



AGENDA  
**MEETINGS OF THE GOVERNING BOARD**  
**CHAFFEY COMMUNITY COLLEGE DISTRICT**  
Thursday, April 22, 2021

Pursuant to Governor Newsom's Executive Order N-29-20, dated March 17, 2020, members of the Governing Board of the Chaffey Community College District, staff, and the public will participate in the April 22, 2021 meeting via videoconference. To avoid exposure to COVID-19, this meeting will be held via videoconference and can be accessed at the following link: <https://www.chaffey.edu/leadership/governingboard.php>

Public comments for this meeting will only be accessible via email and should be sent to [presidents.office@chaffey.edu](mailto:presidents.office@chaffey.edu). Submissions must be received prior to the posted start time of the Board meeting. Please include in the email subject line: *Public Comments for the Governing Board Meeting of April 22, 2021*. Please indicate in your email if you are addressing a specific agenda item or if you are making a comment regarding an item not on the agenda. Please identify if your comment is for the open session agenda or the closed session agenda. All submissions received will be considered a public record under the Public Records Act and are therefore subject to public disclosure. Submissions will be read into the record at the Board meeting and must comply with the three-minute time limit.

- I. **REGULAR SESSION**
  - A. CALL TO ORDER (2:00 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. Board Management Software
    2. Library/Learning Commons Project
- 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
    3. Informational
      - a. Board Policies for Information

E. CONSENT AGENDA

1. Governance Process
  - a. Approval of Minutes, March 25, 2021
  - b. Role and Privileges of Student Trustee
2. Academic Affairs
  - a. Curriculum
3. Business/Fiscal Affairs
  - a. Approval to Designate Klein Educational systems as a Single Source Vendor for a Sole Source Procurement
  - b. Approval to Proceed with the Design-Build Process for the Library-Learning Commons Project at the Rancho Cucamonga Campus
  - c. Budget Increase – Restricted General Fund
  - d. Department of Veterans Affairs Grant
  - e. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
  - f. Invention and Inclusive Innovation (13) Program Grant
  - g. Quarterly Budget Transfer Report
  - h. Quarterly Financial Status Report for the Period Ending March 31, 2021
  - i. Statewide Director – Advanced Manufacturing, Grant Extension and Augmentation
4. Human Resources
  - a. Management Personnel Plan/Employment Contracts

F. ACTION AGENDA

1. Business/Fiscal Affairs
  - a. 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 Thursday, May 27, 2021.*

**[Complete agenda may be viewed at www.chaffey.edu/leadership/governingboard.php](http://www.chaffey.edu/leadership/governingboard.php)**

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

(Information)

April 22, 2021  
Board Meeting Date

TOPIC **BUDGET MONITORING REPORT**

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Communication No. IV.D.2.a

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SUPPORTS BOARD POLICY

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

PROPOSAL

To 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 March 31, 2021. 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 March 31, 2021

	2017-2018				2018-2019				2019-2020				2020-2021			
	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	EOY Actual	March % of Budget	Adopted Budget	31-Mar	March % of Budget	
<b>INCOME SOURCE</b>																
Prior Year Ending Balance Re-allocation	3,928,578				0				5,399,749							
State General Apportionment	81,382,469	67,991,474	80,783,224	83.55%	91,380,855	76,209,314	84,452,984	83.40%	88,764,527	78,101,317	101,121,425	87.99%	92,314,577	63,824,849	69.14%	
Education Protection Account (EPA)	12,165,352	9,087,668	12,843,991	74.70%	14,801,508	11,420,573	16,205,427	77.16%	16,519,214	11,127,527	8,250,250	67.36%	18,599,347	13,482,402	72.49%	
Miscellaneous	9,801,247	4,657,464	7,769,154	47.52%	8,423,626	5,688,814	9,768,252	67.53%	11,047,945	12,328,719	18,345,017	111.59%	12,006,880	5,668,742	47.21%	
Lottery	2,424,980	1,055,844	2,693,531	43.54%	2,474,135	1,416,927	2,208,651	57.27%	2,588,148	2,159,674	3,172,551	83.44%	2,588,148	1,620,962	62.63%	
<b>Total Income</b>	<b>105,774,048</b>	<b>82,792,450</b>	<b>104,089,900</b>	<b>78.27%</b>	<b>117,080,124</b>	<b>94,735,628</b>	<b>112,635,314</b>	<b>80.92%</b>	<b>118,919,834</b>	<b>103,717,237</b>	<b>130,889,243</b>	<b>87.22%</b>	<b>125,508,952</b>	<b>84,596,955</b>	<b>67.40%</b>	
<b>EXPENDITURES</b>																
Operational	109,702,626	77,754,161	103,952,122	70.88%	116,772,681	83,582,403	111,735,006	71.58%	124,319,583	86,803,775	120,455,944	69.82%	125,362,661	82,125,323	65.51%	
<b>Total Expenditures</b>	<b>109,702,626</b>	<b>77,754,161</b>	<b>103,952,122</b>	<b>70.88%</b>	<b>116,772,681</b>	<b>83,582,403</b>	<b>111,735,006</b>	<b>71.58%</b>	<b>124,319,583</b>	<b>86,803,775</b>	<b>120,455,944</b>	<b>69.82%</b>	<b>125,362,661</b>	<b>82,125,323</b>	<b>65.51%</b>	
Surplus or (Deficit)	-	5,038,289	137,778	-	307,443	11,153,225	900,308	-	-	16,913,462	10,433,299	-	146,291	2,471,632	-	
<b>Net Surplus or (Deficit)</b>	<b>-</b>	<b>5,038,289</b>	<b>137,778</b>	<b>-</b>	<b>307,443</b>	<b>11,153,225</b>	<b>900,308</b>	<b>-</b>	<b>-</b>	<b>16,913,462</b>	<b>10,433,299</b>	<b>-</b>	<b>146,291</b>	<b>2,471,632</b>	<b>-</b>	
<b>SUMMARY, ENDING BAL/RESERVES</b>																
7% Board Designated Reserves	7,679,184	7,679,184	7,276,649	100.00%	8,174,088	8,174,088	7,821,450	100.00%	8,702,371	8,702,371	8,431,916	100.00%	8,775,386	8,775,386	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	-	1,600,000	1,600,000	-	
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	300,000	-	300,000	300,000	300,000	-	300,000	300,000	300,000	-	300,000	300,000	-	
Capital Outlay Replacement	200,000	200,000	300,000	-	300,000	300,000	300,000	-	300,000	300,000	300,000	-	300,000	300,000	-	
PERS/STRS Reserve	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999	-	
One-Time Funding	2,661,425	2,661,425	2,161,425	-	1,661,425	1,661,425	2,161,425	-	1,661,425	1,661,425	1,033,784	-	33,784	33,784	-	
Cash Deferral Reserve	-	-	-	-	-	-	-	-	-	-	19,000,000	-	19,000,000	19,000,000	-	
Undistributed Reserve	3,194,750	3,194,750	8,263,641	-	8,173,644	8,173,644	8,619,148	-	2,838,478	2,838,478	569,622	-	372,443	372,443	-	
<b>Total Ending Balance/Reserves</b>	<b>16,779,358</b>	<b>16,779,358</b>	<b>20,845,714</b>	<b>100.00%</b>	<b>21,153,156</b>	<b>21,153,156</b>	<b>21,746,022</b>	<b>100.00%</b>	<b>16,346,273</b>	<b>16,346,273</b>	<b>32,179,321</b>	<b>100.00%</b>	<b>32,325,612</b>	<b>32,325,612</b>	<b>100.00%</b>	
<b>Ending Balances %</b>	<b>15.30%</b>		<b>20.05%</b>		<b>18.11%</b>		<b>19.46%</b>		<b>13.15%</b>		<b>26.71%</b>		<b>25.79%</b>			

\*Reserve balances remain unchanged until yearend.

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

(Information)

April 22, 2021  
Board Meeting Date

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TOPIC     **BOARD POLICIES FOR INFORMATION**    

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Communication No. IV.D.3.a

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SUPPORTS BOARD POLICY

**Board Policy 2410 Board Policies and Administrative Procedures** - The Governing Board may adopt such policies as are authorized by law or determined by the Governing Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Governing Board on a specific issue within its subject matter jurisdiction.

PROPOSAL

To receive Board Policies for first reading and discussion.

BACKGROUND

In July, 2011, the district began working with a consultant from the Community College League of California (CCLC) to update its Board Policies to align with the recommended policies developed through the legal firm of Liebert Cassidy Whitmore in conjunction with the CCLC. Utilizing the CCLC Policy and Procedure Subscription Service templates, the district will ensure that all legal requirements, recommendations, suggested good practices, and accreditation requirements are fully addressed.

The district is continuing its work to review and update policies during the 2020–2021 academic year. As part of this process, board policies were reviewed by Board Member Ovitt in his capacity as Governing Board Policy Liaison prior to their submission to the Governing Board for first reading. The Board Policies included for first reading are from Chapter 3 (General Institution) and Chapter 4 (Instruction).

RECOMMENDATION

It is recommended that the Governing Board receive board policies for first reading and discussion.

