



AGENDA
MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT
Monday, October 22, 2018
Board Room, Marie Kane
Center for Student Services/Administration

- I. **REGULAR SESSION**
 - A. CALL TO ORDER (2:00 p.m.)
- II. **CLOSED SESSION**
 - A. PUBLIC COMMENTS ON CLOSED SESSION AGENDA
 - B. RECESS TO CLOSED SESSION
- III. **STUDY SESSION**
 - A. CONVENE IN OPEN SESSION
 - B. AGENDA
 1. Professional Development Annual Report
- IV. **REGULAR SESSION**
 - A. RECONVENE IN REGULAR SESSION
 1. Pledge of Allegiance
 - B. PUBLIC COMMENTS
 - C. COMMUNITY LINKAGES
 1. Governing Board
 2. Legislative Update
 3. Foundation
 - D. REPORTS
 1. Closed Session Actions
 2. Monitoring
 - a. Budget Monitoring Report
 - b. Professional Development Monitoring Report
 - E. CONSENT AGENDA
 1. Governance Process
 - a. Approval of Minutes, September 27, 2018
 - b. Resolution – Compensation for Trustee When Absent
 - c. Resolution – Compensation for Trustee When Absent
 - d. Resolution – Compensation for Trustee When Absent
 2. Academic Affairs
 - a. Curriculum
 - b. Institution Participation Agreement – Ex Libris

3. Business/Fiscal Affairs

- a. 2018-2019 Child Development Training Consortium Agreement
- b. 2018-2020 Employment Training Panel (ETP) Agreement
- c. California Community Colleges Innovation Maker 3 (CCC Maker) Grant
- d. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
- e. Measure L Citizens' Oversight Committee Membership
- f. Quarterly Budget Transfer Report
- g. Quarterly Financial Status Report
- h. Sole Source Purchase of Equipment: Apple Products

F. ACTION AGENDA

1. Business/Fiscal Affairs

- a. Bid No. 2019PW107, Parking Lot Refurbishment Project
- b. Contract, Purchase Order, and Warrant Lists

G. CEO/STAFF REPORTS

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

H. BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

V. **ADJOURNMENT**

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

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

October 22, 2018
Board Meeting Date

TOPIC **BUDGET MONITORING REPORT**

Communication No. IV.D.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To provide a budget monitoring report for information only.

BACKGROUND

Throughout the fiscal year, the status of the adopted budget is reviewed to evaluate the District’s fiscal strength. The quarterly monitoring report presented herein indicates the percentage of the adopted budget that has been expended/encumbered as of the quarter ended September 30, 2018. It also provides three years of historical information so historical trends can be used in the analysis of the current year budget.

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

This item is for information only.

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

CHAFFEY COMMUNITY COLLEGE DISTRICT
Quarterly Comparison
Unrestricted General Fund
As of September 30, 2018

	2015-2016				2016-2017				2017-2018				2018-2019			
	Adopted Budget	30-Sep	EOY Actual	September % of Budget	Adopted Budget	30-Sep	EOY Actual	September % of Budget	Adopted Budget	30-Sep	EOY Actual	September % of Budget	Adopted Budget	30-Sep	EOY Actual	September % of Budget
INCOME SOURCE																
Prior Year Ending Balance Re-allocation	0				3,677,289				3,928,578				0			
State General Apportionment	70,423,903	14,538,661	72,436,731	20.64%	75,666,883	16,946,591	76,826,331	22.40%	81,382,469	16,132,047	80,783,224	19.82%	91,380,855	16,996,226		18.60%
Education Protection Act (EPA)	12,962,172	3,265,018	13,113,790	25.19%	13,114,000	3,229,131	12,750,807	24.62%	12,165,352	0	12,843,991	0.00%	14,801,508	3,700,664		25.00%
Miscellaneous	14,769,166	2,417,647	15,106,050	16.37%	10,319,891	3,462,152	10,207,311	33.55%	9,801,247	2,079,637	7,769,154	21.22%	8,423,626	2,320,181		27.54%
Lottery	2,039,240	0	2,301,219	0.00%	2,315,180	0	2,507,263	0.00%	2,424,980	0	2,693,531	0.00%	2,474,135	0		0.00%
Total Income	100,194,481	20,221,326	102,957,790	20.18%	101,415,954	23,637,874	102,291,712	23.31%	105,774,048	18,211,684	104,089,900	17.22%	117,080,124	23,017,071		19.66%
EXPENDITURES																
Operational	98,388,259	26,784,344	95,603,207	27.22%	105,093,243	28,025,266	99,964,739	26.67%	109,702,626	24,837,364	103,952,122	22.64%	116,772,681	32,002,938		27.41%
Total Expenditures	98,388,259	26,784,344	95,603,207	27.22%	105,093,243	28,025,266	99,964,739	26.67%	109,702,626	24,837,364	103,952,122	22.64%	116,772,681	32,002,938		27.41%
Surplus or (Deficit)	1,806,222	(6,563,018)	7,354,583		-	(4,387,392)	2,326,973	-	-	(6,625,680)	137,778	-	307,443	(8,985,867)		-
Net Surplus or (Deficit)	1,806,222	(6,563,018)	7,354,583		-	(4,387,392)	2,326,973	-	-	(6,625,680)	137,778	-	307,443	(8,985,867)		-
SUMMARY, ENDING BAL/RESERVES*																
7% Board Designated Reserves	6,887,178	6,887,178	6,692,225	100.00%	7,356,527	7,356,527	6,997,532	100.00%	7,679,184	7,679,184	7,276,649	100.00%	8,174,088	8,174,088		100.00%
GASB 45 Reserve	500,000	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000		-
Technology Replacement Reserve	600,000	600,000	600,000	-	600,000	600,000	600,000	-	600,000	600,000	600,000	-	600,000	600,000		-
Vehicle Replacement Plan	100,000	100,000	100,000	-	100,000	100,000	100,000	-	100,000	100,000	100,000	-	100,000	100,000		-
Resource Allocation (RAC) Reserve	500,000	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000	300,000	-	300,000	300,000		-
Capital Outlay Replacement	200,000	200,000	200,000	-	200,000	200,000	200,000	-	200,000	200,000	300,000	-	300,000	300,000		-
PERS/STRS Reserve	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999		-
One-Time Funding	2,661,425	2,661,425	2,661,425	-	2,661,425	2,661,425	2,661,425	-	2,661,425	2,661,425	2,161,425	-	1,661,425	1,661,425		-
Undistributed Reserve	40,000	40,000	5,783,314	-	1,441,723	1,441,723	7,804,980	-	3,194,750	3,194,750	8,263,641	-	8,173,644	8,173,644		-
Total Ending Balances/Reserves	12,832,602	12,832,602	18,380,963	100.00%	14,703,674	14,703,674	20,707,936	100.00%	16,779,358	16,779,358	20,845,714	100.00%	21,153,156	21,153,156		100.00%
Ending Balance %			19.23%		13.99%		20.72%		15.30%		20.05%		18.11%			

*Reserve balances remain unchanged until yearend.

AGENDA ITEM Chaffey Community College District GOVERNING BOARD

(Information)

October 22, 2018
Board Meeting Date

TOPIC PROFESSIONAL DEVELOPMENT MONITORING REPORT

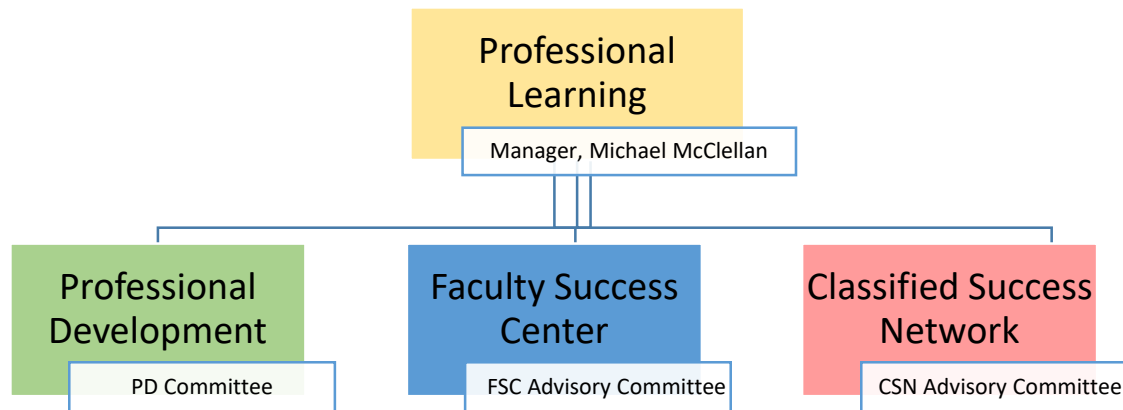
Communication No. IV.D.2.b

SUPPORTS BOARD ENDS STATEMENT/POLICY

BP 7150 Evaluation and Professional Growth – Provide professional development opportunities, consistent with the institutional mission and based on identified teaching and learning needs for administrators, faculty, and classified staff.

ACTIVITIES THAT ADDRESS THE ENDS POLICY

The attached infographics illustrate the activities that support professional development at Chaffey College. These activities are implemented through the following entities: the Professional Development Committee, the Faculty Success Center, and the Classified Success Network. The graph below demonstrates the ways that these entities work collaboratively to ensure that Chaffey College employees have the opportunities for growth and learning that make Chaffey College excellent.



- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Flex • Health and Wellness | <ul style="list-style-type: none"> • Faculty Workshops & Seminars • New Faculty Orientation/ Mentorship • Faculty Inquiry Teams • Faculty Summer Institute • FSC Champions | <ul style="list-style-type: none"> • Classified Workshops & Training • Quick Tips • E-books/books for professional development |
|---|---|---|

MEANS OF ASSESSMENT

The reports illustrate that professional learning activities are closely connected to research efforts to ensure that the intended outcomes are measured and reviewed. Institutional Research partners with Professional Development, the Faculty Success Center, and the Classified Success Network in two ways: 1) facilitating a needs assessment for stakeholder groups every three years so that programming is informed by the field and 2) facilitating pre and post assessments that measure the depth and duration of the learners' experiences. Because of this research, the stakeholder groups can confidently evaluate the results of the programming that has occurred. Additionally, New Faculty Orientation participants create and implement an action research project that is shared out during Fall Flex's Innovation Gallery Showcase. The action research projects serve as a means of assessing the impact of specific innovations in the classroom. Faculty Inquiry Teams also produce a variety of materials and reports as a result of their research. These reports are shared out to the campus community and several shared governance committees.

SUMMARY OF EVIDENCE

The evidence from the survey data indicate overwhelming levels of satisfaction with the activities planned by all three groups. The assessment results are part of the reason for that satisfaction since all planning groups use the themes identified in the assessment study to create programming. From those assessments, specific themes emerge: equity/multiculturalism, student success, hope and mindset, project management, technology, collaborating in the workplace, and alternative teaching/work strategies. Pre and post data provide another level of insight as to whether or not the activity resulted in deep learning, or whether or not a topic is offered again or in a more in-depth delivery based on the learning evidenced over time.

USE OF RESULTS FOR PLANNING

All groups use the results described above to inform the future of offerings. Further, statewide initiatives and trends inform planning as well. For instance, Flex is now a more inclusive event with strands identified for management and staff, as well as faculty. The results are also used to plan other events like the Faculty Summer Institute in the Faculty Success Center or Flex workshops.

Prepared by:	<u>Cindy Walker, Faculty Success Center Specialist and Vicky Valle, AAIL- PD/FSC</u>
Submitted by:	<u>Meridith Randall, Associate Superintendent, Instruction and Institutional Effectiveness</u>
Recommended by:	<u>Henry D. Shannon, Superintendent/President</u>



Professional Development/ Faculty Success Center ANNUAL REPORT

PROFESSIONAL DEVELOPMENT MISSION

The mission of the Professional Development (PD) is to promote and enhance student success and employee effectiveness through learning opportunities that encourage innovation, stimulate professional growth, and enhance the expertise of Chaffey College employees. The PD Committee has continued to be dedicated to three primary goals: Flex, Health and Wellness, and the coordination of faculty and staff development efforts.

