



AGENDA
MEETINGS OF THE GOVERNING BOARD
CHAFFEY COMMUNITY COLLEGE DISTRICT
Tuesday, August 28, 2018
Board Room, Marie Kane
Center for Student Services/Administration

- I. **REGULAR SESSION**
 - A. CALL TO ORDER (2:05 p.m.)

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

- III. **STUDY SESSION**
 - A. CONVENE IN OPEN SESSION
 - B. AGENDA
 - 1. 2018-2019 Adopted Budget

- IV. **REGULAR SESSION**
 - A. RECONVENE IN REGULAR SESSION
 - 1. Pledge of Allegiance
 - B. ORGANIZATION
 - 1. Oath of Office to Board Members
 - C. PUBLIC COMMENTS
 - D. COMMUNITY LINKAGES
 - 1. Governing Board
 - 2. Legislative Update
 - 3. Presentations
 - 4. Foundation
 - E. REPORTS
 - 1. Closed Session Actions
 - 2. Monitoring
 - a. Budget Monitoring Report
 - b. Environmental Sustainability Monitoring Report
 - c. Quarterly Investment Report
 - F. PUBLIC HEARINGS
 - 1. Business/Fiscal Affairs
 - a. 2018-2019 Budget Public Hearing
 - b. 2018-2019 Budget Adoption

G. CONSENT AGENDA

1. Governance Process
 - a. Approval of Minutes, July 16, 2018
 - b. Board Meeting Date Change
2. Business/Fiscal Affairs
 - a. 2018-2019 Appropriation Limit
 - b. California Apprenticeship Initiative - New and Innovated Grant Program RFA 18-191
 - c. Disposal of District Property: Electronic Equipment and Miscellaneous Materials
 - d. Deputy Sector Navigator Augmentation #2
 - e. Education Protection Account Expense Determination
 - f. Quarterly Financial Status Report for the Period Ending June 30, 2018
3. Human Resources
 - a. Conflict of Interest Code
 - b. Professional Services Agreement

H. ACTION AGENDA

1. Business/Fiscal Affairs
 - a. Contract, Purchase Order, and Warrant Lists
 - b. Emergency Repair of Central Plant Closed Water Loop

I. 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)

J. BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

V. **ADJOURNMENT**

The next regular meeting of the Governing Board will be Thursday, September 27, 2018.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018
Board Meeting Date

TOPIC **OATH OF OFFICE TO BOARD MEMBERS**

Communication No. IV.B.1

PROPOSAL

To administer the following oath of office to governing board members Kathleen “Kathy” Brugger and Katherine “Katie” Roberts appointed in lieu of election:

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



Elections Office of the Registrar of Voters

Michael J. Scarpello
Registrar of Voters

July 30, 2018

Henry Shannon, Superintendent
Chaffey Community College District
5885 Haven Avenue
Rancho Cucamonga, CA 91737

Dear Henry Shannon:

The Elections Office accepted candidate filings for the offices up for election in your district for the June 5, 2018 Statewide Primary Election. During the filing period, an insufficient number of candidates filed to run for the offices listed below. Consequently, the offices did not appear on the ballot for this election, and the following candidates are to be appointed in-lieu of election:

- Kathleen "Kathy" Brugger, Governing Board, Area 1, 4 year term
- Katie Roberts, Governing Board, Area 2, 4 year term

Enclosed you will find a *Certificate of Appointment in Lieu of Election*, *Oath of Office*, and a commemorative Election Day pin for each appointed candidate for your district. Please distribute the *Certificate of Appointment in Lieu of Election* and administer the *Oath of Office* to each appointed candidate prior to the candidate taking office.

If you have any questions, please contact the Elections Office at (909) 387-8300.