Prepared by:	Jim Fillpot, Dean, Institutional Research, Policy, and Grants
Recommended by:	Henry D. Shannon, Superintendent/President



**Governing Board Policies  
Presented to the Governing Board for Information  
April 15, 2021**

**Chapter 3 – General Institution**

BP 3725 Information and Communications Technology Accessibility and Acceptable Use

**Chapter 4 – Instruction**

BP 4010 Academic Calendar  
BP 4020 Program, Curriculum, and Course Development  
BP 4110 Honorary Degrees  
BP 4226 Multiple and Overlapping Enrollments  
BP 4500 Student News Media

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

April 22, 2021

Board Meeting Date

TOPIC **APPROVAL OF MINUTES, MARCH 25, 2021**

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Communication No. IV.E.1.a

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SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the March 25, 2021, regular meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the March 25, 2021, regular Board meeting.

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

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

A regular meeting of the Chaffey Community College District Governing Board was held on Thursday, March 25, 2021, virtually via videoconference. Board President Ovitt called the meeting to order at 2:00 p.m.

Members present: Ms. Brugger, Mr. McDougal, Ms. Negrete-McLeod, Mr. Ovitt, Ms. Olivares-Lambert, Ms. Sanders (Student Trustee)

Members absent: none

**CLOSED SESSION**

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

No comments were made.

The Board convened in closed session at 2:02 p.m. Closed session was adjourned at 2:46 p.m.

**STUDY SESSION**

Chino Monitoring Report – Laura Hope, associate superintendent of instruction and institutional development, introduced Dr. Teresa Hull, dean, Chino Campus, who presented on the following: factors and influences such as Measure P, the Strategic Plan, the Educational Master Plan, the Chino Campus Identity Plan, current employment conditions in the IE; current partners and geographical influences such as Chino Airport, City of Chino, Turning Point, Culinary Arts and Hospitality Management, proximity to Los Angeles and Orange County, local high schools; potential future directions including current opportunities such as associate degree nursing, aviation maintenance technology, criminal justice/corrections, nutrition and foods, and potential directions including hospitality/recreation management, surgical technologist, architectural design/landscaping, animation and gaming; building expansion and services, Chaffey College Chino Community Center renovations and virtual accommodations.

Fontana Monitoring Report – Laura Hope introduced Dr. Jason Chevalier, dean, Fontana Campus, who presented on the following: COVID response which include admissions and records, Success Center and instruction have gone fully online; current status including physical improvements, Fontana Advisory Committee monthly meetings, and city involvement; and the new campus which



includes master plan currently under development and new site-specific programming including automotive technology, cloud computing, physical therapy assistant, welding, and transfer courses (psychology, sociology, business).

### REGULAR SESSION

The regular session reconvened at 3:18 p.m., and Board President Ovitt asked Trustee Brugger to lead the Pledge of Allegiance to the Flag.

### PUBLIC COMMENTS

There were no public comments.

### COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Lauren Sanders reported attending the following: Chaffey College Planning Council meeting; Chaffey College Student Government (CCSG) Election Committee meeting; Black Caucus California Community Colleges Leadership 2021 Virtual Conference and 2022 planning; CCSG Multicultural Club meetings; Guided Pathways meeting; Enrollment and Success Management meeting; Registration Committee meetings; DPS Student Panel; Pantry Days; Classified Senate School Supplies event; Upland Public Library event; Rancho Cucamonga Biane Library event; CCSG Executive, Senate, Delegation, Finance, Activities, and Communications meetings; Student Trustee Caucus meetings; I Am Chaffey event; non-profit meetings; and SSCCC General Assembly event.

Trustee McLeod had no report.

Trustee Brugger reported that she made her monthly donations to the College, and attended via Zoom the San Bernardino County Senior Disabled Fund meeting. Ms. Brugger also mentioned that she will be purchasing a foursome for the upcoming Foundation golf tournament.

Trustee McDougal reported he attended the Chaffey College Chino Community Center meeting.

Trustee Olivares-Lambert reported that she joined the Excellencia in Education California briefing, participated in two of the Community College League of California (CCLC) Excellence in Trusteeship workshops; and the CCLC's monthly governance relations webinar. She thanked Dr. Shannon and staff for their work on the 10-Point Plan.

Board President Ovitt reported that he attended the Promise Scholars meeting, who has a new leader Monica Ayala; Children's Fund meeting; and National Day of Prayer advisory committee meeting.

## LEGISLATIVE UPDATE

Dr. Janeth Rodriguez, director, alumni and community relations, provided a written presentation which included updates on AB 469 – High School Graduation Requirements: Financial Aid Applications; AB 417 – Rising Scholar Network; AB 1456 – Grant Reform Act; and Secretary of Education Dr. Miguel Cardona; safe reopening of schools; and expansion of career technical education programs.

## FOUNDATION

Dr. Lisa Nashua, executive director of the Foundation, provided a written report which included: spring scholarship cycle; InTech Center consideration of \$2.99 million budget allocation; the James Irvine Foundation Better Careers Initiative \$1.3 million proposal; Wells Fargo philanthropy; Chaffey College Foundation Virtual Event – Supporting College Dreams; and Chaffey College Foundation Golf Tournament.

## REPORTS

### CLOSED SESSION ACTIONS

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

#### Employment or Ratification of:

Bradley Franklin to the position of help desk coordinator, administrative systems, 1.0 FTE, 12 months, range 20, step A of the CSEA salary schedule, effective April 1, 2021.

Ryan Mincer to the position of help desk coordinator, administrative systems, 1.0 FTE, 12 months, range 20, step A of the CSEA salary schedule, effective April 1, 2021.

Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers. David Slover to the temporary, unclassified, professional expert position of football coordinator, out-of-season, effective February 1, 2021, through June 30, 2021, under the terms and conditions of the employment agreement.

#### Appointment of:

The Governing Board approved the revised educational services coordinator assignments for the 2020-21 academic year (this list has been made a part of these meeting minutes.)

The Governing Board approved a reduced workload assignment for Heather MacDonald, instructor, associate degree nursing, from 1.00 FTE to .897 FTE for the 2021–22 academic year, pursuant to the provisions of Education Code § 87483 and contingent upon approval from STRS.

## MONITORING

The following report was submitted to the Governing Board for their information:

2019-2020 Audit Report – Lisa Bailey, associate superintendent of business services and economic development, introduced Patrick Cabildo, internal auditor, and Rick Alonzo from EideBailly, who discussed the audit. Mr. Cabildo explained that this is Mr. Alonzo’s first year on this engagement due to the requirement to rotate auditors. Mr. Alonzo reported that his scope is to render three opinions – financial statement, federal compliance, and state compliance - which can be found on page 97, summary of auditor’s reports. Unmodified opinions are the cleanest level of opinions, and the College received unmodified opinions on all three. There were two minor findings in the area of federal compliance, which did not have an impact on the clean unmodified opinions. He explained that there was additional scrutiny this year due to the remote nature of the audit as well as CARES funding requirements and these findings were common this year.

## CONSENT AGENDA

A motion was made by Ms. Brugger, seconded by Ms. Negrete-McLeod, to approve the consent agenda as presented.

Yeas: Ms. Brugger, Mr. McDougal, Ms. Negrete-McLeod, Mr. Ovitt,  
Ms. Olivares-Lambert, Ms. Sanders (advisory)  
Nays: None

Through this action, the following were approved (Approval of Minutes, February 25, 2021, through Memorandums of Understanding – Chaffey Community College District and California School Employees Association (CSEA), Chapter 431.)

## GOVERNANCE PROCESS

The minutes of the February 25, 2021, regular Board meeting were approved as presented.

The Governing Board changed the dates of the April Board meeting to Thursday, April 22, 2021, and the September Board meeting to Tuesday, September 21, 2021.

The Governing Board casted votes for six seats up for re-election on the CCCT Board of Directors.

The Governing Board adopted the resolution observing Black Student Success Week (this resolution has been made a part of the meeting minutes.)

## ACADEMIC AFFAIRS

The Governing Board approved 8 new courses, 13 course modifications, 1 course reactivation, 19 distance education courses, 2 course deactivations, 2 new programs of study, and 7 program of study modifications for the *Chaffey College 2021-2022 Catalog*.

## BUSINESS/FISCAL AFFAIRS

The Governing Board approved the budget increase of \$438,137 to the 2020-2021 restricted general fund budget for the NextUp, Veteran's Program, Veteran's Resource Center and Strong Workforce Program allocations.

The Governing Board approved six existing members to serve a second term on the Bond Citizens' Oversight Committee.

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

The Governing Board approved the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project – Institutional Allocation, in the amount of \$5,723,242.

The Governing Board approved the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project – Minority Serving Institutions Allocation, in the amount of \$6,840.

The Governing Board approved the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project (Supplemental Award) – Minority Serving Institutions Allocation, in the amount of \$1,486,356.

The Governing Board approved the U.S. Department of Education Higher Education Emergency Relief Fund II (HEERF II) Project – Student Aid Allocation, in the amount of \$5,393,777.

The Governing Board approved the Masonry Industry Training Association (MITA) and Chaffey College InTech Economic Development Memorandum of Understanding pilot Masonry/Construction Trades bootcamp training program in the amount not to exceed thirty thousand dollars (\$30,000).

## HUMAN RESOURCES

The Governing Board approved the memorandums of understanding between the Chaffey Community College District and California School Employees Association (CSEA), Chapter 431.

ACTION AGENDA

BUSINESS/FISCAL AFFAIRS

The Governing Board authorized the District to enter into a five-year term, on-call professional services agreement with Dovetail Decision Consultants, Inc., of San Anselmo, California, for Request for Proposal No. 2021PW284 Furniture, Fixtures, and Equipment Consulting Services in the amount not to exceed \$500,000 on the motion of Mr. McDougal, second of Ms. Brugger.