SUPPORTS BOARD ENDS STATEMENT/POLICY BP 7150

Professional Development Activities 2017-2018

Fall Flex 2017: "A Blueprint to Success" (Breakout sessions for Guided Pathways)

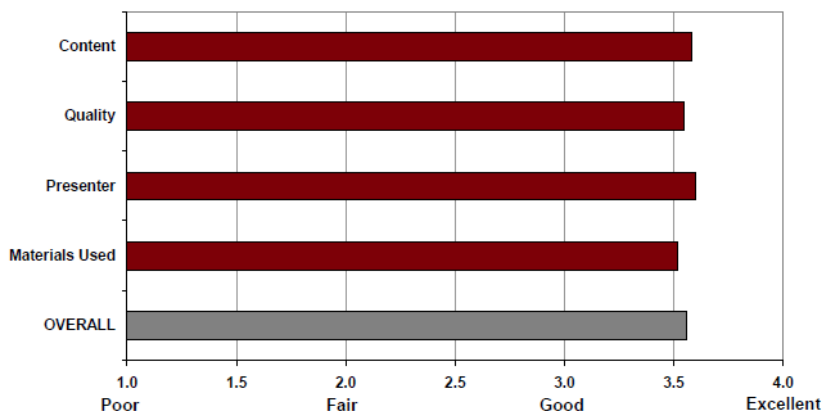


22 workshops
over 2 days



575 participants

FALL 2017 PROFESSIONAL DEVELOPMENT "FLEX" ACTIVITIES Aggregate Evaluation of All Flex Activities



Activity Evaluation	N	Mean*	Excellent		Good		Fair		Poor		Not Applicable	
			N	%	N	%	N	%	N	%	N	%
Content	766	3.58	495	63.8	226	29.1	43	5.5	2	0.3	10	1.3
Quality	752	3.55	460	60.4	248	32.5	39	5.1	5	0.7	10	1.3
Presenter	692	3.60	460	60.4	192	25.2	38	5.0	2	0.3	70	9.2
Materials Used	743	4.51	59.3	238	31.3	47	6.2	7	0.9	18	2.4	2.7
OVERALL	749	3.56	470	62.0	235	31.0	38	5.0	6	0.8	9	1.2

*Note: Means calculated excluding 'Not Applicable' responses, which were coded as 0; Excellent = 4, Good = 3, Fair = 2, Poor = 1

Would you recommend this activity to others (N = 768):

Yes = 95.6%

No = 4.4%

Professional Development Activities 2017-2018

Spring Flex 2018: “Recalibrating our Compass” (Keynote, Rufus Glasper)

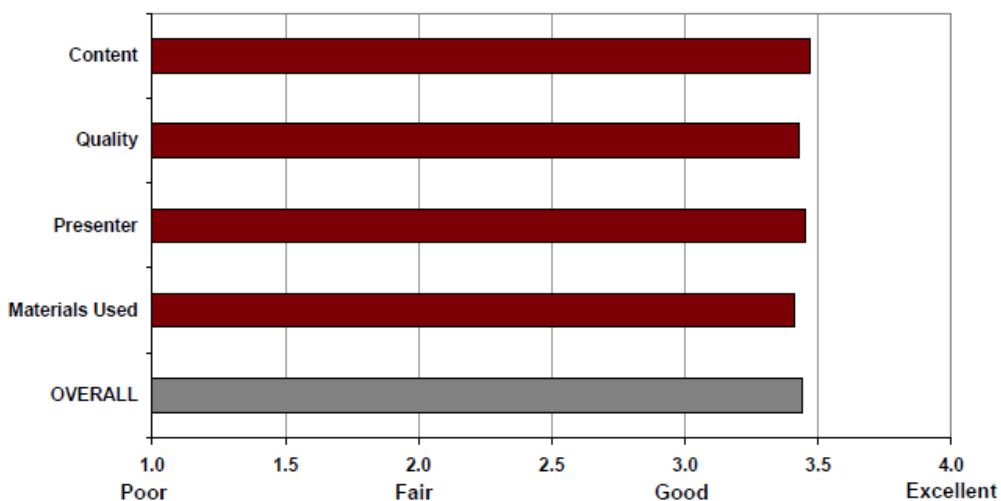


25 workshops
over 2 days



529 participants

SPRING 2018 PROFESSIONAL DEVELOPMENT “FLEX” ACTIVITIES Aggregate Evaluation of All Flex Activities



Activity Evaluation	N	Mean*	Excellent		Good		Fair		Poor		Not Applicable	
			N	%	N	%	N	%	N	%	N	%
Content	742	3.47	429	56.6	248	32.7	51	6.7	14	1.8	16	2.1
Quality	740	3.43	412	54.4	248	32.7	66	8.7	14	1.8	18	2.4
Presenter	693	3.45	416	54.9	195	25.7	61	8.0	21	2.8	65	8.3
Materials Used	716	3.41	383	50.5	254	33.5	66	8.7	13	1.7	42	5.5
OVERALL	742	3.44	418	55.1	246	32.5	63	8.3	1	2.0	16	2.1

*Note: Means calculated excluding 'Not Applicable' responses, which were coded as 0; Excellent = 4, Good = 3, Fair = 2, Poor = 1

Would you recommend this activity to others (N = 758): **Yes = 92.6%** **No = 7.4%**

Faculty Lecture Day 2018: “Guided Pathways Extravaganza” (Breakout sessions)



9 workshops in
a ½ day



346 participants

Chaffey College



save the Date!

HEALTH & LIFESTYLE FAIR

30+ Raffle Prizes | Free Screenings | Snacks & Refreshments
*Must be present to win, prizes announced every 15 minutes!



ARBONNE, KAISER PERMANENTE, Psoria-Gold, bikramYOGA, the smile generation, KIND, vsp, suja, NEW LIFE

Massages, Free Dental Kits, Vision Screenings, Posture Screenings, Giveaways, Fitness Demos, Financial Wellness, Healthy Cooking Demo

Wednesday, April 4th
11:00AM - 3:00PM
Where: Sicosky Gym (Lower Gym)

200 + participants



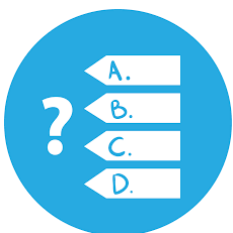
Developing a Mindfulness Practice

Join us as we explore the ancient practice of Mindfulness. This powerful tool teaches us to experience life each day in the present moment, which helps to reduce stress and increase calm and happiness. During our time together we will practice some simple techniques such as Breath Work and Meditation so you can discover the benefits of a mindfulness practice first hand.

Wednesday, April 11 from 12:30 pm-1:30 pm
Presenter: Marlene Ramirez-Mooney
Space is limited-register soon
IS Meeting Room

Brought to you by the Professional Development Office

9 participants



Health and Wellness Quiz

140 Participants



Workshops/Tech Fridays

1-2 hour interactive activities addressing specific strategies, issues, skills related to teaching, learning, and student success



Seminars

Intensive learning with numerous opportunities for faculty to discuss, explore, and apply principles or strategies to their own instruction/interaction with students
(4 hours each Friday for 1 or 2 Fridays, paid)



PODs

Professional Opportunities for Dialogue (PODs) are learning communities where faculty explore a specific topic together, discuss best practices, and share their discoveries in a future workshop



Promoting the Scholarship of Teaching and Learning



Faculty Inquiry Teams (FITs)

A team of faculty conduct qualitative and quantitative research over the course of 10 months to address a specific issue at Chaffey (paid)



Faculty 2 Faculty

Individual faculty consult and collaborate with other faculty



Faculty Summer Institute (FSI)

Intensive instruction providing faculty with interactive, collaborative, and deep learning around a specific theme (20 hours, multiple days, paid - after spring/before summer session)

Faculty Success Center 2017-2018

Fall 2017 Workshops

- Professionalizing Student Communication/Emails
- Speaking Up: Weaving Public Speaking into the Classroom
- Active Learning in the Classroom
- BLOOM Module 1 and BLOOM Module 2
- Tools for the Visual Learner: Infographics for Learning
- DE Academy: Creating Visually Engaging Online Content
- Common Core and Its Relationship to Community College
- "Silent Struggles - Seguimos Luchando" Documentary
- Courageous Conversations - Inclusive Instruction for LGBTQ Students
- DE Academy: Canvas Showcase

Fall 2017 Seminars

- Strengthening Critical Thinking and Student Engagement through Metacognition
- Faculty Advising Strategies for Educators

Spring 2018 Workshops

- Creating Workforce Linkages for Courses
- Apps for Teaching and Learning (Remind App)
- Supercharging Your Instruction: Critical Thinking Skills, Bloom's Taxonomy
- DE Academy: Online Course Design
- Using Google Docs/Drive for Teaching & Learning
- DE Academy: Creating and Using Canvas Rubrics
- Student Panel on Motivation for Learning/Self-regulations
- Activating Agency in Students
- DE Academy: Creating Visually Engaging Online Content 2.0
- GPS Experiential Learning Consultations
- Teaching the College Book

Spring 2018 Seminars

- Getting in Touch with Inclusion: Reaching Our 'Hard-to-Reach' Students
- Success in STEM & Beyond: Holistic, Integrated & Experiential
- Infusing Metacognition in Instruction

Example of Assessment Results (Student Engagement and Metacognition Seminar)

Item	Pretest Mean	Posttest Mean	Effect Size d
1. I am aware of my own reading processes	5.73	6.53	0.68
2. I have strategies to become aware of my students' reading processes	4.60	6.47	1.44
3. I see reading as a problem-solving/metacognitive activity	5.33	6.53	0.95
4. I am familiar with the Reading Apprenticeship framework and the 4 interaction dimensions linked by metacognitive conversation	4.14	6.40	1.35
5. I have strategies to implement one or more Reading Apprenticeship routines/activities with my students and/or colleagues (e.g., setting norms, Reading Process Analyses, think aloud, reading histories, talking to the text, etc.)	3.93	6.60	1.615
Sum total (Item 1 – Item 5; N = 15)	23.47	32.53	1.65

"I love that much of the workshop was activity-based so that I gained a clear understanding of each so that I can implement them into my classes."

Faculty Success Center 2017-2018

New Faculty Orientation 2017

12 new tenure-track faculty

16 Fridays, 9am-12

Example of NFO Session Topics

- Campus Tour
- Chaffey's history, culture, and values
- Strategic Plan
- Infusing Hope and Mindset in Instruction
- Multicultural Training/Inclusive Instruction/Equity
- Metacognitive Strategies/ Guided Pathways
- Behavioral Intervention Team/ Student

Discipline

- Effective Student Engagement Strategies
- Effectively working with and supporting DPS students
- Curriculum and SLO Processes
- Shared Governance
- Program and Services Review (PSR)
- Distance Education and Fast Track Best Practices
- Action Research

Participant Feedback on Scaled Items Concerning the Final Assessment (Number of Respondents = 12)

<u>Item</u>	<u>1-4 Score</u>	<u>5+ Score</u>	<u>Mean</u>
Overall, I learned new information, techniques, and/or strategies that will positively benefit my work with students.	0.0%	100.0%	6.92
I can use what I learned through these orientation meetings in my work.	0.0%	100.0%	6.92
I feel informed about various topics addressed throughout the semester.	0.0%	100.0%	7.00
The presenters were knowledgeable about the topics they covered throughout the semester.	0.0%	100.0%	7.00
Overall, these orientation meetings were helpful.	0.0%	100.0%	6.92
The NFO allowed me to connect with other faculty and administrators at Chaffey.	0.0%	100.0%	7.00
NFO had a positive impact on my first semester as a full-time faculty member at Chaffey.	0.0%	100.0%	7.00

Example Open-ended feedback: How did NFO impact you?

- "Keep doing NFO. Programs like this are a big part of why I wanted to work at Chaffey."
- "I learned a lot of things I didn't know about faculty requirements and definitely learned new ideas and ways of being more impactful with my students."
- "I feel more connected to the faculty community and feel I have a great support system."
- "It opened up new gateways and new information which will help me be a better teacher."
- "It made me realize that I am going in the right direction with the help and support of Chaffey family."

Faculty Success Center 2017-2018

Faculty Inquiry Team 2017-18: Guided Pathways: Transforming the College Journey

The FIT met for one year to conduct a literature review and original research (using student, faculty, staff, and manager focus groups) to investigate the needs of students, the barriers they face, and strategies for creating effective pathways for our students across the institution.

For a summary of their findings, go to <http://bit.ly/FIT2017-18>

Figure 5: Student Face-to-Face Survey Preliminary Results - FIT 2017-2018

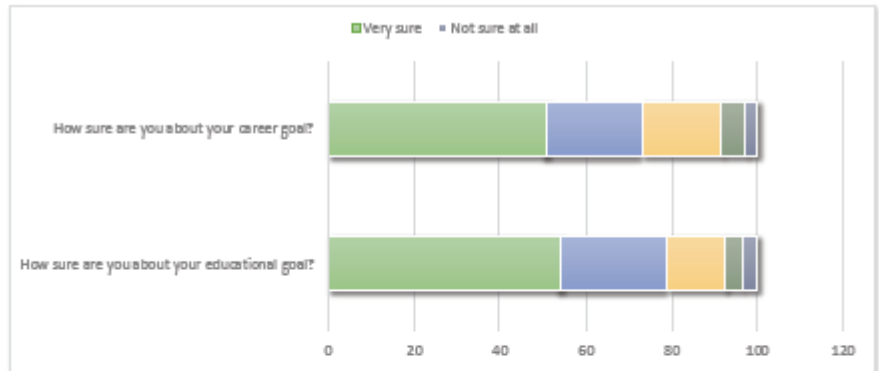
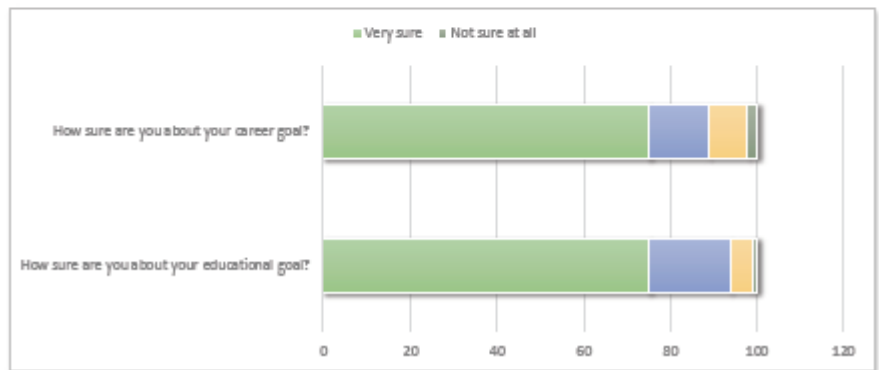


Figure 6: Student Online Survey Preliminary Results - FIT 2017-2018



Key Summary Findings

- Intrusive ("inescapable") supports encourage relationships that foster resilience, grit, tenacity, perseverance, and success.
- Intrusive supports (career/counseling/academic advising) would facilitate decision-making, helping students to avoid wasting time and resources on unnecessary coursework.
- Students who leave college experience personal obstacles and barriers, including:
 - Leaves of absence / personal issues
 - Affording basic materials and supplies, including students who did not qualify for select programs
 - Caring for family members
 - Belonging to a community
- A mechanism to follow up with students who drop or withdraw from programs and/or courses is needed.

