additional electrical work for interconnection of solar photovoltaic system to the College's main point of electrical connection, and additional trenching due to unforeseen conditions discovered during an attempt to bore, as approved by Administrative Affairs.	135,810.78	Capital Projects Fund
2018CS376	Career Training Solutions, LLC	Woodstock, GA	For a not-to-exceed amount, to provide instruction for the Spring 2018 Clinical Medical Assistant Program for the Community Education department, for the period of December 5, 2017 through July 7, 2018, as approved by Economic Development.	51,200.00	Unrestricted General Fund

¹ Funding for all contracts and change orders on this list are included in the 2017-2018 adopted district budgets.

² Funded by Student Equity budget.

³ Funded by Student Equity budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS256	Coastal Handyman Connection	Riverside, CA	Amendment 1 to increase the not-to-exceed amount, to provide craft related materials, as well as performance based testing related to field of expertise at the Industrial Technical Learning Center (InTech), as approved by Economic Development. ⁴	\$3,000.00	Restricted General Fund
2018CS440	Crystal Nasio Curriculum	Menifee, CA	For a not-to-exceed amount, to execute a comprehensive curriculum map of the LVN curriculum including all terms and all courses utilizing the instructional plan, syllabi and objectives, for the period of February 12, 2018 through June 30, 2018, as approved by Health Sciences.	27,000.00	Restricted General Fund
2018CS195	Daniel Gipson	Moreno Valley, CA	Amendment 2 to increase the not-to-exceed amount, to provide craft related materials, as well as performance based testing related to field of expertise at the Industrial Technical Learning Center (InTech), as approved by Economic Development. ⁵	3,000.00	Restricted General Fund
2018CS462	Dawn Costa	Rialto, CA	For a not-to-exceed amount, provide guidance to high school students for college and career success at the Industrial Technical Learning Center (InTech), on January 17, 2018, as approved by Adult Education and High School Partnerships. ⁶	600.00	Restricted General Fund
2018PW444	Floor Technology Group	Orange, CA	For a not-to-exceed amount, to remove and dispose of existing carpet and replace with new carpet tiles at the Chino Center, for the period of February 16, 2018 through March 31, 2018, as approved by Facilities Development.	8,020.40	Capital Projects Fund
2018PW352	Golden Eagle Moving Services, Inc.	Upland, CA	Amendment 1 to increase the not-to-exceed amount for additional moving services and packing materials for the Theatre Wings Renovation project, as approved by Business Services and Economic Development.	1,657.00	Measure L Fund
2018CS459	Immaculata Studios, LLC	Columbia Falls, MT	For a not-to-exceed amount, to provide three videos for the CalWORKs department, for the period of January 2, 2018 through June 30, 2018, as approved by Career Development and Distance Education. ⁷	1,200.00	Restricted General Fund
2018CS448	Jeanine Hill Photography	Orange, CA	For a not-to-exceed amount, to provide photography services for the <i>African American Celebration of Graduation</i> , for the period of May 12, 2018 through May 19, 2018, as approved by Special Populations and Equity. ⁸	1,170.00	Restricted General Fund

⁴ Funded by Economic Development grant funds.

⁵ Funded by Economic Development grant funds.

⁶ Funded by Title V, Hispanic Serving Institution grant funds.

⁷ Funded by CalWORKs budget.

⁸ Funded by Student Equity budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS425	Jelco Glass and Door Inc.	Norco, CA	For a not-to-exceed amount, to provide as needed glass replacement and related services at the Rancho Cucamonga, Fontana, and Chino Campuses, for the period of August 1, 2017 through June 30, 2018, as approved by Facilities/Physical Plant.	\$6,000.00	Unrestricted General Fund
2018CS51	Jennifer A. Ingalls	San Bernardino, CA	Amendment 2 to increase the not-to-exceed amount, to provide additional on-call sign language interpreter services to students, as approved by Disability Programs and Services. ⁹	21,000.00	Restricted General Fund
2018CS65	John A. Gilkey	Upland, CA	Amendment 1 to increase the not-to-exceed amount for additional piano tuning and repair services, as approved by Visual and Performing Arts.	2,320.00	Unrestricted General Fund
2018CS450	Justin Klasa	Los Angeles, CA	For a not-to-exceed amount, serve as guest artist speaker to student artists on March 23, 2018, as approved by Wignall Museum.	50.00	Unrestricted General Fund
2018CS111	Kone, Inc.	Cypress, CA	For a not-to-exceed amount, to provide maintenance service to three elevators located at the Rancho Cucamonga Campus, for the period of July 1, 2017 through June 30, 2018, as approved by Facilities/Physical Plant.	7,727.40	Unrestricted General Fund
16P31	Little Diversified Architectural Consulting	Newport Beach, CA	Amendment 3, extend the term end date to December 30, 2017, to provide additional architectural consulting services for the Chaffey College field verification, computer aided design drawings, program test fit, and rough order of magnitude construction cost for the Skills Lab, old Administration Bldg., Vocational Student Services, and the Automotive Technology Buildings, as approved by Facilities Development.	No Cost Impact	Unrestricted General Fund
2018CS449	Lorbel, Inc.	Rancho Cucamonga, CA	For a not-to-exceed amount, repair the uninterruptible power supply (UPS) in the server room on the Rancho Cucamonga Campus, for the period of February 20, 2018 through March 20, 2018, as approved by Technical Services.	7,270.87	Unrestricted General Fund
2018CS344	LV Integrators	North Hills, CA	Amendment 1, increase the not-to-exceed amount and to extend the completion time to January 16, 2018, for additional supplies needed to complete repair of fiber cables, as approved by Technical Services.	1,955.00	Capital Projects Fund