Yeas: Ms. Brugger, Ms. Negrete-McLeod, Mr. McDougal, Mr. Ovitt,  
Ms. Olivares-Lambert, Ms. Sanders (advisory)  
Nays: None

The Governing Board rejected Horizon Construction Company Int'l, Inc.'s bid as non-responsive and authorized the District to waive any immaterial errors in the bid received by NKS Mechanical Engineering, Inc. and enter into Contract No. 2021PW151 with the lowest responsive and responsible bidder, NKS Mechanical Engineering, Inc. of Anaheim, California, for the HVAC Replacement Project, in the amount of \$880,000, which equals the base bid, on the motion of Mr. McDougal, second of Ms. Brugger.

Yeas: Ms. Brugger, Ms. Negrete-McLeod, Mr. McDougal, Mr. Ovitt,  
Ms. Olivares-Lambert, Ms. Sanders (advisory)  
Nays: None

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

Yeas: Ms. Brugger, Ms. Negrete-McLeod, Mr. McDougal, Mr. Ovitt,  
Ms. Olivares-Lambert, Ms. Sanders (advisory)  
Nays: None

CEO/STAFF REPORTS

Dr. Henry Shannon, superintendent/president, presented the Board with copies of his monthly report. The report highlighted the MIT project encouraging entrepreneurship and innovation; hate crime/hate incident website; the California Virtual Campus Exchange, and updates from the offices of equity, outreach and communications, instruction, and student services.

Faculty Senate President Nicole DeRose submitted a report which included accomplishments by Charmaine Phipps, ESL.

Classified Senate President Trisha Albertsen submitted a report highlighting the Backpack Drive; 4CS Virtual Gathering of the Senates Statewide meeting; spring scholarships; Chancellor's Office software training for Disability Programs and Services; the passage of a resolution on commitment to diversity, equity, inclusion and anti-racism; the passage of a resolution on the use of the term Classified Professionals; and Ashira Murphy's completion of a Master of Science degree in organizational leadership.

President Ovitt thanked Ms. Albertsen and stated that the Board values and appreciates the Classified Professionals and encouraged all community members to use the term Classified Professionals when speaking publicly about the College's classified employees.

CSEA President Sapna Jethani-Prado introduced herself as the new president of CSEA. She commented that while CSEA is not opposed to the resolution on the use of the term Classified Professionals, as read by Classified Senate President Trisha Albertsen, many classified employees were not properly engaged regarding the resolution which affects all classified staff. She emphasized that CSEA is the sole representative body that bargains for classified rights, wages, working conditions and more.

CCFA President Jonathan Ausubel reported that in response to the Zoom bombing that occurred during the hip hop summit, CCFA is starting a reading group, or book club, for faculty on equity-related topics. Mr. Ausubel also mentioned AB 1269, legislation which seeks pay parity for part-time faculty, which he believes would be an important step for equity for the College's adjunct faculty. He stated that the College has benefitted from the stance of slow and sustainable reopening for the fall and commended the District as a whole for taking this stance. Finally, he wished Laura Hope a happy birthday.

Dr. Shannon also wished Laura Hope and Melanie Siddiqi a happy birthday.

CDCFA had no report.

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

None

#### ADJOURNMENT

The meeting was adjourned at 4:04 p.m. in memory of Joy "Kathy" Thomas, retired word processing operator; Bea Rose, retired philosophy faculty member; and Sherm Taylor, automotive technology faculty member and coordinator in the School of Business and Applied Technology.

The next regular meeting of the Chaffey Community College District Governing Board is Thursday, April 22, 2021, and will be held via videoconference.

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President

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Clerk

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

April 22, 2021  
Board Meeting Date

TOPIC ROLE AND PRIVILEGES OF STUDENT TRUSTEE

Communication No. IV.E.1.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To adopt rules defining the role of the student trustee for the period June 1, 2021, through May 31, 2022.

BACKGROUND

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

It is proposed that the role of the student trustee be assumed by the Chaffey College Student Government (CCSG) president for the year June 1, 2021, through May 31, 2022. The student trustee shall be enrolled in and maintain a minimum of six semester units in the district at the time of nomination and throughout the term of service. The student shall maintain no less than six units and no less than 2.25 cumulative GPA.

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

BUDGET IMPLICATIONS

*Funding Source* – Unrestricted general fund budget

*Status of Funds* – Funds for this item will be included in the 2021–2022 budget.

*Future Implications* – N/A

RECOMMENDATION

It is recommended that, for the year June 1, 2021–May 31, 2022, the CCSG president also be designated the student trustee and that he/she receive a \$450 stipend for tuition, fees, books, or supplies per semester.

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



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

April 22, 2021

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 2021-2022 Catalog*, as recommended by the Faculty Senate, the college Curriculum Committee, and the Associate Superintendent of Instruction and Institutional Effectiveness:

- 7 course modifications
- 5 distance education courses
- 20 course deactivations
- 14 program of study modifications
- 5 program of study deactivations

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 course modifications, distance education courses, course deactivations, program of study modifications, and program of study deactivations, which are not currently in the college curriculum. As a result of deliberations, the college Curriculum Committee, the Faculty Senate, and the Associate Superintendent of Instruction and Institutional Effectiveness are recommending these curriculum changes.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board approve 7 course modifications, 5 distance education courses, 20 course deactivations, 14 program of study modifications, and 5 program of study deactivations for the *Chaffey College 2021-2022 Catalog*.

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

## Curriculum 2020-2021

<b>COURSES – MODIFICATIONS</b>			
	<b>Discipline</b>	<b>Course ID</b>	<b>Title</b>
1.	Chinese	CHIN-18	Chinese Civilization and Culture
2.	Industrial Electrical Technology	IET-414	Advanced Programmable Logic Controllers
3.	Industrial Maintenance Mechanic	INDMM-602	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills
4.	Industrial Maintenance Mechanic	INDMM-603	Trade Math and Drawings, Material Handling, and Mobile Equipment
5.	Mathematics	MATH-542	Essentials of Intermediate Algebra
6.	Mathematics	MATH-61	Pre-Calculus
7.	Mathematics	MATH-85	Differential Equations
<b>COURSES – DISTANCE EDUCATION</b>			
	<b>Discipline</b>	<b>Course ID</b>	<b>Title</b>
1.	Chinese	CHIN-18	Chinese Civilization and Culture
2.	Industrial Electrical Technology	IET-414	Advanced Programmable Logic Controllers
3.	Mathematics	MATH-542	Essentials of Intermediate Algebra
4.	Mathematics	MATH-61	Pre-Calculus
5.	Mathematics	MATH-85	Differential Equations
<b>COURSES – DEACTIVATIONS</b>			
	<b>Discipline</b>	<b>Course ID</b>	<b>Title</b>
1.	Aviation Maintenance Technology	AMT-16A	Aviation Materials, Processes, Inspections & Regulations
2.	Aviation Maintenance Technology	AMT-16B	Aviation Science
3.	Industrial Maintenance Mechanic	INDMM-400	Intro to Construction Safety, Trade Math, Rigging, and Tools
4.	Industrial Maintenance Mechanic	INDMM-401	Basic Communication and Employability Skills, and Core Testing
5.	Industrial Maintenance Mechanic	INDMM-402	Fundamentals of Industrial Maintenance, Oxyfuel, and Craft Skills
6.	Industrial Maintenance Mechanic	INDMM-403	Trade Math and Drawings, Material Handling, and Mobile Equipment
7.	Industrial Maintenance Mechanic	INDMM-604	Industrial Mechanical Math and Precision Tools
8.	Industrial Maintenance Mechanic	INDMM-605	Introduction to Industrial Piping
9.	Industrial Maintenance Mechanic	INDMM-606	Introduction to Valves, Bearings and Testing
10.	Industrial Maintenance Mechanic	INDMM-607	Installation of Bearings, Couplings, Seals, and Drives
11.	Industrial Maintenance Mechanic	INDMM-608	Setting Baseplates and Alignment
12.	Industrial Maintenance Mechanic	INDMM-609	Advanced Alignment
13.	Industrial Maintenance Mechanic	INDMM-610	Fundamentals of Pressure, Heating & Cooling Systems

14.	Industrial Maintenance Mechanic	INDMM-611	Troubleshooting Pumps and Gearboxes
15.	Industrial Maintenance Mechanic	INDMM-612	Advanced Blueprint Reading and Introduction to Supervisory Skills
16.	Industrial Maintenance Mechanic	INDMM-613	Advanced Mechanical Topics I
17.	Industrial Maintenance Mechanic	INDMM-614	Advanced Mechanical Topics II
18.	Theatre	THEATRE-37	Musical Theatre Performance II
19.	Theatre	THEATRE-57	Community Outreach Theatre
20.	Theatre	THEATRE-62	Showcase Development Workshop