Key Summary Findings

- Counselors, faculty, and support services staff should engage in early and ongoing career exploration with students.
- Students request opportunities for early career assessment.
- Exploring career options would be beneficial in the early stages of the program, even for students who have chosen a pathway.
- Resources should enhance career exploration, including industry-specific videos and career outlook statistics, as well as experiential learning, volunteer opportunities, internships, and/or shadowing.

Key Summary Findings

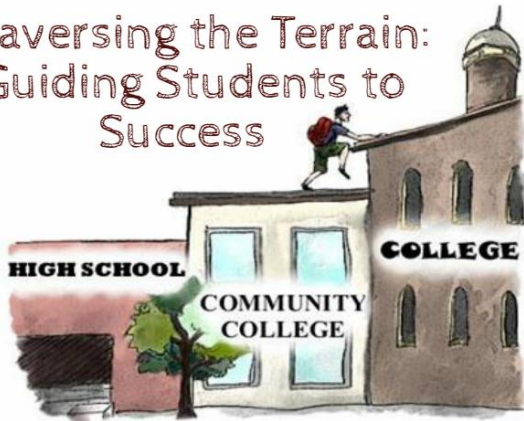
- Students encounter barriers related to scheduling and availability of courses and academic support services, including:
- Required courses have long wait lists, or are not offered when students need them.
 - Returning students and students with high unit accumulation experience registration and financial aid barriers, and limited course availability.
 - Distribution of resources, instructional support and student services across different campuses is uneven and unequal.

Faculty Success Center 2017-2018

Faculty Summer Institute 2017

“Traversing the Terrain: Guiding Students to Success”

Traversing the Terrain:
Guiding Students to
Success



Faculty Summer Institute 2017

Chaffey College and Fontana Unified School District Collaboration

Tuesday, May 30th - Friday, June 2nd, 2017

9am - 2pm each day at Chaffey College

Faculty from Chaffey College and Fontana Unified High Schools are invited to apply

Participants are expected to attend all sessions and will receive a \$500 stipend upon completion of the Faculty Summer Institute.

18 spots available for Chaffey faculty in disciplines related to Math and English (faculty outside these disciplines can also apply)



42 participants
(half from FUSD)



20 hours



4 days

FSI 2017 Topics:

Ice Breakers/Syllabus Design

Rethinking College Readiness

Student Panel

Hope and Mindset

Chaffey College/FUSD Data and Pathways
Assessment

Collaboration and Critical Thinking

21st Century Skills

Metacognition Strategies

Inclusive Instruction

High School/College Partnership

Faculty Success Center 2017-2018

10 faculty serving
as FSC Champions

FSC Champions are faculty representatives for the Faculty Success Center (FSC) who will serve as liaisons and resources for faculty in each of the schools at Chaffey College.

<p>Nicole Barbari FSC Champion, Social & Behavioral Sciences</p>	<p>Hannah Seidler FSC Champion, Math & Science</p>	<p>Lisa Doget FSC Champion, Health Sciences</p>	<p>Ava Nguyen FSC Champion, Language Arts</p>
<p>Allison Tripp FSC Champion, Chino Campus</p>	 <p>Champions</p>		<p>Deanna Hernandez FSC Champion, Fontana</p>
<p>Selene Pineda FSC Champion, Instructional Support, Library, KNA</p>			<p>Karin Nelson FSC Champion, Business and Applied Tech</p>
<p>Wendy Whitney FSC Champion, Counseling</p>	<p>FSC Champions are representatives for the FSC to each school at Chaffey. They have attended training in active learning and can serve as resources to faculty in their schools.</p>	<p>If you can't attend an FSC workshop or if you need ideas for innovating in your instruction, feel free to contact the FSC or one of the Champions.</p>	<p>Sheila Malone FSC Champion, Visual & Performing Arts</p>

Classified Success Network 2017-2018

Classified Workshops 2017-2018

- Excel 2016 Essentials , Part 1
- Conflict to Solution
- Excel 2016 Essentials , Part 2
- Crucial Conversations 4 week series- Rancho campus
- Crucial Conversations 2 week series Fontana campus
- BLOOM 1 (in partnership with Special Populations and Equity Programs)
- Document Design 101: Visually Putting it Together
- Inbox Zero
- Effective Marketing

Sample of Feedback and Results from Workshops

Inbox Zero Workshop

- Before the workshop 72% of respondents were not familiar with the philosophy of Inbox 0; after, 100% were familiar
- Before the workshop, 45% of respondents felt they knew how to organize their emails efficiently; after, 94% of respondents felt they knew how to organize their emails efficiently
- Before the workshop, 45% of respondents felt they could process their emails efficiently; after, 96% of respondents felt they could process their emails efficiently

Conflict to Solution Workshop

After attending the Conflict to Solution workshop, **100%** of respondents agreed or strongly agreed with the following statements:

- I feel comfortable dealing with difficult situations in the workplace
- I am aware of the various causes of workplace conflict
- I am aware of mistakes that can happen when dealing with conflict
- I have the skills I need to build healthy working relationships

Administrative Professionals Survey (to plan for future training)

- 47% of respondents indicated they definitely need training in Microsoft Access
- 31% of respondents indicated they definitely need training in Printing a Ledger
- 28% of respondents indicated they definitely need training in Processing NI Forms
- Among those who had recently learned new skills, many respondents indicated that they reached out to other staff members to learn. It seems like it might be useful to have “go-to” people that others can ask for assistance on varying topics.
- On almost every training topic, most if not all respondents indicated that they never received formal training. These include filling out transfer forms, entering faculty contracts, using MS Access and others.
- The three most popular methods of training included workshops/classes, training manuals or reference guides and training videos.
- 45% of respondents were willing to help develop trainings for the AAI Academy.

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

October 22, 2018

Board Meeting Date

TOPIC APPROVAL OF MINUTES, SEPTEMBER 27, 2018

Communication No. IV.E.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the September 27, 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 September 27, 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, September 27, 2018, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President Brugger called the meeting to order at 2:00 p.m.

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

Members absent: none

CLOSED SESSION

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

The Board convened in closed session at 2:00 p.m. Closed session was adjourned at 2:54 p.m.

STUDY SESSION

A study session commenced on the following topic:

Maintenance and Operations Report – Melanie Siddiqi introduced Troy Ament, executive director of facilities and construction, who presented on: operational update/maintenance; vending machine plan; new grounds manager; grounds department assessment; full-time operations supervisor; central plant; TES, Trane chillers, building automation system and HVAC upgrades; peak demand; School Dude work order system; AQMD gasoline dispensing; building automation/energy management upgrades; exterior paint and refresh of facilities; MACC dining commons and Starbucks refresh; social justice and special populations remodel; stadium field renovation; solar carports and electric vehicle charging stations; shipping container projects for Chino and Fontana; high voltage transformer replacements; VSS refresh; parking lots and street maintenance/repairs; challenges – central plant underground pipe leaks; 2013 Bernards Report on Underground Hot Water Loop; pipe investigation; discovery; legal opinion; FTE needs assessment; and outside agency collaboration and partnerships.

Trustee McDougal asked who the inspector was on the underground pipe job for the Central Plant project and suggested that the College use them again. Mr. Ament stated that there appears to be negligence and that the College is still investigating.

Trustee Ovitt made a comment regarding the increased temperatures this year related to determining the peak season. Mr. Ament responded that the Maintenance and Operations Department received minimal calls for service for air conditioning over the summer, which he attributed to preventative maintenance.

Marketing and Public Relations Report – Marketing and Public Relations Director Alisha Rosas reported on: Chaffey College branding – EOPS, STEM Lab, Career Center; “Chaffeymobile”; system of logos; advertising efforts; Stay the Course. Stay Chaffey. Campaign; registration rallies; community outreach; awards and recognition; Report to the Community; commencement; and website re-design.

Trustee Ovitt commended the promo video.

REGULAR SESSION

The regular session reconvened at 3:05 p.m., and Trustee McDougal led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

Kim Noseworthy, CSEA member, addressed the Board regarding the length of time it takes for classified vacancies to be filled and provided an information packet to the Board (this packet has been made a part of the meeting minutes.)

Neil Watkins addressed the Board on behalf of the Dreamers’ Club and the Undocumented Advocates Committee regarding the California Community Colleges Undocumented Student Week of Action and upcoming events and provided a flyer.

COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Moises Rosales shared the following: Chaffey College Student Governing (CCSG) welcomed returning students with their “*Welcome Back: Throwback Edition*,” in which over 20 different resources such as DPS, Health Services, and Omnitrans, were invited; CCSG participated in Club Rush; CCSG has 24 sitting members making it the largest student government organization ever at Chaffey; CCSG has voted to endorse Measure P and will present a resolution at the October meeting; and CCSG has decided to support the Undocumented Advocates Committee during Undocumented Students Advocacy Week October 15-19. Mr. Rosales thanked Dr. Shannon for being present at the Pizza with the Presidents event in Chino.

Gary Ovitt reported that he and his wife attended a gala for The Leaven, which is a program supporting *latch key kids*. Other events attended by Trustee Ovitt include: West End YMCA Board meeting, Children's Fund Development Committee meeting, Rancho Cucamonga varsity football game, Montclair varsity football game, Ontario Christian High School Labor Day pancake breakfast, West End YMCA Governance Committee meeting, Etiwanda varsity football game, Promise Scholars Board meeting, West End YMCA meeting with executive director, Los Osos varsity football game, Ontario Chaffey Community Show Band production meeting, Soroptimist of Montclair/Inland Valley fall fundraiser, Ontario Chaffey Community Show Band concert, Children's Fund executive committee meeting, Claremont University Club meeting, Los Angeles County Fair Beach Boys concert, Ontario varsity football game, Children's Fund Board meeting, Ontario Chaffey Community Show Band Board meeting, and West End YMCA Board meeting.

Lee McDougal had no report.

Katie Roberts reported that she attended Rotary and Traveler's Aid meetings.

Vice President Gloria Negrete McLeod had no report.

Board President Kathy Brugger mentioned the tailgate event this Saturday, and reported that she met with Dr. Shannon for Board agenda review and attended a meeting of the Senior Disabled Fund in which she serves as a director.

LEGISLATIVE UPDATE

Lorena Corona discussed current legislation. She stated that Governor Brown has until September 30 to sign, veto or to allow bills to become law. She will present a summary of these bills at the October meeting.

PRESENTATIONS

Dutton Endowment Check Presentation – Lisa Nashua introduced Andrea and Bob Dutton and explained that they established two endowments for their family. Bob Dutton, San Bernardino County Assessor, discussed the importance and value of the community college system. Ms. Dutton, full-time Chaffey faculty member for 37 years, discussed the importance of scholarships in the lives of those in the community. She discussed the Latino and Radiologic Scholarships.

New Employee Introductions – Associate Superintendent Dr. Meridith Randall introduced some of the new full-time faculty, some of which are Chaffey alum. Bryan Carulla, Jonathan Palladano, Tara Johnson, Tanya Cusick, Stacy Scibelli, Minar Hijaz. Dr. Randall discussed the new faculty orientation program.

FOUNDATION

Lisa Nashua provided a report which included: tailgate; Foundation scholarships; private foundations; emergency student fund; Foundation Board of Advisors planning retreat; Athletics; Montclair to College; and the Foundation mini-grant program.

REPORTS

CLOSED SESSION ACTIONS

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

Employment of:

Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.
Lori Oaks to the temporary, unclassified, professional expert position of first assistant coach, softball/out-of-season, all sports, effective September 28, 2018, through May 31, 2019, under the terms and conditions of the employment agreement.
Michael Cordero to the temporary, unclassified, professional expert position of head coach, baseball, effective October 1, 2018, through May 31, 2019, under the terms and conditions of the employment agreement.