⁹ Funded by Disability Programs and Services (DPS) budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS154	Markazan Romero	Highland, CA	Amendment 2 to increase the not-to-exceed amount, to provide additional training, craft related materials as well as performance based testing related to field of expertise at the Industrial Technical Learning Center (InTech), as approved by Economic Development. ¹⁰	\$9,080.00	Restricted General Fund
2018CS463	Mary Sambas	Fontana, CA	For a not-to-exceed amount, provide guidance to high school students for college and career success at the Industrial Technical Learning Center (InTech), on January 17, 2018, as approved by Adult Education and High School Partnerships. ¹¹	600.00	Restricted General Fund
2018CS53	Melissa Quiroz	Rancho Cucamonga, CA	Amendment 1 to increase the not-to-exceed amount for additional sign language interpreting services, as approved by Disability Programs and Services. ¹²	16,000.00	Restricted General Fund
2018CS461	Melissa Rojas	Fontana, CA	For a not-to-exceed amount, provide guidance to high school students for college and career success at the Industrial Technical Learning Center (InTech), on January 17, 2018, as approved by Adult Education and High School Partnerships. ¹³	600.00	Restricted General Fund
2018CS457	Mitchel Martino	Rancho Cucamonga, CA	For a not-to-exceed amount, serve as the guest speaker on March 3, 2018, for a GERO 462 course at the Rancho Cucamonga Campus, as approved by Health Sciences.	250.00	Unrestricted General Fund
2018CS116	Mitsubishi Electric US, Inc.	Cypress, CA	For a not-to-exceed amount, to provide preventive maintenance, adjustment, replacement, and repair service of one elevator unit at the Earl Sicosky Gymnasium located at the Rancho Cucamonga Campus, for the period of July 1, 2017 through June 30, 2018, as approved by Facilities/Physical Plant.	3,206.88	Unrestricted General Fund
2018PW67	Mobile Modular Management Corporation	Mira Loma, CA	Amendment 1 to increase the not-to-exceed amount to lease four access ramps for the Swing Space Village modular buildings, as approved by Administrative Affairs.	15,095.00	Measure L Fund
2018CS426	Montgomery Hardware Co.	Rancho Cucamonga, CA	For a not-to-exceed amount, to repair doors at the Child Development Center on the Rancho Cucamonga Campus, for the period of July 16, 2017 through June 30, 2018, as approved by Facilities/Physical Plant.	1,433.08	Unrestricted General Fund

¹⁰ Funded by Economic Development grant funds.

¹¹ Funded by Title V, Hispanic Serving Institution grant funds.

¹² Funded by Disability Programs and Services (DPS) budget.

¹³ Funded by Title V, Hispanic Serving Institution grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS117	Pasco Doors	Pomona, CA	Amendment 1 to increase the not-to-exceed amount for additional automatic door repair services at the Rancho Cucamonga, Fontana and Chino Campuses, and campus centers, as approved by Facilities/Physical Plant.	\$4,000.00	Unrestricted General Fund
2018CS407	Quiel Bros. Electric Co. Inc.	San Bernardino, CA	Amendment 1 to increase the not-to-exceed amount for installation of two additional power supplies needed for front entrance electronic marquee sign, as approved by Marketing and Public Relations.	1,166.40	Unrestricted General Fund
2018CS177	Rahco Services Inc., Your OSHA Trainer	Canyon Lake, CA	Amendment 3 to increase the not-to-exceed amount, to train, provide craft related materials, as well as performance based testing related to field of expertise at the Industrial Technical Learning Center (InTech), as approved by Economic Development. ¹⁴	11,400.00	Restricted General Fund
2018CS140	Richard Cortez	Rancho Cucamonga, CA	Amendment 2 to increase the not-to-exceed amount, to instruct, craft related materials, as well as performance based testing related to field of expertise at the Industrial Technical Learning Center (InTech), as approved by Economic Development. ¹⁵	7,020.00	Restricted General Fund
2018CS419	Robin Oaks	Goleta, CA	For a not-to-exceed amount, to provide legal and investigation services, for the period of January 10, 2018 through June 30, 2018, as approved by Human Resources.	20,000.00	Unrestricted General Fund
2018CS52	Sheri Geerer	Rancho Cucamonga, CA	Amendment 1 to increase the not-to-exceed amount for additional sign language interpreting services, as approved by Disability Programs and Services. ¹⁶	10,000.00	Restricted General Fund
2018CS174	Sherry King	Laguna Niguel, CA	Amendment 1 to increase the not-to-exceed amount for additional counseling services, as approved by Human Resources.	500.00	Unrestricted General Fund
2018CS363	Siemens Industry	Cypress, CA	Year 1 of a 3-year contract to provide mandated fire, life, safety, test and inspection services at the Rancho Cucamonga, Fontana, and Chino Campuses, for the period of October 1, 2017 through October 1, 2018, as approved by Facilities/Physical Plant.	60,935.00	Unrestricted General Fund
2018CS302	Southern California Occupational Health Services	San Bernardino, CA	Amendment 1 to increase the not-to-exceed amount for additional pre-employment testing and physical assessments, as approved by Human Resources.	150.00	Unrestricted General Fund