**PROGRAMS OF STUDY – PROGRAM MODIFICATIONS**

	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>Title</b>
1.	Chemistry	AS-T	Chemistry
2.	Industrial Electrical Technology	Certificate of Career Preparation	Electromechanical Technology Level I
3.	Emergency Medical Technician	Certificate of Achievement	Emergency Medical Provider
4.	Fire Technology	AS	Fire Technology: Professional Firefighter
5.	Industrial Electrical Technology	AS	Industrial Electrical Technology
6.	Industrial Electrical Technology	Certificate of Achievement	Industrial Electrical Technology Level I
7.	Industrial Electrical Technology	Certificate of Achievement	Industrial Electrical Technology Level II
8.	Industrial Electrical Technology	Certificate of Achievement	Industrial Electrical Technology Level III
9.	Industrial Maintenance Mechanic	Certificate of Completion	Industrial Maintenance Mechanic Skills Builder I
10.	Industrial Electrical Technology: Mechatronics	AS	Mechatronics
11.	Industrial Electrical Technology: Mechatronics	Certificate of Achievement	Mechatronics Level I
12.	Physical Science	AS	Physical Science
13.	Business Technology	AS	Professional Administrative Management
14.	Business Technology	Certificate of Achievement	Professional Administrative Management

**PROGRAMS OF STUDY – PROGRAM DEACTIVATIONS**

	<b>Program of Study</b>	<b>AA/AS/C</b>	<b>Title</b>
1.	Accounting	Certificate of Achievement	Accounting Paraprofessional
2.	Accounting	Certificate of Achievement	Financial Planning
3.	Industrial Maintenance Mechanic	Certificate of Achievement	Industrial Maintenance Mechanic
4.	Industrial Maintenance Mechanic	Certificate of Completion	Industrial Maintenance Mechanic Skills Builder II
5.	Industrial Maintenance Mechanic	Certificate of Completion	Industrial Maintenance Mechanic Skills Builder III

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

April 22, 2021  
Board Meeting Date

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**TOPIC: APPROVAL TO DESIGNATE KLEIN EDUCATIONAL SYSTEMS AS A SINGLE SOURCE VENDOR FOR A SOLE SOURCE PROCUREMENT**

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Communication No. IV.E.3.a

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SUPPORTS BOARD POLICIES

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

PROPOSAL

It is recommended that the Governing Board of the District authorize Chaffey Community College to negotiate and enter into a contract with Klein Educational Systems, Inc. on a single source basis for the sole source products and equipment it exclusively distributes in the state of California as described herein, pursuant to California Public Contract Code, Section 3400.

BACKGROUND

Under California Public Contract Code Section 3400 (c)(3), the District may make a finding designating that certain products, things, or services are only available from one source. The California Apprenticeship Initiative Program has provided funding for the Mechatronics Technicians Training Pathway program. The funds will be used to purchase instructional equipment for the InTech Training Center.

**Sole Source Product Justification:** Chaffey has identified the Amatrol Mechanical Learning System distributed exclusively by Klein Educational Systems to strengthen the existing mechatronics industrial automation program by adding mechanical equipment that is required to attain knowledge for the degree. This equipment covers a broad array of applications across a balance of mechanical, electronics, fluid power and software to enable learners to work effectively in virtually any industrial setting. Purchasing from Klein Educational Systems is the only way to ensure the product listed is compatible with the existing Amatrol learning content and equipment presently at the InTech Regional Training Center.

**Single Source Vendor Justification:** Klein Educational Systems is the exclusive authorized distributor for Amatrol manufactured products within the state of California. Attached is the sole source letter from Amatrol confirming Klein Educational Systems as their exclusive distributor. Therefore, this agenda item is requesting Governing Board consideration for approval of Klein Educational Systems as the single source vendor for its respective sole source equipment required to be purchased under the grant for the purposes described herein. The proposed contract amount is \$149,540.

BUDGET IMPLICATIONS

*Funding Source* – Restricted general fund.

*Status of Funds* – Funds of \$149,540 for this contract are included in the 2020-2021 restricted general fund budget.

*Future Implications* – N/A

**APPROVAL TO DESIGNATE KLEIN EDUCATIONAL SYSTEMS AS A SINGLE SOURCE VENDOR FOR A SOLE SOURCE PROCUREMENT**

April 22, 2021

Page 2

RECOMMENDATION

District staff recommends Governing Board approval and finds that Klein Educational Systems is the single source supplier for Amatrol. Amatrol products are sole source products for the performance and services required under the subject California Apprenticeship Initiative Program grant as described in this Agenda Item, and Chaffey may proceed to negotiate and enter into a sole source contract with Klein Educational Systems for the products and equipment described herein.

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



March 12, 2021

Karena Jimenez  
Chaffey College  
InTech Center  
9400 Cherry Avenue  
Building A  
Fontana, CA  
92335

Subject: Amatrol Sole Source Letter

Dear Ms. Jimenez,

This is to advise your organization that Klein Educational Systems, Inc. at 523 G Street, Davis, CA 95616, is the authorized distributor for Amatrol products within the state of California.

Amatrol uses exclusive distributors for specific states. Therefore, *Klein Educational Systems* is the only distributor supported by Amatrol for California purchases.

Amatrol is the only manufacturer that can produce and supply the following product(s) quoted by *Klein Educational Systems*: 970-ME1 Mechanical Drives 1 Learning System, 41227 Hand Tool Package - Mechanical 1, 97-ME2 Mechanical Drives 2 Learning System, 97-ME3 Mechanical Drives 3 Learning System and 41221 Hand Tool Package - Pneumatic Systems.

All Amatrol learning systems include student curriculum and instructor's guides, which can be used in either a self-paced or lecture-lab environment. All Amatrol curricula use the same format, including learning objectives and industry skills. The instructor's curriculum includes all testing, authentic (skills) assessment resources, and rubrics for consistent student assessment. Only Amatrol-branded curriculum can guarantee full compatibility of hands-on skills and objectives with Amatrol learning systems.

If you need further information, please contact me at 800-264-8285.

Sincerely,

A handwritten signature in black ink that reads "Kent Powell". The signature is fluid and cursive, written over a white background.

Kent Powell  
North America Sales Manager



March 12, 2021

Karena Jimenez  
Chaffey College  
InTech Center  
9400 Cherry Avenue  
Building A  
Fontana, CA  
92335

Subject: Amatrol Sole Source Letter

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Amatrol uses exclusive distributors for specific states. Therefore, *Klein Educational Systems* is the only distributor supported by Amatrol for California purchases.

Amatrol is the only manufacturer that can produce and supply the following product(s) quoted by *Klein Educational Systems*: 97-ME4 Mechanical Drives 4 Learning System and 97-ME5A Predictive Maintenance Vibration Analysis Learning System and Name here.

All Amatrol learning systems include student curriculum and instructor's guides, which can be used in either a self-paced or lecture-lab environment. All Amatrol curricula use the same format, including learning objectives and industry skills. The instructor's curriculum includes all testing, authentic (skills) assessment resources, and rubrics for consistent student assessment. Only Amatrol-branded curriculum can guarantee full compatibility of hands-on skills and objectives with Amatrol learning systems.

If you need further information, please contact me at 800-264-8285.

Sincerely,

A handwritten signature in black ink that reads "Kent Powell". The signature is fluid and cursive, with a large initial "K" and "P".

Kent Powell  
North America Sales Manager

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

April 22, 2021

Board Meeting Date

TOPIC **APPROVAL TO PROCEED WITH THE DESIGN-BUILD PROCESS FOR THE LIBRARY-LEARNING COMMONS PROJECT AT THE RANCHO CUCAMONGA CAMPUS**

Communication No. IV.E.3.b

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**SUPPORTS BOARD POLICIES**

Supports and complies with Policy: 6600 Capital Construction.

**PROPOSAL**

To adopt attached Resolution 42221, which authorizes the District to proceed with the design and construction of the Library-Learning Commons Project using the Design-Build process.

**BACKGROUND**

In November 2018, voters in the District approved Measure P, a \$700 million general obligation bond. To implement the Measure P bond program, the District compiled a list of projects to be completed per the District's Vision 2025 Facilities Master Plan. The District evaluated various design and construction delivery methods for the Library-Learning Commons Project at the Rancho Cucamonga campus and determined that the Design-Build process is in the District's best interest. The Design-Build process will result in a reduction in comparable project costs, expedite project completion and provide features for the project that are not achievable through the traditional design-bid-build process.

California Education Code Section 81700-81708 requires the Community College District Governing Board to adopt a resolution approving the use of a design-build procurement process and the use of the design-build method pursuant to the code chapter prior to entering into a design-build contract.

**BUDGET IMPLICATIONS**

*Funding Source* – Measure P bond fund project number 2.5 Library-Learning Commons Building.

*Status of Funds* – Funds are available in the adopted 2020-2021 bond project budget for this contract.

*Future Implications* – N/A

**RECOMMENDATION**

It is recommended that the Governing Board adopt Resolution 42221, which authorizes the District to proceed with the use of the Design-Build process for the Library-Learning Commons Project.