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

Appointment of:

Joseph Cascio to the position of systems specialist, 1.0 FTE, 12-months, range 33, step A of the CSEA salary schedule, effective November 1, 2018.
The Governing Board approved the revised educational services coordinator assignments for the 2018–19 academic year.

MONITORING

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

Libraries/Cybraries Monitoring Report

Mr. McDougal appreciated the information included in the report.

Marketing and Public Relations Monitoring Report for 2017-2018

CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, August 28, 2018 through Memorandum of Understanding Between the Chaffey Joint Union High School District and Members of the West End Corridor, Chaffey Regional Adult Education Consortium).

GOVERNANCE PROCESS

The minutes of the August 28, 2018 regular board meeting were approved as presented.

ACADEMIC AFFAIRS

The Governing Board approved 23 new courses, 19 course modifications, 5 course deactivations, 2 new programs of study, 3 program modifications, and 2 program deactivations for the *Chaffey College 2019-2020 Catalog*.

BUSINESS/FISCAL AFFAIRS

The Governing Board adopted Resolution 92718, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

The Governing Board approved the agreement between Chaffey College/InTech Center and Goodwill Southern California (GSC), to offer training and employment services to clients of Chaffey College InTech Center who graduate from their programs.

The Governing Board approved one existing member to serve a third term on the Measure L Bond Citizens' Oversight Committee.

The Governing Board approved the Memorandum of Understanding between the Chaffey Joint Union High School District and Members of the West End Consortium. The MOU will facilitate a fourth year of Adult Education Block Grant funding totaling \$200,000 for the period of the 2018-19 funding cycle.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

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

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

Nays: None

Absent: None

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, provided his report which included: Ontario City Council meetings to provide information regarding Measure P; Institutional Effectiveness Partnership Initiative, Cooperative Economic Empowerment Movement Transformational Leadership Consortium Outstanding Educators Award, InTech grant award, and updates from the Offices of Instruction and Institutional Effectiveness and Student Services.

Dr. Shannon highlighted the Superintendents/Presidents breakfast and thanked Dr. Bishop for his facilitation. President Shannon announced that there is a 14.3 percent increase in enrollment this semester since last fall according to the Fall 2018 First Census Enrollment Report. He also welcomed the new faculty.

Faculty Senate President Misty Burruehl highlighted the Distance Education (DE) program. Ms. Burruehl explained that DE has experienced significant growth, with an increase of 30% in fall 2017 and another 30% in fall 2018. She further explained that Jonathan Ausubel and Angela Cardinale are serving as co-facilitations, and Terri Helfand is serving as the Course Development Specialist. Morgan Rey and Cynthia Hamlett are serving as DE liaisons at the Chino and Fontana campuses, respectively, and Kim Noseworthy and Adriana Arce serve as Support Specialist and Support Assistant, respectively.

Mr. Burruehl also highlighted faculty members Hadley Holliday, Art; Tara Johnson, Business; Mark McKnight, Photography; Laura Picklesimer, English; Mellanie Reeve, Librarian; Jennifer Rochlin, Art; Don Schroeder, Broadcasting and Cinema; Andrew K. Thompson, Photography; Allison Tripp, Anthropology; Marlene Cianchetti, Nursing ADN; Lisa Doget, Nursing ADN; Deanna Hernandez, English; and Shelley Marcus, English.

Classified Senate President Trisha Albertsen highlighted classified employee Melissa Diaz, senior accounting technician, who will be assisting adult learners with literacy skills at the Rancho Cucamonga Library.

CSEA member Kim Noseworthy reported on behalf of Monica Han by reading a letter from Monica Han (this letter has been made a part of the meeting minutes.) Ms. Han's letter asked that a couple of members of the Board meet with some of the CSEA membership to discuss concerns about Bond Measure P. Ms. Brugger asked if the questions could be addressed at the Dialogue with the Board or if the questions could be submitted in writing. Ms. Noseworthy stated they would only address the questions at the Dialogue if CSEA can bring additional members which is not possible; however, CSEA is willing to submit their questions in writing.

CCFA President Jonathan Ausubel reported that this week, CCFA Representative Council authorized a donation of \$2,000 to the bond campaign, *Citizens for a Stronger Chaffey College*. CCFA is also working to get addresses and phone numbers for CTA members within the District to be used for phone banking and mailing purposes.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

Trustee McDougal commented on CSEA's request. He is curious as to why CSEA would put the questions off for another one to two weeks, rather than asking the Superintendent/President's Office directly and getting responses right away. If the questions are that critical to the decision, it does not make sense to wait. Trustee McDougal is concerned that CSEA is "playing games."

ADJOURNMENT

The meeting was adjourned at 4:33 p.m.

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

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2018

Board Meeting Date

TOPIC RESOLUTION – COMPENSATION FOR TRUSTEE WHEN ABSENT

Communication No. IV.E.1.b

SUPPORTS BOARD ENDS STATEMENT/POLICY

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

PROPOSAL

To adopt the attached resolution to compensate Lee C. McDougal, governing board member, for the August 28, 2018, meeting from which he was absent.

BACKGROUND

Mr. McDougal was absent on August 28, 2018, due to illness.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund

Status of Funds – Funding for board member compensation is in the appropriate fund and is included in the 2018–2019 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board adopt the attached resolution to compensate Lee C. McDougal, Governing Board member, for the August 28, 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 August 28, 2018, Lee C. McDougal, governing board member, was absent due to illness; and

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

WHEREAS there was one meeting in the month of August;

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 August 28, 2018, Lee C. McDougal, governing board member, was absent due to illness, and, as such, is entitled to receive compensation of \$400.00 for that meeting.

Ayes:
Nays:
Abstain:
Absent:

As secretary of the Governing Board of the Chaffey Community College District of San Bernardino County, California, I hereby certify that the above and foregoing resolution was duly adopted by the board at a regular meeting thereof on the 22nd day of October, 2018, and passed by a majority of said board.

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of October, 2018.

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

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

October 22, 2018

Board Meeting Date

TOPIC RESOLUTION – COMPENSATION FOR TRUSTEE WHEN ABSENT

Communication No. IV.E.1.c

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 Gloria Negrete-McLeod, governing board member, for the August 28, 2018, meeting from which she was absent.

BACKGROUND

Ms. Negrete-McLeod was absent on August 28, 2018, due to illness.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund

Status of Funds – Funding for board member compensation is in the appropriate fund and is included in the 2018–2019 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board adopt the attached resolution to compensate Gloria Negrete-McLeod, Governing Board member, for the August 28, 2018, meeting from which she was absent.

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

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

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

WHEREAS, on August 28, 2018, Gloria Negrete-McLeod, governing board member, was absent due to illness; and

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

WHEREAS there was one meeting in the month of August;

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 August 28, 2018, Gloria Negrete-McLeod, governing board member, was absent due to illness, and, as such, is entitled to receive compensation of \$400.00 for that meeting.

Ayes:
Nays:
Abstain:
Absent:

As secretary of the Governing Board of the Chaffey Community College District of San Bernardino County, California, I hereby certify that the above and foregoing resolution was duly adopted by the board at a regular meeting thereof on the 22nd day of October, 2018, and passed by a majority of said board.

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of October, 2018.

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

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

October 22, 2018

Board Meeting Date

TOPIC RESOLUTION – COMPENSATION FOR TRUSTEE WHEN ABSENT

Communication No. IV.E.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 Gary C. Ovitt, governing board member, for the July 16, 2018, meeting from which he was absent.

BACKGROUND

Mr. Ovitt was absent on July 16, 2018 due to a hardship deemed acceptable by the Governing Board.

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 2018–2019 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board adopt the attached resolution to compensate Gary C. Ovitt, Governing Board member, for the July 16, 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 July 16, 2018, Gary C. Ovitt, governing board member, was absent due to a hardship deemed acceptable by the Governing Board; 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 were two meetings in the month of July;

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 July 16, 2018, Gary C. Ovitt, governing board member, was absent due to a hardship deemed acceptable by the Governing Board, 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 22nd day of October, 2018, and passed by a majority of said board.

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of October, 2018.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2018

Board Meeting Date

TOPIC **CURRICULUM**

Communication No. IV.E.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

- 5 new courses
- 70 course modifications
- 10 distance education courses
- 3 course reactivations
- 10 course deactivations
- 4 new programs of study
- 8 program of study modifications

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

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

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

Curriculum 2018-2019

NEW COURSES					
	Discipline	Course ID	TOP Code	Title	Units
1.	Accounting and Financial Planning	ACCTGFS-30	0505.00	Personal Finance	3
2.	Industrial Electrical Technology	IET-484ABCD	0934.20	Industrial Electricity Internship	1-4
3.	Mechatronics	IETMECH-400	0935.00	Introduction to Mechatronics	4
4.	Mechatronics	IETMECH-401	0943.00	Robotics and Sequencing	4
5.	Mechatronics	IETMECH-402	0935.00	Mechatronics Troubleshooting	4
COURSES - MODIFICATIONS					
	Discipline	Course ID	TOP Code	Title	Units
1.	Accounting	ACCTG-70	0502.00	Cost Accounting	3
2.	Biology	BIOL-20	0410.00	Human Anatomy	4
3.	Business: Legal Studies	BUSL-10	1401.00	Introduction to Law and the Legal Process	3
4.	Chemistry	CHEM-10	1905.00	Introductory Chemistry	4
5.	Chemistry	CHEM-24A	1905.00	General Chemistry I	5
6.	Chemistry	CHEM-7	1905.00	Chemistry in Everyday Life with Lab	4
7.	Chemistry	CHEM-8	1905.00	Chemistry in Society	3
8.	Chemistry	CHEM-9	1905.00	Health Science Chemistry	5
9.	Chinese	CHIN-1	1107.00	Elementary Mandarin Chinese I	4
10.	Chinese	CHIN-18	1107.00	Chinese Civilization and Culture	3
11.	Chinese	CHIN-2	1107.00	Elementary Mandarin Chinese II	4
12.	Computer Information Systems: Networking	CISNTWK-20	0708.10	Introduction to Cybersecurity: Ethical Hacking	3
13.	Communication Studies	COMSTD-2	1506.00	Fundamentals of Effective Speaking	3
14.	Communication Studies	COMSTD-6	1506.00	Fundamentals of Small Group Communication	3
15.	Communication Studies	COMSTD-74	1506.00	Intercultural Communication	3
16.	Communication Studies	COMSTD-74	1506.00	Intercultural Communication	3
17.	Communication Studies	COMSTD-76	1506.00	Gender and Communication	3
18.	Communication Studies	COMSTD-78	1506.00	Family Communication	3
19.	Dance	DANCE-1	1008.00	Survey of Dance	3
20.	Economics	ECON-2	2204.00	Principles of Macroeconomics	3
21.	Economics	ECON-4	2204.00	Principles of Microeconomics	3
22.	Engineering Technology	EGTECH-12	0924.00	Principles of Engineering	4
23.	Engineering Technology	EGTECH-14	0924.00	Electronics for Engineering Technologists I	3

24.	English	ENGL-33	1503.00	Introduction to Poetry	3
25.	English	ENGL-35	1507.00	Literary Magazine Production	4
26.	English	ENGL-68	1503.00	Mythology	3
27.	English	ENGL-74	1503.00	Asian-American Literature	3
28.	English	ENGL-76	1503.00	African-American Literature	3
29.	English	ENGL-7A	1507.00	Creative Writing: Short Fiction	3
30.	English	ENGL-7B	1507.00	Creative Writing: Fiction	3
31.	English	ENGL-7D	1507.00	Creative Writing: Poetry	3
32.	English	ENGL-7E	1507.00	Creative Writing: Nonfiction	3
33.	History	HIST-1	2205.00	World History: Pre-Civilization to 1500	3
34.	History	HIST-10	2205.00	History of Asian Civilizations II	3
35.	History	HIST-17	2205.00	United States History through 1877	3
36.	History	HIST-18	2205.00	United States History from 1865	3
37.	History	HIST-2	2205.00	World History: 1500 to Present	3
38.	History	HIST-20	2205.00	History of the United States from 1945-Present	3
39.	History	HIST-37	2205.00	California History	3
40.	History	HIST-7	2205.00	History of the Middle East	3
41.	Humanities	HUMAN-20	2205.00	The Holocaust: History and Philosophy	3
42.	Humanities	HUMAN-5	1504.00	Arts and Ideas: Antiquity to Renaissance	3
43.	Humanities	HUMAN-6	1504.00	Arts and Ideas: Renaissance to Modern	3
44.	Industrial Electrical Technology	IET-403A	0934.40	Electrical Motors and Controls I	2.5
45.	Industrial Electrical Technology	IET-411	0934.00	Programmable Logic Controllers	3
46.	Industrial Electrical Technology	IET-415	0934.40	Advanced Electricity Laboratory	2
47.	Industrial Electrical Technology	IET-419	0934.40	DC Variable Speed Drive	1.5
48.	Industrial Electrical Technology	IET-420	0934.40	Fundamentals of Control Systems Technology	4
49.	Industrial Electrical Technology Electromagnetic Technology	IETELMT-432	0935.00	Electrical Control of Hydraulic Systems	2
50.	Industrial Maintenance Mechanic	INDMM-400	0945.00	Intro to Construction Safety, Trade Math, Rigging, and Tools	3
51.	Industrial Maintenance Mechanic	INDMM-401	0945.00	Basic Communication and Employability Skills, and Core Testing	2.5
52.	Industrial Maintenance Mechanic	INDMM-403	0945.00	Trade Math and Drawings, Material Handling, and Mobile Equipment	2.5
53.	Journalism	JOUR-10	0602.00	Newswriting	3
54.	Journalism	JOUR-30	0602.00	Student Media Practicum I	3
55.	Philosophy	PHIL-70	1509.00	Introduction to Philosophy	3
56.	Philosophy	PHIL-71	1509.00	Philosophy of Feminism	3