Sincerely,

Michael J. Scarpello
Registrar of Voters

MJS:tc
Enclosures

BOARD OF SUPERVISORS

ROBERT A. LOVINGOOD
Chairman, First District

JANICE RUTHERFORD
Second District

JAMES RAMOS
Third District

CURT HAGMAN
Vice Chairman, Fourth District

JOSIE GONZALES
Fifth District

Gary McBride
Chief Executive Officer



Elections Office of the Registrar of Voters

Michael J. Scarpello
Registrar of Voters

Oath of Office

STATE OF CALIFORNIA
County of San Bernardino

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

Signature of Candidate

Subscribed and sworn to before me this _____ day of _____, 20__

Signature of Officer Administering Oath

Title

BOARD OF SUPERVISORS

ROBERT A. LOVINGOOD
Chairman, First District

JANICE RUTHERFORD
Second District

JAMES RAMOS
Third District

CURT HAGMAN
Vice Chairman, Fourth District

JOSIE GONZALES
Fifth District

Gary McBride
Chief Executive Officer



Elections Office of the Registrar of Voters

Michael J. Scarpello
Registrar of Voters

Oath of Office

STATE OF CALIFORNIA
County of San Bernardino

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

Signature of Candidate

Subscribed and sworn to before me this _____ day of _____, 20__

Signature of Officer Administering Oath

Title

BOARD OF SUPERVISORS

ROBERT A. LOVINGOOD
Chairman, First District

JANICE RUTHERFORD
Second District

JAMES RAMOS
Third District

CURT HAGMAN
Vice Chairman, Fourth District

JOSIE GONZALES
Fifth District

Gary McBride
Chief Executive Officer

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

August 28, 2018
Board Meeting Date

TOPIC **BUDGET MONITORING REPORT**

Communication No. IV.E.2.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To provide a budget monitoring report for information only.

BACKGROUND

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

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

This item is for information only.

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

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

	2014-2015				2015-2016				2016-2017			2017-2018		March % of Budget
	Adopted Budget	30-Jun	EOY Actual	% of Budget	Adopted Budget	30-Jun	EOY Actual	June % of Budget	Adopted Budget	30-Jun	June % of Budget	Adopted Budget	30-Jun	
INCOME SOURCE														
Prior Year Ending Balance Re-allocation	4,873,744				0				3,677,289			3,928,578		
State General Apportionment	62,450,521	61,010,224	61,010,224	97.69%	70,423,903	72,436,731	72,436,731	102.86%	75,666,883	76,826,331	101.53%	81,382,469	80,181,025	98.52%
Education Protection Account (EPA)	11,315,357	13,413,812	13,413,812	118.55%	12,962,172	13,113,790	13,113,790	101.17%	13,114,000	12,750,807	97.23%	12,165,352	12,843,991	105.58%
Miscellaneous	5,549,844	6,905,710	6,905,710	124.43%	14,769,166	14,948,751	15,106,050	101.22%	10,319,891	10,207,311	98.91%	9,801,247	8,371,353	85.41%
Lottery	1,791,750	2,119,010	2,119,010	118.26%	2,039,240	2,301,219	2,301,219	112.85%	2,315,180	2,507,263	108.30%	2,424,980	2,693,531	111.07%
Total Income	81,107,472	83,448,756	83,448,756	102.89%	100,194,481	102,800,491	102,957,790	102.60%	101,415,954	102,291,712	100.86%	105,774,048	104,089,900	98.41%
EXPENDITURES														
Operational	85,981,216	83,709,199	83,709,199	97.36%	98,388,259	95,603,207	95,603,207	97.17%	105,093,243	99,964,739	95.12%	109,702,626	103,952,122	94.76%
Total Expenditures	85,981,216	83,709,199	83,709,199	97.36%	98,388,259	95,603,207	95,603,207	97.17%	105,093,243	99,964,739	95.12%	109,702,626	103,952,122	94.76%
Surplus or (Deficit)	-	(260,443)	(260,443)	-	1,806,222	7,197,284	7,354,583	-	-	2,326,973	-	-	137,778	-
Net Surplus or (Deficit)	-	(260,443)	(260,443)	-	1,806,222	7,197,284	7,354,583	-	-	2,326,973	-	-	137,778	-
SUMMARY, RESERVES/ENDING BAL														
7% Board Designated Reserves	6,018,685	5,859,644	5,859,644	97.36%	6,887,178	6,692,225	6,692,225	97.17%	7,356,527	6,997,532	95.12%	7,679,184	7,276,649	94.76%
GASB 45 Reserve	-	1,500,000	1,500,000	-	500,000	500,000	500,000	-	500,000	500,000	-	500,000	500,000	-
Technology Replacement Reserve	150,000	600,000	600,000	-	600,000	600,000	600,000	-	600,000	600,000	-	600,000	600,000	-
Vehicle Replacement Plan	50,000	100,000	100,000	-	100,000	100,000	100,000	-	100,000	100,000	-	100,000	100,000	-
Resource Allocation (RAC) Reserve	154,393	500,000	500,000	-	500,000	500,000	500,000	-	500,000	500,000	-	500,000	300,000	-
Capital Outlay Replacement	-	200,000	200,000	-	200,000	200,000	200,000	-	200,000	200,000	-	200,000	300,000	-
PERS/STRS Reserve	-	500,000	500,000	-	1,343,999	1,343,999	1,343,999	-	1,343,999	1,343,999	-	1,343,999	1,343,999	-
One-Time Funding	-	-	-	-	2,661,425	2,661,425	2,661,425	-	2,661,425	2,661,425	-	2,661,425	1,663,294	-
Undistributed Reserve	40,000	1,766,738	1,766,736	-	40,000	5,626,015	5,783,314	-	1,441,723	7,804,980	-	3,194,750	8,761,772	-
Total Ending Balance/Reserves	6,413,078	11,026,382	11,026,380	171.94%	12,832,602	18,223,664	18,380,963	142.01%	14,703,674	20,707,936	140.84%	16,779,358	20,845,714	124.23%
Ending Balance %			13.17%			19.06%	19.23%		13.99%	20.72%		15.30%	20.05%	