Attachment: Resolution 42221

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



**CHAFFEY COMMUNITY COLLEGE DISTRICT  
RESOLUTION NO. 42221**

**RESOLUTION MAKING CERTAIN FINDINGS AND  
APPROVING THE DESIGN-BUILD PROCESS FOR THE  
LIBRARY-LEARNING COMMONS PROJECT**

**WHEREAS**, the Chaffey Community College District (the "District") intends to design and construct a Library-Learning Commons Project (the "Project") located at 5885 Haven Ave. Rancho Cucamonga, CA 91737; and

**WHEREAS**, the planned Project consists of the design and construction of a Library-Learning Commons building where the estimated design and construction budget is over \$2.5 million; and

**WHEREAS**, the District has evaluated various design and construction delivery methods to choose a delivery method which is best suited for the Project; and

**WHEREAS**, Education Code Section 81700 *et seq.*, permits the District to award a contract for the design and construction of a community college facility ("Design-Build") if the design and construction costs of the facility exceed \$2.5 million, and the District can make one or more of the statutory findings required by the Education Code; and

**WHEREAS**, in order to utilize Design-Build as a delivery method for a project, the Governing Board of the Chaffey Community College District (the "Board") must complete its evaluation of the potential use of Design-Build for the project, determine the use of Design-Build is in the District's best interests, and be able to make at least one of the following findings regarding the Design-Build process relative to traditional design-bid-build for the project: 1) that the Design-Build process would result in a reduction in comparable Project costs, 2) that the Design-Build process would expedite the Project's completion, or 3) that Design-Build would result in the availability of features not achievable through the traditional design-bid-build delivery method; and

**WHEREAS**, the District, in its evaluation of the various delivery methods for the Project, has determined that the Design-Build process is in the District's best interests and will result in a reduction in comparable Project costs, expedite Project completion and will provide features for the Project that are not achievable through traditional design-bid-build and is, thereby, the best delivery method for the Project;

**NOW, THEREFORE, BE IT RESOLVED:**

Section 1. The above recitals are all true and correct.

Section 2. The design and construction costs of the Project will exceed \$2.5 million.

Section 3. The District has evaluated the merits of the traditional design-bid-build process/delivery method and the Design-Build process/delivery method for the Project.

Section 4. The District has conducted a public meeting on the potential use of the Design-Build process/delivery method for the Project.

Section 5. The District finds that the Design-Build process accomplishes the following for the Project:

A. Reduces comparable Project costs for the following reasons:

1. It is a collaborative process involving the District and design/builder from the beginning of the Project. That integrated team is geared toward efficiency and innovation which, in turn, reduces the potential for significant claims and change orders by shifting responsibility for cost containment to the design-build entity.
- B. Expedites Project completion for the following reasons:
1. It decreases administrative burden because there is a single entity, the design/builder, responsible for completing the Project which reduces the District's risk exposure and provides for the expedited completion of the Project. This single point of contact will also allow for better informed decisions, a quicker decision making process, and reduced staff time and costs.
- C. The Design-Build process will provide features for the Project that are not achievable through the traditional design-bid-build method for the following reasons:
1. It allows the builder to be involved in the design process which is a feature not available under the traditional design-bid-build contracting process. Innovative solutions by designers and contractors working together provides for a better quality project through open, honest and frequent communication and collaboration with a common goal of achieving results.
  2. It provides the District the opportunity to use a "best value" selection process not otherwise available through the traditional design-bid-build process. The District will have the benefit of creative and alternative solutions to the individual and combined programmatic requirements in the context of best building practices of leading design and construction teams. The Design-Build process allows the District to gain the benefit of this team creativity in deciding how best to proceed with the Project, both as to reduced schedule and/or cost, when compared to traditional design-bid-build contracting.

Section 6. It is in the best interests of the District and public to utilize the Design-Build process for the Project.

Section 7. The Design-Build process is hereby approved for use for the Project.

**PASSED AND ADOPTED** by the Governing Board of the Chaffey Community College District at Rancho Cucamonga, California, this 22<sup>nd</sup> day of April 2021, at a regular meeting by the following vote:

Ayes:  
 Noes:  
 Abstentions:  
 Absent:

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

---

Kathleen Brugger  
 Clerk, Governing Board

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

April 22, 2021  
 Board Meeting Date

TOPIC **BUDGET INCREASE – RESTRICTED GENERAL FUND**

Communication No. IV.E.3.c

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the budget increase of \$2,385,660 to the 2020-2021 restricted general fund budget for the Immediate Action Budget Package allocations for the Emergency Financial Aid Assistance, CalFresh Outreach and Student Retention and Outreach programs.

BACKGROUND

The adopted restricted budgets were based on estimates. Per notification from the Chancellor’s Office, the District is receiving additional funding for the following programs:

<u>Program</u>	<u>Current Budgeted Allocation</u>	<u>Adjustments</u>	<u>Revised Allocation</u>
CalFresh Outreach	\$0	\$ 50,570	\$ 50,570
Emergency Financial Aid	0	1,966,947	1,966,947
Student Retention & Outreach	<u>0</u>	<u>368,143</u>	<u>368,143</u>
<b>Total</b>	<b><u>\$0</u></b>	<b><u>\$2,385,660</u></b>	<b><u>\$2,385,660</u></b>

BUDGET IMPLICATIONS

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

*Status of Funds* – The 2020-2021 restricted general fund budget will be increased as indicated below for these programs:

48xxx	Income	\$2,385,660
54xxx	Supplies	\$33,713
55xxx	Other Services	385,000
57xxx	Student Aid	<u>1,966,947</u>
	<b>Total</b>	<b><u>\$2,385,660</u></b>

*Future Implications* – N/A

RECOMMENDATION

It is recommended that the Governing Board approve the budget increase of \$2,385,660 to the 2020-2021 restricted general fund budget for the Immediate Action Budget Package allocations for the Emergency Financial Aid Assistance, CalFresh Outreach and Student Retention and Outreach programs.

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

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

April 22, 2021

Board Meeting Date

TOPIC DEPARTMENT OF VETERANS AFFAIRS GRANT

Communication No. IV.E.3.d

**SUPPORTS BOARD POLICY**

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

**PROPOSAL**

To approve the receipt of Veterans Affairs (VA) grant funds in the amount of \$4,304 for the 2020-2021 fiscal year.

**BACKGROUND**

The Department of Veterans Affairs pays an annual reporting fee to partially reimburse the District for the costs incurred in certifying VA students. By law these funds are to be used to support the work of the office responsible for certification of VA students including, but not limited to, office supplies and equipment, and travel to VA-sponsored training.

**BUDGET IMPLICATIONS**

*Funding Source* – Department of Veterans Affairs

*Status of Funds* – The 2020-2021 restricted general fund budget will be increased as indicated below:

48xxx	Income	<u>\$4,304</u>
55xxx	Other Services	<u>\$4,304</u>
	Total	<u>\$4,304</u>

*Future Implications* – N/A

**RECOMMENDATION**

It is recommended that the Governing Board approve the receipt of the Veterans Affairs grant funds in the amount of \$4,304 for the 2020-2021 fiscal year.

Prepared by:	Leticia Romo, Director, Student Equity & Engagement
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**

April 22, 2021  
Board Meeting Date

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

Communication No.    IV.E.3.e

SUPPORTS BOARD POLICIES

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

PROPOSAL

To adopt attached Resolution 42221A, 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 42221A 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 42221A, 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 42221A

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. 42221A**

**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 22<sup>nd</sup> day of April 2021, at a regular meeting by the following vote:

Ayes:  
Noes:  
Abstentions:  
Absent:

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

---

Kathleen Brugger  
Clerk, Governing Board

**EXHIBIT A**

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

**BOARD MEETING DATE: APRIL 22, 2021**

<b><u>Quantity</u></b>	<b><u>Description (Make, Model, Color, Dimensions, Etc.)</u></b>	<b><u>Serial #s (Asset #'s)</u></b>
1	Vulcan Fryer, Model #PCB24M	48-1622131 (N/A)
2	Vulcan convection Oven, Model VC4GC-1	48-1622291 (N/A), 48-1622473 (N/A)

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

April 22, 2021  
Board Meeting Date

TOPIC INVENTION AND INCLUSIVE INNOVATION (I3) PROGRAM GRANT

Communication No. IV.E.3.f

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Invention and Inclusive Innovation (I3) Program Grant Agreement between Chaffey College and Rancho Santiago Community College District in the amount of \$150,000 for the period of January 1, 2021 through June 30, 2022.

BACKGROUND

Chaffey Community College District has agreed to participate in the project “Invention and Inclusive Innovation (I3) Program” to develop an innovation education program prototype for implementation by California Community Colleges. The I3 Initiative is a collaboration between the Chancellor’s Office and the Massachusetts Institute of Technology through its Lemelson-MIT Program (MIT).

MIT as the Technical Assistance Provider, working with the Chancellor’s Office will support Chaffey Community College District in the development and subsequent implementation of the I3 program prototype at their respective college. The goal of this project is to develop a sustainable community college I3 Program system-wide, by first creating an I3 innovation education program prototype, utilizing the experience and knowledge of MIT’s experts, and informed by its high school InvenTeams program.

BUDGET IMPLICATIONS

*Funding Source* – Rancho Santiago Community College District on behalf of the California Community Colleges Chancellor’s Office

*Status of Funds* – The 2020–2021 restricted general fund budget will be increased as indicated below:

48xxx	Income	<u>\$150,000</u>
51xxx	Academic Salaries	\$ 75,000
53xxx	Benefits	10,000
55xxx	Other Services	<u>65,000</u>
	Total	<u>\$150,000</u>

*Future Implications* – None



INVENTION AND INCLUSIVE INNOVATION (I3) PROGRAM GRANT

April 22, 2021

Page 2

RECOMMENDATION

It is recommended that the Governing Board approve the Invention and Inclusive Innovation (I3) Program Grant Agreement between Chaffey College and Rancho Santiago Community College District in the amount of \$150,000 for the period of January 1, 2021 through June 30, 2022.