57.	Philosophy	PHIL-72	1509.00	Seminar in Ethics	3
58.	Philosophy	PHIL-73	1509.00	Seminar in Contemporary American Philosophy	3
59.	Philosophy	PHIL-77	1509.00	History of Ancient Philosophy	3
60.	Philosophy	PHIL-78	1509.00	History of Philosophy: Modern	3
61.	Philosophy	PHIL-80	1510.00	Introduction to Religion	3
62.	Philosophy	PHIL-81	1510.00	Introduction to Eastern Philosophy	3
63.	Philosophy	PHIL-82	1510.00	Introduction to Monotheistic Religions: Judaism/Christianity/Islam	3
64.	Physical Science	PHSCI-10	1901.00	Survey of Chemistry and Physics	4
65.	Social Science	SCSCI-10	2201.00	Statistics for Social Science	4
66.	Sociology	SOC-16	2208.00	Marriage, Family and Relationships	3
67.	Theatre	THEATRE-1	1007.00	Introduction to Theatre	3
68.	Theatre	THEATRE-4	1007.00	Theatre History: Ancient to 1700	3
69.	Theatre	THEATRE-5	1007.00	Theatre History: 1700-present	3
70.	Theatre	THEATRE-7	1007.00	Theatrical Script Analysis	3

COURSES – DISTANCE EDUCATION

	Discipline	Course ID	TOP Code	Title	Units
1.	Accounting	ACCTG-70	0502.00	Cost Accounting	3
2.	Accounting and Financial Planning	ACCTGFS-30	0505.00	Personal Finance	3
3.	Chinese	CHIN-1	1107.00	Elementary Mandarin Chinese I	4
4.	Chinese	CHIN-18	1107.00	Chinese Civilization and Culture	3
5.	Chinese	CHIN-2	1107.00	Elementary Mandarin Chinese II	4
6.	Computer Information Systems: Networking	CISNTWK-20	0708.10	Introduction to Cybersecurity: Ethical Hacking	3
7.	Communication Studies	COMSTD-74	1506.00	Intercultural Communication	3
8.	Mechatronics	IETMECH-400	0935.00	Introduction to Mechatronics	4
9.	Mechatronics	IETMECH-401	0943.00	Robotics and Sequencing	4
10.	Mechatronics	IETMECH-402	0935.00	Mechatronics Troubleshooting	4

COURSES - REACTIVATIONS

	Discipline	Course ID	TOP Code	Title	Units
1.	Industrial Electrical Technology	IET-460	0946.10	Introduction to Photovoltaic Installation	3
2.	Industrial Electrical Technology Electromagnetic Technology	IETELMT-436	0935.00	Pneumatics Fundamentals	2
3.	Industrial Electrical Technology Electromagnetic Technology	IETELMT-438	0935.00	Electrical Control of Pneumatic Systems	2

COURSES - DEACTIVATIONS					
	Discipline	Course ID	TOP Code	Title	Units
1.	Accounting and Financial Planning	ACCTGFS-440	0504.00	Introduction to Financial Planning	3
2.	English	ENGL-475	1501.00	Fundamentals of College Reading and Writing	4
3.	English	ENGL-575	1501.00	Introduction to College Reading and Writing	4
4.	Industrial Electrical Technology	IET-482	0934.40	Internship in Industrial Electricity	1-1
5.	Mathematics	MATH-410	1701.00	Elementary Algebra	4
6.	Mathematics	MATH-425	1701.00	Intermediate Algebra	4
7.	Mathematics	MATH-510	1701.00	Arithmetic	4
8.	Mathematics	MATH-520	1701.00	Pre-Algebra	4
9.	Mathematics	MATH-605	1702.00	Preparation for the Study of Pre-Algebra	0
10.	Spanish	SPAN-16	1105.00	Spanish Composition	3
PROGRAMS OF STUDY – NEW PROGRAMS					
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Heating, Ventilation, Air Conditioning and Refrigeration	Certificate of Competency	0946.00	Heating, Ventilation, Air Conditioning and Refrigeration Level 2	0
2.	Mechatronics	A.S.	0935.00	Mechatronics	33
3.	Mechatronics	Certificate of Achievement	0935.00	Mechatronics Level I	18
4.	Mechatronics	Certificate of Career Preparation	0935.00	Mechatronics Level II	15
PROGRAMS OF STUDY - MODIFICATIONS					
	Program of Study	AA/AS/C	TOP Code	Title	Units
1.	Business	A.S.	0506.40	Small Business Entrepreneur	29-32
2.	Industrial Electrical Technology	A.S.	0934.40	Industrial Electrical Technology	42
3.	Computer Science	A.S.-T	0706.00	Associates in Computer Science for Transfer	30
4.	Business	Certificate of Achievement	0506.40	Small Business Entrepreneur	18-19
5.	Industrial Electrical Technology	Certificate of Achievement	0934.40	Industrial Electrical Technology Level I	19
6.	Industrial Electrical Technology	Certificate of Achievement	0934.40	Industrial Electrical Technology Level II	29
7.	Industrial Electrical Technology	Certificate of Achievement	0934.40	Industrial Electrical Technology Level III	42
8.	Accounting and Financial Planning	Certificate of Career Preparation	0504.00	Financial Planning	16-17

October 22, 2018 Curriculum Board Report

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2018

Board Meeting Date

TOPIC INSTITUTION PARTICIPATION AGREEMENT – EX LIBRIS

Communication No. IV.E.2.b

SUPPORTS BOARD POLICY

BP 4040 Library Services – The District shall have library services that are an integral part of the educational program and will comply with the requirements of the Reader Privacy Act.

PROPOSAL

To approve the Institution Participation Agreement Ex Libris Subscription Agreement between the Butte-Glenn Community College District, the California Community Colleges Technology Center, acting as fiscal agent on behalf of the California Community Colleges Chancellor’s Office, and Chaffey Community College for participation as a Participating Institution in “Work” and “SaaS Services”.

BACKGROUND

On behalf of the 114 California Community College Libraries, the California Community Colleges Chancellor’s Office (CCCCO) and the CCC Technology Center have initiated a state-funded project to obtain a single cloud-based library services platform to replace the variations of ILS systems now in use in any of the libraries that choose to participate.

The CCCCCO and the Technology Center have partnered with the Council of Chief Librarians, California Community Colleges to form project governance, develop a project work plan, select representative colleges, and complete the procurement process. The selected vendor, Ex Libris, will now work with the Library Services Platform projects staff and leadership vendor to assure a successful implementation with all colleges that choose to participate.

BUDGET IMPLICATIONS

By implementing with the Statewide Library Services Platform as a Participating Institution, the program will pay Chaffey’s implementation fee of \$34,297 and the 2020-21 subscription costs of \$26,329. Ongoing funding has been requested from the state, and, if approved, will provide funding for the subscription costs for an additional five years.

The district currently pays \$23,118.60 for a like system. In the case that the additional funding is not secured, continued participation would result in an estimated increase of \$3,210.40 annually, with the possibility of an annual increase not to exceed 5%.

RECOMMENDATION

It is recommended the Governing Board approve the proposed Institution Participation Agreement Ex Libris Subscription Agreement between the Butte-Glenn Community college District, the California Community Colleges Technology Center, acting as fiscal agent on behalf of the California Community Colleges Chancellor’s Office, and Chaffey Community College.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2018
Board Meeting Date

TOPIC 2018-2019 CHILD DEVELOPMENT TRAINING CONSORTIUM AGREEMENT

Communication No. IV.E.3.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Child Development Training Consortium Grant Agreement between Chaffey College and Yosemite Community College District for the 2018-2019 year in the amount of \$7,500.00.

BACKGROUND

Chaffey College has participated in the Child Development Training Consortium program on an annual basis since 1993. These funds will provide direct financial support for the tuition to child development students who are enrolled in courses required by the California Commission on Teacher Credentialing. The funds may also be used to pay the fees to obtain a new or renew a child development permit. The grant, under the direction of Christina McPeck, provides educational stipends and other items, such as instructional supplies, for the students in the college's child development program.

BUDGET IMPLICATIONS

Funding Source – Source funding for this program is provided by the federal block grant from the California Department of Education, Child Development Division, and administered by Yosemite Community College.

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

48xxx	Income	<u>\$7,500</u>
57xxx	Student Aid	\$7,500
	Total	<u>\$7,500</u>

Future Implications – These funds are available through an annual application process dependent upon the availability of the federal block grant.

RECOMMENDATION

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

Prepared by:	Cory Schwartz, Dean, School of Social and Behavioral Sciences
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

October 22, 2018
 Board Meeting Date

TOPIC 2018-2020 EMPLOYMENT TRAINING PANEL (ETP) AGREEMENT

Communication No. IV.E.3.b

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

The Employment Training Panel provides financial assistance to California businesses to support customized worker training to: Attract and retain businesses that contribute to a healthy California economy; provide workers with secure jobs that pay good wages and have opportunities for advancement; assist employers to successfully compete in the global economy; and promote the benefits and ongoing investments of training among employers.

BUDGET IMPLICATIONS

Funding Source – State of California Employment Training Panel

Status of Funds – The 2018-2019 restricted budget will be increased as indicated below:

48xxx	Income	<u>\$949,954</u>
52xxx	Salaries	\$223,550
53xxx	Benefits	40,428
54xxx	Supplies	41,000
55xxx	Other Services	<u>644,976</u>
	Total	<u>\$949,954</u>

Future Implications – This agreement provides two years of funding effective October 8, 2018 through October 7, 2020.

RECOMMENDATION

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

Prepared by:	Sandra Sisco, Director, Economic Development
Submitted by:	Joy Haerens, Dean, Economic Development
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services/Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2018

Board Meeting Date

TOPIC **CALIFORNIA COMMUNITY COLLEGES INNOVATION MAKER 3 (CCC MAKER) GRANT**

Communication No. IV.E.3.c

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

Sierra Joint Community College District received funding for the purpose of performing work for the project entitled CCC Makerspace Initiative, and as the fiscal agent, is sub-contracting with Chaffey College to perform some of the grant responsibilities. The Chancellor’s Office has indicated that this is a two year Implementation award at \$250,000 per year. The year two funding of an additional \$250,000 was contingent upon successful progress made in year one.

Chaffey College qualified as one of the 37 colleges eligible to participate in the CCC Maker program, a statewide initiative of the California Community College Chancellor’s Office CCC Innovation Maker3 Grant (CCC Maker), developed under the Doing What Matters for Jobs and the Economy framework. This initiative is designed to accelerate the development of 21st century curriculum, increase the attainment of STEM/STEAM certificates and degrees, improve alignment of skills to employer needs, and contribute to increased entrepreneurship, economic growth and job creation. The CCC Maker program will support community colleges in launching unique makerspace strategies focused on students, faculty, industry and the community.

BUDGET IMPLICATIONS

Funding source – California Community Colleges’ Chancellor’s Office through Sierra Joint Community College District.

Status of Funds – Funds of \$250,000 for this grant are included in the 2018 - 2019 restricted general fund budget.

Future Implications – The Chancellor’s Office has indicated that this is a two year Implementation award at \$250,000 per year. No carryover is available for Year 2 awards.