¹⁴ Funded by Economic Development grant funds.

¹⁵ Funded by Economic Development grant funds.

¹⁶ Funded by Disability Programs and Services (DPS) budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS423	Stepping in the Right Direction HBCU Tours	Alta Dena, CA	For a not-to-exceed amount, to provide information and tour services for students to visit various colleges and universities in the Southern/Eastern region, for the period of May 21, 2018 through June 1, 2018, as approved by Transfer Center. ¹⁷	\$51,000.00	Restricted General Fund
2018CS184	Thomas Pitard	Barstow, CA	Amendment 1 to increase the not-to-exceed amount, to train, provide craft related materials, as well as performance based testing related to field of expertise at the Industrial Technical Learning Center (InTech), as approved by Economic Development. ¹⁸	3,500.00	Restricted General Fund
2018CS152	Timm A. Reese	San Bernardino, CA	Amendment 2 to increase the not-to-exceed amount, to train, provide craft related materials, as well as performance based testing related to field of expertise at the Industrial Technical Learning Center (InTech), as approved by Economic Development. ¹⁹	22,600.00	Restricted General Fund
2018CS446	Trane US, Inc.	Brea, CA	For a not-to-exceed amount, to perform Eddy current testing on condenser barrels of two centrifugal chillers in the Central Plant located on the Rancho Cucamonga Campus, for the period of February 12, 2018 through June 30, 2018, as approved by Facilities/Physical Plant.	5,232.44	Unrestricted General Fund
2018CS439	TRC Environmental Corporation	Irvine, CA	For a not-to-exceed amount, to perform water testing services at the Aeronautics building, located on the Rancho Cucamonga Campus, for the period of February 1, 2018 through March 31, 2018, as approved by Human Resources.	2,125.00	Unrestricted General Fund
2018CS453	Unidos por La Musica Non-Profit	Ontario, CA	For a not-to-exceed amount, to distribute produce and non-perishable food on behalf of the Food Pantry for students on the Rancho Cucamonga, Fontana, and Chino Campuses, for the period of June 1, 2018 through June 30, 2018, as approved by Special Populations and Equity. ²⁰	2,400.00	Restricted General Fund
2018CS424	Western Exterminator Company	Chino, CA	For a not-to-exceed amount, to provide as needed pest control and related services at the Rancho Cucamonga, Fontana, and Chino Campuses and centers, for the period of August 1, 2017 through July 1, 2018, as approved by Facilities/Physical Plant.	3,000.00	Unrestricted General Fund

¹⁷ Funded by Student Equity budget.

¹⁸ Funded by Economic Development grant funds.

¹⁹ Funded by Economic Development grant funds.

²⁰ Funded by Student Equity budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS147	William Gutzmann	Ontario, CA	Amendment 2 to increase the not-to-exceed amount, to train, provide craft related materials, as well as performance based testing related to field of expertise at the Industrial Technical Learning Center (InTech), as approved by Economic Development. ²¹	\$5,000.00	Restricted General Fund

List reflects contracts entered into and change orders to existing contracts through February 2018.²²

²¹ Funded by Economic Development grant funds.

²² Funding for all contracts and change orders on this list are included in the 2017-2018 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE
WARRANT REGISTER REPORT
FOR THE MONTH OF FEBRUARY

GENERAL FUNDS (10)

PAYROLL	6,551,812.27	
COMMERCIAL	4,369,828.37	
TOTAL FUND (10)		10,921,640.64

SCHEDULED MAINTENANCE FUND (42) 15,157.92

BUILDING FUND (40) 688,044.34

EARLY RETIREMENT FUND (61) -

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 962,520.90

CHILD DEVELOPMENT FUND (33)

PAYROLL	79,514.33	
COMMERCIAL	124,448.48	
TOTAL FUND (33)		203,962.81

TOTAL ALL FUNDS **\$ 12,791,326.61**

PAYROLL WARRANT/ADVICE NUMBERS

123639-123776 377209-379131

COMMERCIAL WARRANT NUMBERS

1011849-1011980 1698727-1699752

PURCHASE ORDER NUMBERS

BPO's	13253-13270		\$	52,062.40
PO's	49201-49420		\$	800,537.22