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

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

April 22, 2021  
Board Meeting Date

TOPIC QUARTERLY BUDGET TRANSFER REPORT

Communication No. IV.E.3.g

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 Report for the period of January 1, 2021 through March 31, 2021.

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 Report for the period of January 1, 2021 through March 31, 2021.

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**

From 01/01/2021 To 03/31/2021

April 22, 2021 Board Meeting

<b>BUDGET TRANSFERS</b>	<b>FROM</b>	<b>TO</b>
<b><u>Fund 10: General Fund Unrestricted</u></b>		
1000 Academic Salaries		37,840
2000 Classified Salaries	24,686	
3000 Benefits		10,343
4000 Supplies & Materials	58,497	
5000 Other Operating Expenses & Services		235,583
6000 Capital Outlay		29,827
7000 Other Outgo	230,410	
	<b>313,593</b>	<b>313,593</b>
<b>Total Transfer Fund 10 Unrestricted</b>		
<b><u>Fund 10: General Fund Restricted</u></b>		
1000 Academic Salaries	13,984	
2000 Classified Salaries		142,148
3000 Benefits		57,084
4000 Supplies & Materials		149,862
5000 Other Operating Expenses & Services	1,205,182	
6000 Capital Outlay		1,635,283
7000 Other Outgo	765,211	
	<b>1,984,377</b>	<b>1,984,377</b>
<b>Total Transfer Fund 10 Restricted</b>		
<b><u>Fund 40: Measure L Bond Fund</u></b>		
2000 Classified Salaries	5,127	
3000 Benefits	1,212	
5000 Other Operating Expenses & Services	11,245	
6000 Capital Outlay		191,949
7000 Other Outgo	174,365	
	<b>191,949</b>	<b>191,949</b>
<b>Total Transfer Fund 40</b>		
<b><u>Fund 41: Capital Projects Fund</u></b>		
5000 Other Operating Expenses & Services		500,674
6000 Capital Outlay	493,376	
7000 Other Outgo	7,298	
	<b>500,674</b>	<b>500,674</b>
<b>Total Transfer Fund 41</b>		

**CHAFFEY COMMUNITY COLLEGE DISTRICT  
QUARTERLY BUDGET TRANSFER REPORT**

From 01/01/2021 To 03/31/2021

April 22, 2021 Board Meeting

<b>BUDGET TRANSFERS</b>	<b>FROM</b>	<b>TO</b>
<b><u>Fund 42: Scheduled Maintenance Fund</u></b>		
4000 Supplies & Materials	6,520	
5000 Other Operating Expenses & Services		6,520
	<b>6,520</b>	<b>6,520</b>
<b>Total Transfer Fund 42</b>	<b>6,520</b>	<b>6,520</b>
<b><u>Fund 43: Measure P Bond Fund - Non-Taxable</u></b>		
4000 Supplies & Materials		40,533
5000 Other Operating Expenses & Services	300,919	
6000 Capital Outlay		260,386
	<b>300,919</b>	<b>300,919</b>
<b>Total Transfer Fund 43</b>	<b>300,919</b>	<b>300,919</b>
<b><u>Fund 71: Associated Students Fund</u></b>		
4000 Supplies & Materials	2,000	
5000 Other Operating Expenses & Services		2,000
	<b>2,000</b>	<b>2,000</b>
<b>Total Transfer Fund 71</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Transfers All Funds</b>	<b>3,300,032</b>	<b>3,300,032</b>

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

April 22, 2021  
Board Meeting Date

TOPIC QUARTERLY FINANCIAL STATUS REPORT FOR THE PERIOD ENDING MARCH 31, 2021

Communication No. IV.E.3.h

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the Quarterly Financial Status Report for the period ending March 31, 2021.

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 2020-2021 adopted budget.

BUDGET IMPLICATIONS

*Funding Source* – The unrestricted general fund budget.

*Status of Funds* – The report is within appropriations indicated in the 2020-2021 adopted budget.

*Future Implications* – N/A

RECOMMENDATION

It is recommended the Governing Board approve the Quarterly Financial Status Report for the period ending March 31, 2021.

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 2020-2021

District: (920) Chaffey Community College

Quarter Ended: March 31, 2021

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

As of June 30 for fiscal year specified.

	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Actual	FY 2020-21 Projected
<b>Revenues:</b>				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	104,076,905	112,620,680	130,848,579	125,544,952
Other Financing Sources (Objects 8900)	12,995	14,634	40,664	25,000
<b>Total Unrestricted Revenues</b>	104,089,900	112,635,314	130,889,243	125,569,952
<b>Expenditures:</b>				
(Objects 1000-6000)	102,597,274	109,452,792	118,191,594	122,247,473
Other Outgo (Objects 7100, 7200 7300, 7400, 7500, & 7600)	1,354,847	2,282,214	2,264,350	3,176,188
<b>Total Unrestricted Expenditures</b>	103,952,121	111,735,006	120,455,944	125,423,661
<b>Revenues Over(Under)Expenditures</b>	137,779	900,308	10,433,299	146,291
<b>Fund Balance, Beginning</b>	20,707,936	20,845,714	21,746,022	32,179,321
Prior Year Adjustments + (-)	0	0	0	0
<b>Adjusted Fund Balance, Beginning</b>	20,707,936	20,845,714	21,746,022	32,179,321
<b>Fund Balance, Ending</b>	20,845,715	21,746,022	32,179,321	32,325,612
% of GF Balance to GF Expenditures	20.05%	19.46%	26.71%	25.77%

II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

<b>Annualized FTES</b>	
(Excluding apprentices and non-resident)	

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

	As of the specified quarter ended for each fiscal year presented			
	2017-18	2018-19	2019-20	2020-21
Cash, excluding borrowed funds	44,645,204	51,000,017	60,588,704	63,225,715
Cash, borrowed funds only	0	0	0	0
<b>Total Cash</b>	44,645,204	51,000,017	60,588,704	63,225,715

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)
<b>Revenues:</b>				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	125,483,952	125,544,952	84,593,452	67.4%
Other Financing Sources (Objects 8900)	25,000	25,000	3,502	14.0%
<b>Total Unrestricted Revenues</b>	125,508,952	125,569,952	84,596,954	67.4%
<b>Expenditures:</b>				
Unrestricted General Fund Expenditures (Objects 1000-6000)	121,235,011	122,247,473	76,379,621	62.5%
Other Outgo (Objects 7100, 7200, 7300, 7500, & 7600)	4,127,650	3,176,188	1,729,377	54.4%
<b>Total Unrestricted Expenditures</b>	125,362,661	125,423,661	78,108,998	62.3%
<b>Revenues Over(Under) Expenditures</b>	146,291	146,291	6,487,956	
Adjusted Fund Balance, Beginning	32,179,321	32,179,321	32,179,321	
<b>Fund Balance, Ending</b>	32,325,612	32,325,612	38,667,277	
% of UGF Fund Balance to UGF Expenditures	25.79%	25.77%		

**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	%
2020-21							657,300	
2021-22							-	
2022-23							190,000	1%

\*As specified in Collective Bargaining Agreement or other Employment Contract

**BENEFITS**

Contract Period Settled (Specify)	Management		Academic-Permanent		Academic-Temporary		Classified/Confidential	
	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%	Total Cost Increase	%
2020-21							198,833	
2021-22							-	
2022-23							57,475	1%

c. Provide an explanation on how the district intends to fund salary and benefit increases and also identify the revenue source/object codes.

The 2020-21 increases are one-time; funds are available in the unrestricted general fund (UGF).

Costs for 2022-23 will be included in the 2022/23 budget. Increases for positions budgeted in restricted funds will be funded by those restricted programs.

d. Did any contracts settled in this time period cover part-time, temporary faculty?

YES  NO

d.1

Does the contract include minimum standards for the terms of reemployment preference and evaluation for part-time, temporary faculty in order to remain eligible to receive Student Equity and Achievement Program funds?

YES  NO

d.2

Does the collective bargaining agreement achieve parity between compensation for full-time and part-time, temporary faculty?

YES  NO

\*As a condition for receiving Student Equity and Achievement Programs funds, negotiations between districts and the exclusive representative for part-time, temporary faculty must include minimum standards for the terms of reemployment preference and evaluation as outlined in Education Code section 87482.3. Education Code section 78222(d)(2) links the negotiation requirement to receipt of funds for the Student Equity and Achievement Program.

**VI. Did the district have significant events for the quarter (include incidence of long-term debt, settlement of audit citings 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: March 31, 2021

Governing Board Meeting Date: April 22, 2021

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

April 22, 2021

Board Meeting Date

TOPIC STATEWIDE DIRECTOR –ADVANCED MANUFACTURING, GRANT EXTENSION AND AUGMENTATION

Communication No. IV.E.3.i

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 Statewide Director – Advanced Manufacturing Grant extension to December 31, 2021 and augmentation in the amount of \$50,000 from the California Community Colleges Chancellor’s Office.

BACKGROUND

In response to the California Community Colleges Chancellor’s Office spirit of continuous improvement and need to align with the system’s Vision for Success, this grant funding is designed to supply in-demand skills for employers by convening statewide industry employer led skills panels and advisory groups to create relevant career pathways and stackable credentials, promote student success, and get Californians into in-demand jobs. Key activities under this framework include: a focus on statewide priority/emergent sectors and industry clusters in the area of Advanced Manufacturing; take effective strategies to scale statewide; integrate and leverage programming between funding streams; promote common metrics for student success; remove structural barriers to execution.