RECOMMENDATION

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

Prepared by:	Joy Haerens, Dean, Business & Applied Technology
Submitted by:	Jim Fillpot, Dean, Institutional Research, Policy and Grants
Reviewed by:	Lisa Bailey, Associate Superintendent, Business Services and Economic Development
Recommended by:	Henry D. Shannon, Superintendent/President

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2018

Board Meeting Date

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

Communication No. IV.E.3.d

SUPPORTS BOARD POLICIES

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

PROPOSAL

To adopt attached Resolution 102218, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

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 102218 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 102218, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

Attachment: Resolution 102218

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. 102218

**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 22ND day of October, 2018, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

I, Gary Ovitt, Clerk of the Governing Board of the Chaffey 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 Ovitt
Clerk, Governing Board

EXHIBIT A

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

BOARD MEETING DATE: OCTOBER 22, 2018

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
43	CISCO WS-C3560-24PS-S	CAT1020R4SC (125693), CAT0952R5X3 (NA), FDO1219Z2XR (NA), CAT0952R49Q (NA), CAT1003R0R8 (NA), CAT0952R48F (NA), CAT0924N21T (124580), FDO1220X29D (129762), FDO1326X0VC (131853), CAT0952R482 (NA), CAT0952R4AW (NA), FDO1130Z80P (NA), CAT1020Z382 (125694), FDO1220X1SU (129764), FDO1220X2BP (129763), FDO1326X0Q2 (131854), CAT0952R49T (NA), CAT1008Z084 (NA), FDO1130Y1X2 (128371), FDO1130Y1C (128370), CAT1051NGA0 (126077), FDO1439V1FX (132894), CAT0952Z5K4 (NA), CAT0952R4BK (NA), CAT0924N217 (124577), CAT0950R066 (NA), CAT0952Z3X7 (NA), CAT0952R483 (NA), FDO1130Z814 (NA), CAT0924N21S (124581), FDO1130Y1WJ (128369), CAT0924N21R (124583), CAT0952Z3X0 (NA), CAT1020R4S5 (125692), , CAT1119ZG7J (127913), CAT0924N21V (124578), CAT1051RMRW (127453), FDO1338Y00C (132091), CAT0952R4BH (NA), CAT0952R488 (NA), CAT0924N21Y (124582), CAT0849N1BY (NA), NA (NA)
4	CISCO WS-C3560V2-24PS-S	FDO1531X0E4 (134174), FDO1512X0NW (130254), FDO1531X08L (134080), FDO1530X308 (134081),
47	CISCO WS-C3560-48PS-S	CAT1003R0JU (NA), CAT1042RLBA (126062), FDO1432R0S7 (132875), CAT1042NMJM (126061), FDO1219Y2T9 (129745), FDO1234X3VC (130403), CAT1003R0AW (NA), CAT1050NGM7 (126065), FDO1331X4XQ (131884), CAT1003R0JG (NA), FDO1331X4XM (131877), CAT1022R0NK (125472), CAT1003R0FY (NA), CAT1050NGNA (126066), CAT1050NGMK (126068), CAT1051NL3A (127450), CAT1042RLAU (126063), CAT1003R0QG (NA), CAT1003R050 (NA), FDO1329X3J2 (131875), CAT1052ZG9Q (127446), CAT1052ZG9C (127442), CAT1052ZG96 (127444), CAT1022N0RC (125474), CAT1052ZG9R (127443), FDO1135X1PR (128617), CAT1052ZG6J (127447), , CAT1050NGLW (126067), CAT1051NL1K (127451), FDO1331X4XS (131878), FDO1423X0E1 (NA), FDO1219Y2TU (NA), FDO1234X3QT (130402), CAT1050NGLT (126064), FDO1332Y0GV (131883),

		CAT1003R0Q7 (NA), FDO1331X4YR (131874), FDO1219X2TH (129748), FDO1135Y2A3 (128616), FDO1219Z2ZP (129746), CAT1051NL3M (127449), CAT1049NHHL (NA), CAT1052ZG8P (127445), FDO1441Y0TG (132893), CAT1020R2H5 (125441), CAT1022R0PC (125473), CAT1051NL1Q (127452)
28	CISCO WS-C3750-48PS-S	CAT1005R1ZN (NA), CAT1005R20N (NA), CAT1005R21R (NA), CAT1005R21D (NA), CAT1005R215 (NA), CAT1005R1YZ (NA), CAT1005R1YS (NA), CAT1005R21P (NA), CAT1005R1ZS (NA), CAT1005R1Z2 (NA), CAT1005R21Y (NA), CAT1005R20V (NA), CAT1005R1Z0 (NA), CAT1005R20K (NA), CAT1005R21C (NA), CAT1005R1YP (NA), CAT1005R20M (NA), CAT0936Z3KB (NA), CAT1005R20J (NA), CAT1005R1ZV (NA), CAT1005R21B (NA), CAT1005R204 (NA), CAT1005R1ZQ (NA), CAT1005R215 (NA), CAT1005R213 (NA), CAT1005R1YW (NA), CAT1005R1YT (NA), CAT1005R216 (NA)
10	CISCO WS-C3560-24TS-S	CAT0924Z1AU (124807), CAT1018Z07Q (125460), CAT1018R0FF (125578), CAT1018R0GP (125579), CAT1018R0F4 (125580), CAT1018Z0X7 (NA), FDO1145Y014 (128618), CAT0924Z18N (NA), CAT1018Z0UW (125461), CAT0924Z1D7 (124805)
8	CISCO WS-C3750-24PS-S	CAT1002R4BM (NA), CAT1002R4AY (NA), CAT1002R4B2 (NA), CAT1002R4B0 (NA), CAT1002N2HW (NA), CAT1002R4B7 (NA), CAT1002R4BB (NA), CAT1002N2HT (NA)
7	CISCO WS-C3560V2-48PS-S	FDO1519X1J7 (130257), FDO1919Y01F (138015), FDO1904Y03K (138014), FDO1541X1HQ (NA), FDO1806Y0ZN (NA), FDO1519X07G (NA), FDO1815Y1R7 (134039)
15	CISCO WS-3560-48TS-S	CAT0925R0KH (124604), CAT0911Y03E (134291), CAT0925R0K8 (124606), FDO1515, FDO1347X1C7 (134372), CAT0925R0KB (124598), CAT0925R0KN (124600), CAT0925R0HS (124603), CAT1121NHEP (134870), FDO1410X2YQ (132438), FDO1421R1B1 (133265), CAT0919N2M9 (134824), CAT0925R0JP (124610), CAT1120ZLS5 (134823), FDO1439Y26W (NA), CAT0925R0JY (NA)
2	CISCO WS-C3560G-24TS-S	FOC1517X06R (133347), FOC1517X06R (133347),
2	CISCO WS-C3560V2-48TS-S	FDO1515X04W (130255), FDO1515X159 (NA),
1	CISCO WS-C2924-XL-EN	FAB0520W1AB (NA)
1	CISCO WS-C2950T-24	FHK0703W12H (122126)
1	CISCO WS-C3560G-24PS-S	FOC0926U02Y (124613)
3	CISCO PIX-525	808161185 (123275), 810191789 (NA), 810191797 (NA),
3	CISCO 2800 Series Router	FHK0903F1R7 (124043), FTX1030A0P5 (NA), FHK0852F0TH (124045)

5	CISCO-2821 Series Router	FTX1518AJZJ (NA), FHK0852F0T7 (124038), FHK0852F0T7 (124038), FTX1526ALTZ (NA), FHK0852T0T8 (NA)
1	CISCO WS-C2950ST-24-LRE	FHK0919R00Q (124343)
1	CISCO 500 SERIES CONTENT ENGINE	KP-GRA79 (124790)
1	CISCO Digital Media Encoder 2000	CPO074004 (128001)
1	CISCO 3531 CSX HDD ARRAY	23B8788H15936 (124787)
1	CISCO AIR-LOC2710-L-K9	QCN2141001Q (128374)
2	CISCO 4400 Series /Wireless LAN Controller	FOC1117F09S (128373), FOC1215F07H (129164)
1	CISCO NAC Appliance 3310 Manager	MX273803BM (128375)
1	CISCO NAC Appliance 3310 Server	MX273400H6 (128376)
1	CISCO 3845 Series Router	FTX1024A2EJ (125475)
1	CISCO 3725 Series Router	JMX0735L2U2 (NA)
1	CISCO WS-C3750G-125	FDO1512V0D7 (130253)
2	CISCO WS-C3750G-48TS-S	FOC1002Z8LY (124979), FOCO949Y03K (NA)
1	HP PROCURVE Switch 4108gl J4865A	SG30961682 (122391)
1	HP PROCURVE Switch 2524 J4813A	SG30561227 (NA)
1	Fijitsu fi-5530C Fax Machine	NA (125563)
1	Catena 65 Laminator Machine	NA (126377)
1	CISCO MCS 783513 Server	800-34107-07 (133043)
1	CISCO MCS 7835 HZ Server	74-4487-01
1	DELL EMC CX-500 Array	FLG00060658327 (NA)
1	DELL CX-500 Add-On Tray	FLG00041000592 (NA)
2	DELL POWEREDGE 1850 Server	2H69Q71 (124348), JN57661 (123995),
5	DELL MCS 7800 Server	74-6847-03-A0 (133042), 74-6842-03-A0 (133045), 74-6842-02-Z0 (133044), LABCDOA8V730JT (NA), CAT0924N21V (124578)
1	Slide Projector – Gray/Black	NA (13330)
1	Media Cart – Metal, Gold/Black/Blue	NA (003308)
1	#185 2000 Club Car Electric Golf Cart (Green)	A0016-884645 (NA)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2018

Board Meeting Date

TOPIC MEASURE L CITIZENS' OVERSIGHT COMMITTEE MEMBERSHIP

Communication No. IV.E.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 new member and for one existing member to serve a third 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.

New member and existing member recommended to serve a third term are indicated in bold.

Member	Residence	Occupation	Category	Term
Moises Rosales	Colton	Student/Chaffey College	Member	1
Ed Cook	Montclair	Public Service and Business Owner	Member	3
Audrey Voigt	Upland	Senior Advisory	Member	1
Jamie Harwood	Chino	Business Organization	Member	3
Richard Riley	Ontario	Taxpayer's Organization	Member	1
Loren E. Sanchez	Upland	Advisory/Foundation	Member	2
Aaron T. Skeers	Rancho Cucamonga	Business Organization	Member	3
Ester Vargas Pipersky	Montclair	Public Service	Member	2

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

To approve one new member and one existing member to serve a third 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

October 22, 2018
Board Meeting Date

TOPIC QUARTERLY BUDGET TRANSFER REPORT

Communication No. IV.E.3.f

SUPPORTS BOARD POLICY

Board Policy 6250 Budget Management – The budget shall be managed in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. Budget revisions shall be made only in accordance with these policies and as provided by law.

PROPOSAL

To approve the Budget Transfer Board Reports for the 2017-2018 fiscal year-end closing for the period of July 1, 2018 through September 30, 2018.

BACKGROUND

Board Policy 6250, Budget Management, requires that transfers between major expenditure classifications must be approved by a majority vote of the members of the Governing Board. Budget transfers between major expenditure classifications for district funds are routinely processed to facilitate modifications to the adopted budget. These modifications only affect the expenditure classification and do not increase or decrease the adopted budget.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve the Budget Transfer Board Reports for the 2017-2018 fiscal year-end closing and the period of July 1, 2018 through September 30, 2018.

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

CHAFFEY COMMUNITY COLLEGE DISTRICT
QUARTERLY BUDGET TRANSFER REPORT-PRIOR YEAR
From 07/01/2018 To 09/30/2018
October 22, 2018 Board Meeting

BUDGET TRANSFERS	FROM	TO
<u>Fund 10: General Fund Unrestricted</u>		
1000 Academic Salaries		1,284,493
2000 Classified Salaries		579,079
3000 Benefits	1,377,080	
4000 Supplies & Materials	24,607	
5000 Other Operating Expenses & Services	316,277	
6000 Capital Outlay	145,608	
Total Transfer Fund 10 Unrestricted	1,863,572	1,863,572
<u>Fund 10: General Fund Restricted</u>		
1000 Academic Salaries		478,583
2000 Classified Salaries		183,701
3000 Benefits		206,298
4000 Supplies & Materials		134,341
5000 Other Operating Expenses & Services	1,732,007	
6000 Capital Outlay		750,046
7000 Other Outgo	20,962	
Total Transfer Fund 10 Restricted	1,752,969	1,752,969
<u>Fund 33: Children's Center</u>		
3000 Benefits		12,232
4000 Supplies & Materials	11,000	
5000 Other Operating Expenses & Services	1,232	
Total Transfer Fund 33	12,232	12,232
<u>Fund 40: Bond Fund</u>		
2000 Classified Salaries		2,227
5000 Other Operating Expenses & Services	1,466	
6000 Capital Outlay		70,402
7000 Other Outgo	71,163	
Total Transfer Fund 40	72,629	72,629
<u>Fund 41: Capital Projects Fund</u>		
2000 Classified Salaries		133
3000 Benefits	133	
6000 Capital Outlay	24,350	
7000 Other Outgo		24,350
Total Transfer Fund 41	24,483	24,483
<u>Fund 71: Associated Students Fund</u>		
2000 Classified Salaries		1,723
4000 Supplies & Materials	1,723	
Total Transfer Fund 71	1,723	1,723
Total Transfers All Funds	3,727,608	3,727,608

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2018
Board Meeting Date

TOPIC QUARTERLY FINANCIAL STATUS REPORT FOR THE PERIOD ENDING SEPTEMBER 30, 2018

Communication No. IV.E.3.g

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Quarterly Financial Status Report for the period ending September 30, 2018.

BACKGROUND

The Quarterly Financial Status Report is provided to apprise the Governing Board of the district’s fiscal condition and is presented for approval, as required by the Chancellor’s Office of the California Community Colleges. The report is consistent with the 2018-2019 adopted budget.

BUDGET IMPLICATIONS

Funding Source – The unrestricted general fund budget.

Status of Funds – The report is within appropriations indicated in the 2018-2019 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended the Governing Board approve the Quarterly Financial Status Report for the period ending September 30, 2018.

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

California Community Colleges
QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q
 Fiscal Year 2018-2019

District: (920) Chaffey Community College

Quarter Ended: September 30, 2018

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

As of June 30 for fiscal year specified.

	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-2018 Actual	FY 2018-19 Projected
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	102,955,523	102,248,246	104,076,905	117,055,124
Other Financing Sources (Objects 8900)	2,267	43,467	12,995	25,000
Total Unrestricted Revenues	102,957,790	102,291,713	104,089,900	117,080,124
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	94,310,332	98,620,033	102,597,275	113,440,967
Other Outgo (Objects 7100, 7300, 7400, 7500, & 7600)	1,292,875	1,344,707	1,354,847	3,331,714
Total Unrestricted Expenditures	95,603,207	99,964,740	103,952,122	116,772,681
Revenues Over(Under)Expenditures	7,354,583	2,326,973	137,778	307,443
Fund Balance, Beginning	11,026,370	18,380,963	20,707,936	20,845,714
Prior Year Adjustments + (-)	10	0	0	0
Adjusted Fund Balance, Beginning	11,026,380	18,380,963	20,707,936	20,845,714
Fund Balance, Ending	18,380,963	20,707,936	20,845,714	21,153,157
% of GF Balance to GF Expenditures	19.23%	20.72%	20.05%	18.11%

II. Annualized Attendance FTES:

Annualized FTES				
(Excluding apprentices and non-residents)	15,849	16,385	16,385	16,712

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	As of the specified quarter ended for each fiscal year presented			
	2015-16	2016-17	2017-18	2018-19
Cash, excluding borrowed funds	19,409,705	35,209,307	31,865,436	37,975,061
Cash, borrowed funds only	0	0	0	0
Total Cash	19,409,705	35,209,307	31,865,436	37,975,061

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col.2)
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	117,055,124	117,055,124	23,013,842	19.7%
Other Financing Sources (Objects 8900)	25,000	25,000	3,229	12.9%
Total Unrestricted Revenues	117,080,124	117,080,124	23,017,071	19.7%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	113,440,967	113,442,667	24,790,299	21.9%
Other Outgo (Objects 7100, 7300, 7500, & 7600)	3,331,714	3,330,014	1,290,224	38.7%
Total Unrestricted Expenditures	116,772,681	116,772,681	26,080,523	22.3%
Revenues Over(Under) Expenditures	307,443	307,443	(3,063,452)	
Adjusted Fund Balance, Beginning	20,845,714	20,845,714	20,845,714	
Fund Balance, Ending	21,153,157	21,153,157	17,782,262	
% of UGF Fund Balance to UGF Expenditures	18.1%	18.1%		

V. Has the district settled any employee contracts during this quarter? YES NO

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

SALARIES

Contract Period Settled (Specify)	Management		Academic-Permanent		Academic-Temporary		Classified/Confidential	
	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%
Year 1	-		-		-		-	
Year 2	-		-		-		-	
Year 3	-		-		-		-	

*As specified in Collective Bargaining Agreement.

BENEFITS

Contract Period Settled (Specify)	Management		Academic-Permanent		Academic-Temporary		Classified/Confidential	
	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%
Year 1	-							
Year 2	-							
Year 3	-							

c. Include a statement regarding the source of revenues to pay salary and benefit increases, Anticipated expenditure reductions and/or reserves will cover increases.

VI. Did the district have significant events for the quarter (include incidence of long-term debt, settlement of audit citations or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

YES NO

If yes, list events and their financial ramifications. (Include additional pages of explanation if needed.)

VII. Does the district have significant fiscal problems that must be addressed this year?

YES NO

Next Year? YES NO

CERTIFICATION

Chaffey Community College District

To the best of my knowledge, the data contained in this report are correct.

To the best of my knowledge, the data contained in this report are correct. I further certify that this report was/will be presented at the governing board meeting specified below, afforded the opportunity to be discussed and entered into the minutes of that meeting.

District Chief Business Officer Date

District Superintendent Date

Quarter Ended: September 30, 2018

Governing Board Meeting Date: October 22, 2018

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2018
Board Meeting Date

TOPIC SOLE SOURCE PURCHASE OF EQUIPMENT: APPLE PRODUCTS

Communication No. IV.E.3.h

SUPPORTS BOARD POLICIES

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

PROPOSAL

To authorize the District to let sole source purchase orders to Apple, Inc., without formal, public advertising and receiving of bids, for fiscal year 2018-2019 as needed, to buy Apple manufactured products for instructional and administrative use, for the reasons set forth below.

BACKGROUND

California Public Contract Code Section 20651 requires the district to advertise publicly for bids for the purchase of goods involving an expenditure of \$90,200.00 or more. As a limited exception, San Bernardino County Counsel has determined that, where no practical value exists to the District in publicly advertising for bids and where only one source is available, the Governing Board may make a finding that it is in the district's best interests to let purchase order contracts without formal, public advertising and receiving of bids.

The District has determined that there is no practical value in advertising for and receiving of bids for the purchase of Apple products because: (1) Apple is the sole source of Apple and Macintosh branded hardware products for the district; (2) authorized Apple resellers are not authorized to sell standard Apple hardware products to public and private nonprofit educational institutions in the United States; and (3) the sale of Apple products by other than Apple, Inc. generally cannot occur unless an Apple reseller has breached its contract with Apple, Inc. The District's Purchasing Services Department concludes that the foregoing reasons are sufficient to support a finding by the Governing Board that it is in the District's best interests to authorize the letting of sole source purchase orders and/or contracts, for fiscal year 2018-2019 as needed, to Apple, Inc.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board authorize the district to let sole source purchase orders to Apple, Inc., without formal, public advertising and receiving of bids, for fiscal year 2018-2019 as needed, to buy Apple products for instructional and administrative use, for the reasons set forth above.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2018

Board Meeting Date

TOPIC **BID NO. 2019PW107, PARKING LOT REFURBISHMENT PROJECT**

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To authorize the District to award and enter into a contract with JB Bostick Co., Inc. of Anaheim, California, for Bid No. 2019PW107, Parking Lot Refurbishment Project, in the amount of \$727,000, which equals the base bid, as described on the attached Bid Opening Results (District opts not to include Alternate 1).

BACKGROUND

On August 6, 2018, the District advertised and released Bid No. 2019PW107 for the Parking Lot Refurbishment Project. The Project involves refurbishment of parking lots 2, 8, 9, 10, and 11 on the Rancho Cucamonga Campus, which includes: 2" full depth grind and removal of 129,030 square feet of existing asphalt material and grading as appropriate to level for repave and installation of asphalt overlay within Lots 2, 8, 9, and 10; 126,000 square feet of full depth asphalt concrete and aggregate base section within Lots 11 and 2; installation of concrete curb; restriping the parking lot for the replacement of the existing spacing and traffic flow legends; installation of ADA devices and signs; adjustment of surface utility appurtenances and removal of interfering items. Parking Lot 8 was considered an alternate, and following further review, the District opted to not include Parking Lot 8 at this time.

Thirteen contractors attended the mandatory pre-bid conference and job walk on August 24, 2018. Five contractors submitted bids by the Bid Opening deadline on September 11, 2018.

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

BUDGET IMPLICATIONS

Funding Source – Capital Projects Fund

Status of Funds – The funds of \$727,000 are included in the 2018–2019 adopted capital projects fund budget.

Future Implications – N/A

RECOMMENDATION

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

Attachment: Bid No. 2019PW107, Parking Lot Refurbishment Project Bid Opening Results

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



BID NAME: PARKING LOT REFURBISHMENT PROJECT

Bid No: 2019PW107

Bid Opening Location: Bernards Conference Room

Bid Due Date / Time : September 11, 2018 @ 2:00 PM

PRIME CONTRACTOR	BASE BID PRICE	ALTERNATE 1	TOTAL BASE BID PRICE WITH ALL ALTERNATES ADDED
J B Bostick Co., Inc. Anaheim, CA	\$727,000.00	\$85,000.00	\$812,000.00
Palp, Inc. dba Excel Paving Co. Long Beach, CA	\$760,600.00	\$91,100.00	\$851,700.00
Terra Pave, Inc. Whittier, CA	\$873,260.00	\$86,000.00	\$959,260.00
Roadway Engineering & Contracting, Inc. Pasadena, CA	\$834,400.00	\$208,400.00	\$1,042,800.00
Lee & Stires, Inc. Ontario, CA	\$998,000.00	\$115,000.00	\$1,113,000.00

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

October 22, 2018
Board Meeting Date

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

Communication No. IV.F.1.b

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 September 2018.

BUDGET IMPLICATIONS

Funding Source – All Funds

Status of Funds – Funding for these contracts, purchase orders, and warrants are included in the 2018-2019 adopted district budgets.

Future Implications – None

RECOMMENDATION

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

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

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS145	4 Hire Education	Riverside, CA	For a not-to-exceed amount, to provide training for workers of District's business clients and community partners in the areas of, but not limited to: advanced manufacturing, industrial electrical, industrial mechanical, HVAC, construction, pre-engineering, welding, mechatronics, machining, NCCER programs, business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management skills, and safety skills, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ²	\$3,067.00	Restricted and Unrestricted General Fund
2019CS155	Alert Security Systems Inc.	Upland, CA	For a not-to-exceed amount, to install two data drops and to terminate drops in the data room of the VSS building, at the Rancho Cucamonga Campus, for the period of August 24, 2018 through October 20, 2018, as approved by Technical Services.	1,300.00	Unrestricted General Fund
2019CS207	Alexander Strickland	Hesperia, CA	For a not-to-exceed amount, to provide training for District's business clients and community partners in the areas of but not limited to: business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills, and safety skills, for the period of August 24, 2018 through June 30, 2019, as approved by Economic Development. ³	4,000.00	Restricted General Fund
2019CS244	Amanda Guerrero	San Bernardino, CA	For a not-to-exceed amount, provide a presentation regarding her work in East Africa on paleontology and geology, on October 1, 2018, as approved by Math and Science. ⁴	100.00	Restricted General Fund
2019CS200	BankMobile Technologies, Inc.	New Haven, CT	Year 1 of a 5-Year agreement to provide comprehensive student financial aid disbursement services to the District, as approved by Financial Aid.	9,000.00	Unrestricted General Fund
2019CS197	Betsaida Jimenez	Fontana, CA	For a not-to-exceed amount, to participate in an art exhibition at the Rancho Cucamonga City Hall, for the period of September 1, 2018 through September 14, 2018, as approved by Wignall Museum.	250.00	Unrestricted General Fund

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

² Funded by Economic Development grant funds.

³ Funded by Economic Development grant funds.

⁴ Funded by Title III, STEM grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS165	Bradford Hurte	Woodinville, WA	For a not-to-exceed amount, to provide marketing and communication services to assist the Energy, Construction and Utilities (ECU) Director and Sector Navigator with aligning instructional programs with industry needs while maximizing the employability of graduates, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ⁵	\$30,000.00	Restricted General Fund
2019CS56	Brian Vanderzanden	Beaumont, CA	Amendments 2 & 3 to increase the not-to-exceed amount, for additional training services for District's business clients and community partners, as approved by Economic Development. ⁶	2,240.00	Restricted General Fund
2019CS232	Burgess Moving and Storage	Riverside, CA	For a not-to-exceed amount, to provide as-needed moving and storage services, for the period of July 1, 2018 through June 30, 2019, as approved by Purchasing Services.	5,000.00	Unrestricted General Fund
2019CS161	Byron P. Strope	Upland, CA	For a not-to-exceed amount, to provide scheduled training associated with the proper practices and procedures for safely operating aircraft on airport taxiways, for the period of July 1, 2018 through June 30, 2019, as approved by Business and Applied Technology.	11,500.00	Unrestricted General Fund
2019CS220	Career Dimensions, Inc.	Franklin Lakes, NJ	User license agreement, for an online, interactive career and education planning system that combines self-assessment, career exploration and decision making tools, for the period of September 14, 2018 through September 13, 2019, as approved by Career Center. ⁷	4,614.00	Restricted General Fund
2019CS179	Chris Severn Creative LLC	San Francisco, CA	For a not-to-exceed amount, to develop a mobile/desktop web application that allows users to search by California Department of Education (CDE) Pathway, CDE Sub-Pathway and occupation to locate Colleges that offer relevant programs, for the period of August 1, 2018 through February 1, 2019, as approved by Center of Excellence. ⁸	11,000.00	Restricted General Fund
2019CS238	Christopher Huerta	Santa Fe Springs, CA	For a not-to-exceed amount, to serve as official statistician for 2018 home football contests, as required by the Southern California Football Association (SCFA), for the period of September 1, 2018 through November 31, 2018, as approved by Instructional Support, Guided Pathways, Kinesiology, and Nutrition.	900.00	Auxiliary Services

⁵ Funded by Economic Development grant funds.

⁶ Funded by Economic Development grant funds.

⁷ Funded by Economic Development grant funds.