BUDGET IMPLICATIONS

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

*Status of Funds* – The 2020-2021 restricted general fund budget will be increased by \$50,000 as indicated below:

48xxx	Income	<u>\$50,000</u>
52xxx	Classified Salaries	\$34,095
53xxx	Benefits	11,613
54xxx	Supplies	2,369
55xxx	Other Services	1,923
	<u>Total</u>	<u>\$50,000</u>

*Future Implications* – None



STATEWIDE DIRECTOR –ADVANCED MANUFACTURING, GRANT EXTENSION AND  
AUGMENTATION  
April 22, 2021  
Page 2

RECOMMENDATION

It is recommended that the Governing Board approve the Statewide Director – Advanced Manufacturing Grant extension to December 31, 2021 and augmentation in the amount of \$50,000 from the California Community Colleges Chancellor’s Office.

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

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

April 22, 2021  
Board Meeting Date

TOPIC MANAGEMENT PERSONNEL PLAN/EMPLOYMENT CONTRACTS

Communication No. IV.E.4.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the employment contracts between the Governing Board of the Chaffey Community College District and the management employees in positions listed below:

	<u>Proposed Contract</u>
	<u>Expiration Date</u>
Superintendent/President	April 30, 2025
Associate Superintendent, Student Services and Strategic Communications	June 30, 2023

BACKGROUND

The Chaffey Community College District Management Professional Development/Evaluation Personnel Plan approved by the Governing Board on May 24, 2018, consistent with the provisions of California Education Code, Section 72411, a provision enacted under AB1725, requires all instructional and student services administrators to be employed, and all other administrators may be employed, by the Governing Board of the district by an appointment or contract not to exceed four years. The applicable provisions of the Management Professional Development/Evaluation Personnel Plan approved by the Governing Board provides that managers appointed to Level I positions may be employed by the Governing Board under contract for a period not greater than four (4) years. Managers appointed to Level II, Level III, and Level IV positions may be employed by the Governing Board under contract for a period not greater than three (3) years.

BUDGET IMPLICATIONS

*Funding Source* – Unrestricted general fund  
*Status of Funds* – The personnel costs associated with these positions are included in the 2020-21 budget and will be included in the 2021-22 tentative budget.  
*Future Implications* – It is anticipated that these costs will be ongoing.

RECOMMENDATION

It is recommended the Governing Board approve the employment contracts between the Governing Board of the Chaffey Community College District and management employees in positions listed above.

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

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

April 22, 2021  
Board Meeting Date

TOPIC CONTRACT, PURCHASE ORDER, AND WARRANT LISTS

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

The attached reports represent all contracts, purchase orders, and district warrants for the month of March 2021.

BUDGET IMPLICATIONS

*Funding Source* – All Funds

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

*Future Implications* – None

RECOMMENDATION

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

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

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

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2021CS302	ACTenviro	Santa Fe Springs, CA	Amendment #1 – to increase the not-to-exceed amount for a second bin to dispose baseball posts, as approved by Human Resources Department.	\$3,270.40	Unrestricted General Fund
2021CS362	Allison Krumwiede	Kailua, HI	For a not-to-exceed amount, to provide a virtual lecture for the Student Invitational Alumni Panel Discussion on April 23, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS347	Anaheim Studios, LLC	Hawthorne, CA	For a not-to-exceed amount, to provide video production services to produce recruitment commercials for the period of March 1, 2021 through June 30, 2021, as approved by Student Services. <sup>2</sup>	92,500.00	Restricted General Fund
2021CS38	Blue Arc Training, LLC.	Alta Loma, CA	For a not-to-exceed amount, to provide training 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 February 19, 2021 through June 30, 2021, as approved by Economic Development Department.	9,600.00	Unrestricted General Fund
2021CS172	BrightView Landscape Services	Pasadena, CA	Amendment #1 – to extend the end date from November 30, 2020 to February 10, 2021, as approved by Operations Department.	No Cost Impact	Unrestricted General Fund
2021CS358	Business Training Works	Port Tobacco, MD	For a not-to-exceed amount, provide two web-based training courses dealing with student interactions for the period of March 9, 2021 through April 9, 2021, as approved by Success Center.	4,200.00	Unrestricted General Fund
2021CS344	California Community College League of California	Sacramento, CA	Year 1 of a 3-Yr subscription service for Library Services Platform for the period of January 1, 2021 through December 31, 2023, as approved by Library Learning Resources Department.	37,472.00	Unrestricted General Fund
2021CS263	Christine Erives	Arleta, CA	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum spring 2021 virtual series “Home Edition,” for the period of January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS336	Christopher Williams	Hesperia, CA	For a not-to-exceed amount, to provide training 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 March 1, 2021 through June 30, 2021, as approved by Economic Development Department. <sup>3</sup>	3,600.00	Restricted General Fund

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

<sup>2</sup> Funded by HEERF I Institutional, Minority Serving grant funds.

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

2021CS352	Ciriaco Pinedo	La Verne, CA	For a not-to-exceed amount, to participate as a guest speaker for Chaffey College's Virtual Commencement Ceremony on May 20, 2021, as approved by Student Services.	\$4,000.00	Unrestricted General Fund
2021CS354	ClearFocus Prep	San Francisco, CA	For a not-to-exceed amount, to provide remote math instruction sessions for Upward Bound's Saturday Academy for the period of September 26, 2020 through April 17, 2021, as approved by Upward Bound Department. <sup>4</sup>	7,475.00	Restricted General Fund
2021CS334	Constance D. Clark	Riverside, CA	For a not-to-exceed amount, provide a virtual performance and discussion at the Hip Hop Studies Summit event on February 17, 2021, as approved by Special Populations and Equity Program. <sup>5</sup>	200.00	Restricted General Fund
2021PW284A	Dovetail Decision Consultants, Inc.	San Anselmo, CA	Task Order #1 to the District's RFQ No. 2021PW284-Furniture Fixtures and Equipment Consulting Services: Scope of work includes providing guidelines for vendor participation and overall strategy for procurement process, develop performance specifications and evaluations, engage manufactures to address defined expectations and requirements, assist the District with evaluation of vendor product recommendations and product types, support college staff in documentation application of standards for future utilization, and prepare budget documentation for the period of April 1, 2021 through March 31, 2022, as approved by Measure P Construction Program.	93,800.00	Measure P Bond Fund
2021CS338	Divine Rhythm Productions	New York, NY	For a not-to-exceed amount, to facilitate a Hip Hop Studies dance workshop on February 16, 2021, as approved by Special Populations and Equity Programs. <sup>6</sup>	350.00	Restricted General Fund
2021CS370	Eide Bailly	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide assistance in the filing of Continuing Disclosure Reports for bond issuances from 2002 through 2020, for the period of March 31, 2021 through June 30, 2021, as approved by Accounting Services.	12,900.00	Unrestricted General Fund
2021PW159	Enviser	Garden Grove, CA	Change Order #1 to increase the not-to-exceed amount for Emergency Repair of Boilers project. The change order includes: to provide additional labor/materials to meet the manufacture requirements for the installation of four new boilers, and to credit back the cost of the permit and registration fees no longer required by the SCAQMD, as approved by Measure L Construction Program.	29,882.74	Measure L Bond Fund
2021CS345	Enviser	Garden Grove, CA	For a not-to-exceed amount, to repair ductwork seam leaks on the roof of the Main Instructional Building located on the Chino campus for the period of March 15, 2021 through June 30, 2021, as approved by Facilities Department. <sup>7</sup>	2,943.00	Restricted General Fund

<sup>4</sup> Funded by Upward Bound grant funds.

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

<sup>6</sup> Funded by Student Equity budget.

<sup>7</sup> Funded by Physical Plant & Instructional Support Block grant budget.

2021CS350	Enviser	Garden Grove, CA	For a not-to-exceed amount, to address the noisy air handling equipment in the Beeks Laboratory building located on the Rancho Campus, for the period of February 26, 2021 through June 30, 2021, as approved by Facilities and Physical Plant Department.	\$6,681.00	Unrestricted General Fund
2021CS363	Erasmus Tapia	Simi Valley, CA	For a not-to-exceed amount, to provide a virtual lecture for the Student Invitational Alumni Panel Discussion on April 23, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS337	eTeamSponsor, Inc.	Concord, CA	For a not-to-exceed amount, to provide an online software application to conduct fund raising activities for the period of July 1, 2020 through June 30, 2021, as approved by Auxiliary Services.	6,995.00	Auxiliary Services Fund
2021CS190	Fresno Skilled Nursing & Wellness Centre	Fresno, CA	For a not-to-exceed amount, to provide training to employees using the Employment Training Panel funding for the period of October 1, 2020 through June 30, 2021, as approved by Economic Development Department.	18,930.00	Unrestricted General Fund
2021PW330	Geocon West, Inc.	Redlands, CA	For a not-to-exceed amount, to provide as-needed special inspection and testing services during the construction of the HVAC project for the period of February 18, 2021 through December 31, 2021, as approved by Facilities Department. <sup>8</sup>	24,300.00	Restricted General Fund
2021CS374	Gina Duran	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide yoga sessions on the NextUp virtual events for the period of January 1, 2021 through May 31, 2021, as approved by Counseling and Student Success and Support Programs. <sup>9</sup>	480.00	Restricted General Fund
2021CS254	Immaculata Studios, Inc.	Lane Coram, MT	For a not-to-exceed amount, to assist marketing with Facebook, Instagram Videos and Display Ads for the period of December 29, 2020 through June 30, 2021, as approved by Marketing and Public Relations.	10,000.00	Unrestricted General Fund
2021CS339	Inland Signs, Inc.	Ontario, CA	For a not-to-exceed amount, to manufacture and install temperature screening signs located on the Rancho campus, for the period of March 1, 2021 through May 4, 2021, as approved by Business Services. <sup>10</sup>	23,490.14	Restricted General Fund
2021CS287	Instructure	Salt Lake City, UT	For a not-to-exceed amount, to provide 24/7 Canvas technical phone support services to students and faculty for the period of January 1, 2021 through June 30, 2021, as approved by Instruction and Institutional Effectiveness. <sup>11</sup>	6,033.45	Restricted General Fund
2021CS270	Isabel Quintero	Loma Linda, CA	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum spring 2021 virtual series "Home Edition," for the period of January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund

<sup>8</sup> Funded by Physical Plant & Instructional Support Block grant budget.