⁸ Funded by Center of Excellence funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS135	Coastal Handyman Connection	Riverside, CA	Amendment 1 to increase the not-to-exceed amount, for additional training services for District's business clients and community partners, as approved by Economic Development. ⁹	\$8,820.00	Restricted General Fund
2019CS231	Fiori Barton	Rancho Cucamonga, CA	For a not-to-exceed amount, facilitate a creative therapy and painting workshop during the <i>Girl Talk</i> event on July 28, 2018, as approved by Special Populations and Equity. ¹⁰	500.00	Restricted General Fund
2019CS212	Floor Technology Group	Orange, CA	For a not-to-exceed amount, to remove and dispose of existing glued down carpet and replace with new carpet tiles in the Administration Building, room AD-149, located at the Rancho Cucamonga Campus, for the period of July 1, 2018 through September 30, 2018, as approved by Facilities Development.	2,761.33	Unrestricted General Fund
2019CS229	Floor Technology Group	Orange, CA	For a not-to-exceed amount, to remove and dispose of existing glued down carpet and replace with new carpet tiles and vinyl flooring in the Administration Building, room AD-109, located at the Rancho Cucamonga Campus, for the period of August 1, 2018 through September 29, 2018, as approved by Facilities Development. ¹¹	21,675.62	Restricted General Fund
2019CS65	Forsberg Consulting Services	Roseville, CA	For a not-to-exceed amount, to provide professional consulting services related to classification, compensation, general Human Resource and other ad hoc services, for the period of July 1, 2018 through June 30, 2019, as approved by Human Resources.	2,000.00	Unrestricted General Fund
2019CS172	Full Capacity Marketing, Inc.	San Diego, CA	For a not-to-exceed amount, to work collaboratively with members of the Energy, Construction & Utilities (ECU) team to design a comprehensive ECU Sector Strategy Toolkit that can be replicated across all ECU initiatives and projects starting with Facilities Management, for the period of August 1, 2018 through December 31, 2018, as approved by Economic Development. ¹²	48,825.00	Restricted General Fund
2019CS204	Gail McManus	Santa Monica, CA	For a not-to-exceed amount, to lead a presentation for faculty titled "Communicating Empathy to Students" on October 12, 2018, as approved by Faculty Success Center. ¹³	2,000.00	Restricted General Fund
2019CS147	Go Launch Marketing	Sacramento, CA	For a not-to-exceed amount, to develop marketing collateral, articles, graphics, and promotional materials for the InTech Center, for the period of July 27, 2018 through	5,000.00	Restricted General Fund

⁹ Funded by Economic Development grant funds

¹⁰ Funded by Student Equity budget.

¹¹ Funded by Student Equity budget.

¹² Funded by Economic Development grant funds.

¹³ Funded by Basic Skills budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
			June 30, 2019, as approved by Economic Development. ¹⁴		
2019CS209	Golden Eagle Moving Services Inc.	Upland, CA	For a not-to-exceed amount, to provide as-needed moving and storage services, for the period of July 1, 2018 through June 30, 2019, as approved by Purchasing Services.	\$10,000.00	Unrestricted General Fund
2019CS146	Jeanine Hill	Orange, CA	For a not-to-exceed amount, to provide photography services for advertising of District campuses, students, faculty, events and classrooms, for the period of July 25, 2018 through June 29, 2019, as approved by Marketing and Public Relations.	10,000.00	Unrestricted General Fund
2019CS99	Jennifer A. Ingalls	San Bernardino, CA	For a not-to-exceed amount, to provide on-call sign language interpreter services to students, for the period of July 1, 2018 through June 30, 2019, as approved by Disability Programs and Services. ¹⁵	30,000.00	Restricted General Fund
2019CS38	Kevin Kaler	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide training for District's business clients and community partners in the areas of but not limited to: business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills, safety skills, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ¹⁶	4,000.00	Restricted General Fund
2019CS191	Luis Antonio Rivas II	Azusa, CA	For a not-to-exceed amount, to evaluate training classes to assist the District's InTech Center with assessing student progress, for the period of August 20, 2018 through June 30, 2019, as approved by Economic Development. ¹⁷	4,500.00	Restricted General Fund
2019CS31	Marco A. Rosales	Hesperia, CA	For a not-to-exceed amount, to provide training for District's business clients and community partners in the areas of, but not limited to: business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills, and safety skills, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ¹⁸	1,500.00	Restricted General Fund
2019CS27	Markazan Romero	Highland, CA	Amendment 1 & 2 to increase the not-to-exceed amount for additional training services for District's business clients and community partners, as approved by Economic Development. ¹⁹	9360.00	Restricted General Fund

¹⁴ Funded by Economic Development grant funds.

¹⁵ Funded by Disability Programs and Services (DPS) budget.

¹⁶ Funded by Economic Development grant funds.

¹⁷ Funded by Economic Development grant funds.

¹⁸ Funded by Economic Development grant funds.

¹⁹ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS176	Melissa Wells	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide on-call sign language interpreter services to students, for the period of August 1, 2018 through June 30, 2019, as approved by Disability Programs and Services. ²⁰	\$12,000.00	Restricted General Fund
2019CS170	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, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	3,270.96	Unrestricted General Fund
2019CS167	NCS Pearson Inc.	Chicago, IL	For a not-to-exceed amount, to provide on-demand online tutoring services in the following subject areas: mathematics, writing, science, business, Spanish, ESL, computers and technology, nursing, allied health, reading and career writing, for the period of July 1, 2018 through June 30, 2019, as approved by Distance Education.	12,360.00	Unrestricted General Fund
16P17	Newcomb Anderson McCormick	San Francisco, CA	Amendment 2 to extend the term end date to September 30, 2018 for contract negotiation services needed for the solar photo-voltaic system, as approved by Administrative Affairs.	No Cost Impact	Capital Projects Fund
2019CS234	Precision Security and Protective Services Inc.	Santa Ana, CA	For a not-to-exceed amount, to provide unarmed security guards at the Chino Community Center, for the period of July 1, 2018 through June 30, 2019, as approved by Chino Community Center.	14,150.00	Chino Community Center Fund
2019CS223	PrintB3	Rancho Cucamonga, CA	For a not-to-exceed amount, remove existing window print, fabricate and install one new wall graphic print on the Student Services/Administration (SSA) building, located at the Rancho Cucamonga Campus, for the period of September 14, 2018 through October 6, 2018, as approved by Marketing and Public Relations.	5,092.83	Unrestricted General Fund
2019CS177	QuickCaption, Inc.	Riverside, CA	For a not-to-exceed amount, to provide as needed on-site and remote computer aided Communication Access Real-time Translation (CART) services for persons who are deaf or hard of hearing, for the period of July 1, 2018 through June 30, 2019, as approved by Disability Programs and Services. ²¹	50,000.00	Restricted General Fund
2019CS171	Ranchito Tivo Boer Goat Ranch	Chino, CA	For a not-to-exceed amount, to provide weed abatement and brush clearance services for approximately ninety acres of property located at the Chino Campus, for the period of July 1, 2018 through June 30, 2019, as approved by Chino Campus.	33,000.00	Unrestricted General Fund

²⁰ Funded by Disability Programs and Services (DPS) budget.

²¹ Funded by Disability Programs and Services (DPS) budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS202	RDM Electric Co., Inc.	Chino, CA	For a not-to-exceed amount, to relocate two electrical outlets in room CHCM-201, located at the Chino Campus, for the period of September 1, 2018 through September 30, 2018, as approved by Facilities/Physical Plant. ²²	\$1,136.00	Restricted General Fund
2019CS57	Remberto Aguilar	Grand Terrace, CA	Amendment 1 to increase the not-to-exceed amount for additional training services, as approved by Economic Development. ²³	1,560.00	Restricted General Fund
2019CS24	Richard Cortez	Rancho Cucamonga, CA	Amendment 1 to increase the not-to-exceed amount, for additional training services to District's business clients and community partners, as approved by Economic Development. ²⁴	3,900.00	Restricted General Fund
2019CS101	Richard Gulizia	Colton, CA	Amendment 1 to increase the not-to-exceed amount, to provide additional training services for District's business clients and community partners, as approved by Economic Development. ²⁵	7,000.00	Restricted General Fund
2019CS188	Ronald J. Maiorano	Upland, CA	For a not-to-exceed amount, to provide training services to District's business clients and community partners in the areas of, but not limited to: business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills, and safety skills, for the period of August 14, 2018 through June 30, 2019, as approved by Economic Development. ²⁶	15,000.00	Restricted General Fund
2019CS187	Schaefer Ambulance Service	Rancho Cucamonga, CA	Medical Services Agreement, to provide standby medical services for home football games during the 2018 Football season, located at the Rancho Cucamonga Campus, for the period of September 1, 2018 through November 3, 2018, as approved by Instructional Support, Guided Pathways, Kinesiology, and Nutrition.	2,900.00	Unrestricted General Fund
2018CS42A	Siteimprove	Minneapolis, MN	Amendment 1 to increase the not-to-exceed amount for additional website quality assurance services, as approved by Administrative Systems.	4,620.00	Unrestricted General Fund
2019CS195	Terry A. Schmidt	Aliso Viejo, CA	For a not-to-exceed amount, to analyze existing Statewide Automation Initiative programs, develop a curriculum template, and create a framework for faculty communities of practice, for the period of August 20, 2018 through December 31, 2018, as approved by Economic Development. ²⁷	35,955.00	Restricted General Fund

²² Funded by Economic Development grant funds.

²³ Funded by Economic Development grant funds.

²⁴ Funded by Economic Development grant funds.

²⁵ Funded by Economic Development grant funds.

²⁶ Funded by Economic Development grant funds.

²⁷ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS214	Thor Safety	Corona, CA	For a not-to-exceed amount, to provide InTech Center training courses for District's business clients and community partners in the areas of but not limited to: advanced manufacturing, construction, mechatronics, industrial electrical, OSHA, machining, industrial mechanical, welding, NCCER programs and HVAC, for the period of August 24, 2018 through June 30, 2019, as approved by Economic Development. ²⁸	\$2,500.00	Restricted General Fund
2019CS143	Trane US Inc.	Brea, CA	For a not-to-exceed amount, to remove and salvage existing chiller control panel in the Central Plant for two centrifugal chillers, located at the Rancho Cucamonga Campus, for the period of July 23, 2018 through November 30, 2019, as approved by Facilities/Physical Plant.	18,993.94	Scheduled Maintenance Fund
2019CS17	Trane US Inc.	Brea, CA	For a not-to-exceed amount, to provide preventative maintenance, annual and quarterly inspections, chiller refrigerant management, and chiller laboratory analysis of the Central Plant equipment, for the period of July 1, 2018 through June 30, 2019, as approved by Facilities/Physical Plant.	24,039.00	Scheduled Maintenance Fund
2019CS216	Troy Thomas Kuhns	Apple Valley, CA	For a not-to-exceed amount, to provide training courses for District's business clients and community partners in the areas of but not limited to: business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management skills, and safety skills, for the period of August 24, 2018 through June 30, 2019, as approved by Economic Development. ²⁹	12,000.00	Restricted General Fund
2019CS203	WAXIE Sanitary Supply	San Diego, CA	Professional Services Agreement using a piggy-back bid pursuant to California Public Contract Code Sections 20118 and 20652, to provide Janitorial Vendor Managed Inventory (VMI) Services to the District for the period of July 1, 2018 through June 30, 2019, as approved by Administrative Affairs.	190,000.00	Unrestricted General Fund
2019CS20	William Gutzmann	Ontario, CA	Amendment 1 to increase the not-to-exceed amount, to provide additional training services and associated client consultation for District's business clients and community partners, as approved by Economic Development. ³⁰	6,200.00	Restricted General Fund

List reflects contracts entered into and change orders to existing contracts for the month of September 2018.³¹

²⁸ Funded by Economic Development grant funds.

²⁹ Funded by Economic Development grant funds.

³⁰ Funded by Economic Development grant funds.

³¹ Funding for all contracts and change orders on this list are included in the 2018-2019 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE

WARRANT REGISTER REPORT

FOR THE MONTH OF SEPTEMBER 2018

GENERAL FUNDS (10)

PAYROLL	6,969,666.70	
COMMERCIAL	4,073,629.83	
TOTAL FUND (10)		11,043,296.53

SCHEDULED MAINTENANCE FUND (42)

-

BUILDING FUND (40)

10,959.63

EARLY RETIREMENT FUND (61)

-

VACATION LIABILITY (69)

-

CAPITAL OUTLAY PROJECT FUND (41)

953,263.00

CHILD DEVELOPMENT FUND (33)

PAYROLL	94,225.50	
COMMERCIAL	5,279.54	
TOTAL FUND (33)		99,505.04

TOTAL ALL FUNDS

\$ 12,107,024.20

PAYROLL WARRANT/ADVICE NUMBERS

124544-124667 390859-392743

COMMERCIAL WARRANT NUMBERS

1012638-1012763 1706653-1707947

PURCHASE ORDER NUMBERS

BPO's	13742-13775	\$ 1,847,651.40
PO's	50699-50884	\$ 671,401.54