<sup>9</sup> Funded by NextUp Cooperating Agencies Foster Youth Educational Support (CAFYES Next Up) budget.

<sup>10</sup> Funded by HEERF I Institutional grant funds.

<sup>11</sup> Funded by HEERF I Institutional grant funds.

2021CS341	Jade Phoenix Martinez	Pasadena, CA	For a not-to-exceed amount, provide a movie screening and a discussion for a Transgender Day event on March 31, 2021, as approved by Special Populations and Equity Program. <sup>12</sup>	\$3,000.00	Restricted General Fund
2021CS268	Jaime Munoz	Pomona, CA	For a not-to-exceed amount, to provide a virtual lecture for the Wignall Museum spring 2021 virtual series "Home Edition," for the period of January 11, 2021 through May 1, 2021, as approved by Visual and Performing Arts Department.	200.00	Unrestricted General Fund
2021CS333	Jennifer Marie Willey	Moreno Valley, CA	For a not-to-exceed amount, to provide online observation, review syllabus, self-evaluation, tests and handouts for the period of February 17, 2021 through April 30, 2021, as approved by Language Arts Department.	500.00	Unrestricted General Fund
2021CS353	Kahty Chou, M.D.	Claremont, CA	For a not-to-exceed amount, to provide medical services as a physician for the Student Health Center for the period of March 15, 2021 through June 30, 2021, as approved by Health Services Department. <sup>13</sup>	5,000.00	Restricted General Fund
2021PW84D	Leighton Consulting, Inc.	Rancho Cucamonga, CA	Amendment #1 to Task Order #4 -2021PW84; to extend the end date from December 31, 2020 to January 31, 2021, as approved by Measure P Construction Program.	No Cost Impact	Measure P Bond Fund
2021CS292	Lorbel, Inc.	Rancho Cucamonga, CA	Amendment #1 – to increase the not-to-exceed amount to include shipping fees, as approved by Technical Services Department.	235.00	Unrestricted General Fund
2021CS329	Melissa J. Garay-Herrer	Watsonville, CA	For a not-to-exceed amount, provide a presentation regarding achieving academic and professional success in the music field on February 26, 2021, as approved by Music Department.	100.00	Unrestricted General Fund
2021CS342	Morgan Avery McCoy, Inc.	Midlothian, VA	For a not-to-exceed amount, present a live stream of "Evolution of a Black Girl: From the Slave House to the White House," for the period of March 1, 2021 through March 31, 2021, as approved by Student Services. <sup>14</sup>	3,500.00	Restricted General Fund
2021CS332	Nicole Green-Hodges	Riverside, CA	For a not-to-exceed amount, to serve as a guest juror to review artist submissions for the Wignall Museum online Spring Exhibition for the period of May 2, 2021 through May 23, 2021, as approved by Visual and Performing Arts Department.	300.00	Unrestricted General Fund
2021CS320	Patricia Kelikani	Beaumont, CA	For a not-to-exceed amount, to create two videos: highlighting student transfer success to CSUSB and a tutorial on how to use mapper software, for the period of February 10, 2021 through June 30, 2021, as approved by Marketing and Public Relations Department. <sup>15</sup>	12,000.00	Restricted General Fund

<sup>12</sup> Funded by Student Equity budget.

<sup>13</sup> Funded by restricted Student Health Services budget.

<sup>14</sup> Funded by California Promise budget.

<sup>15</sup> Funded by Transfer Pathways Mapper grant funds.

2020PW274	Placeworks, Inc.	Santa Ana, CA	Amendment #1 – to allow for reasonable and customary project expenses for sub-consultants and sub-contractors, as approved by Administrative Affairs.	No Cost Impact	Measure P Bond Fund
2021CS165	Remberto Aguilar	Grand Terrace, CA	Amendment #1 – to increase the not-to-exceed amount for additional interpreting services, as approved by Economic Development Department. <sup>16</sup>	4,160.00	Restricted General Fund
2021CS365	Rikka Venturanza	San Diego, CA	For a not-to-exceed amount, to provide a virtual presentation entitled “Unpacking Anti-Asian Racism and Cultivating a Community of Care” on April 9, 2021, as approved by Special Populations and Equity Program. <sup>17</sup>	\$1,000.00	Restricted General Fund
2021CS52	Rise Interpreting, Inc.	Riverside, CA	Amendment #2 – to increase the not-to-exceed amount for additional interpreting services, as approved by Human Resources Department.	3,000.00	Unrestricted General Fund
2021CS18	Ronald N. Hurst	Fontana, CA	Amendment #2 – to increase the not-to-exceed amount for providing additional services, as approved by Economic Development Department. <sup>18</sup>	620.00	Restricted General Fund
2020PW614B	Safework, Inc.	Irvine, CA	Task Order #2 – to the District’s RFQ No. 2020PW579 – Constructability Review and Cost Estimate Validation Services for Chino Campus IB1 project include but not limited to: reviewing plans, specifications, designs, site conditions and other pertinent documents provided by the District for potential schedule, phasing, staging, cost impacts and written recommendations for the period of February 11, 2021 through February 11, 2022, as approved by Measure L Construction Program.	58,840.00	Measure L Bond Fund
2021CS53	Shaw HR Consulting, Inc.	Newbury Park, CA	Amendment #1 – to increase the not-to-exceed amount for providing additional consulting services, as approved by Human Resources Department. <sup>19</sup>	190.00	Restricted General Fund
2021PW228	SoCal Compliance Services	Apple Valley, CA	For a not-to-exceed amount, to conduct monthly spill prevention, visual inspections, and testing on all fuel tank systems located at the Rancho campus for the period of July 1, 2020 through June 30, 2021, as approved by Facilities and Physical Plant Department.	7,850.00	Unrestricted General Fund
2021CS357	Streamlink Software, Inc.	Cleveland, OH	For a not-to-exceed amount, a one (1) year subscription service to serve as a grant management platform to obtain and manage federal and other sources of funding for the period of March 17, 2021 through March 16, 2022, as approved by Grant Development and Management Department.	21,675.00	Unrestricted General Fund

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

<sup>17</sup> Funded by Student Equity budget.

<sup>18</sup> Funded by Economic Development grant funds.

<sup>19</sup> Funded by Staff Diversity funds.



2021CS317	Versa-Style Dance Co	Sun Valley, CA	For a not-to-exceed amount, perform two dance performances at the Hip Hop Studies Summit on February 18, 2021, as approved by Special Populations and Equity Program. <sup>20</sup>	\$400.00	Restricted General Fund
2021CS14	William Napoli	Alta Loma, CA	Amendment #2 – to increase the not-to-exceed amount for additional training and consulting services, as approved by Economic Development Department. <sup>21</sup>	300.00	Restricted General Fund

***List reflects contracts entered into and change orders to existing contracts through March 31, 2021.<sup>22</sup>***

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<sup>20</sup> Funded by Student Equity budget.

<sup>21</sup> Funded by Economic Development grant funds.

<sup>22</sup> Funding for all contracts and change orders on this list are included in the 2020-2021 adopted district budgets.

# CHAFFEY COMMUNITY COLLEGE

## WARRANT REGISTER REPORT

FOR THE MONTH OF March 2021

### GENERAL FUNDS ( 10 )

PAYROLL	7,315,555.97	
COMMERCIAL	<u>6,110,277.86</u>	
<b>TOTAL FUND ( 10 )</b>		13,425,833.83

**SCHEDULED MAINTENANCE FUND ( 42 )** 13,468.80

**BUILDING FUND (40, 43 and 47)** 8,521,158.17

**EARLY RETIREMENT FUND ( 61 )** 1,939.26

**VACATION LIABILITY (69)** -

**CAPITAL OUTLAY PROJECT FUND ( 41 )** 16,794.29

### CHILD DEVELOPMENT FUND ( 33 )

PAYROLL	6,749.70	
COMMERCIAL	<u>16,579.88</u>	
<b>TOTAL FUND ( 33 )</b>		23,329.58

**TOTAL ALL FUNDS** **\$ 22,002,523.93**

### PAYROLL WARRANT/ADVICE NUMBERS

127502-127551                      448196-449683

### COMMERCIAL WARRANT NUMBERS

1016450-1016581                      1742462-1743689

### PURCHASE ORDER NUMBERS

BPO's	14910-14920	\$ 105,800.00	
PO's	55307-55440	\$ 1,097,667.35	(VOID 55309, 55317)