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

August 28, 2018
Board Meeting Date

TOPIC ENVIRONMENTAL SUSTAINABILITY MONITORING REPORT

Communication No. IV.E.2.b

SUPPORTS BOARD POLICY

Board Policy 1400 Core Values - Environmental Responsibility - Chaffey College commits to the preservation, conservation, and responsible use of its resources.

ACTIVITIES THAT ADDRESS THE BOARD POLICY

The District quantitatively and qualitatively measures sustainable practices at the three campus locations, including recycling, curriculum, outreach, energy efficiency, and renewable energy production on an annual basis.

MEANS OF ASSESSMENT

Detailed in the attached report is the means of assessment.

SUMMARY OF EVIDENCE

During the 2017-2018 fiscal year, The District continued to practice and pursue environmental responsibility through recycling, curriculum, outreach, energy efficiency, and renewable energy sources. In support of the college's goal, the completion of the 5.5 megawatt solar carport system, which encompassed all three campuses, made Chaffey College a leader among the California community colleges for renewable energy production.

USE OF RESULTS FOR PLANNING

The economic and environmental benefits of sustainable practices have been, and continue to be, realized. Sustainability and environmental responsibility are key factors in all future planning for continuous improvement.

Prepared by:	Troy Ament, Executive Director, Facilities & Construction Sam Gaddie, Sustainability and Environmental Safety Officer
Submitted by:	Melanie Siddiqi, Vice President, Administrative Affairs
Recommended by:	Henry D. Shannon, Superintendent/President



ENVIRONMENTAL SUSTAINABILITY

GOVERNING BOARD MONITORING REPORT 2018



August 28, 2018

ENVIRONMENTAL SUSTAINABILITY
GOVERNING BOARD
MONITORING REPORT 2018

CONTENT:

SUSTAINABILITY HIGHLIGHTS

Recycling.....3
Curriculum.....4
Outreach.....5

FEATURED HIGHLIGHT – SOLAR CARPORT SYSTEM

Introduction.....6
Electricity Usage.....8-10
Electricity Billing.....11-13
Data Acquisition Systems (DAS).....14-25
Lifetime Production.....26-29



SUSTAINABILITY HIGHLIGHTS

RECYCLING

- 278 lbs. Batteries
- 300+ Pallets
- 900+ Light Bulbs and Tubes
- 70+ Tons of Office Paper
- 110+ Toner Cartridges
- Meeting CA Mandates For Green Waste Disposal
- Proper Disposal of Haz-Mats through Amberwick Corporation



Enviromental Report For:

Chaffey College

Enter trees saved here:

1,671.06

Reams of paper:

39,270

Gallons of water saved:

686,806

Cubic Yards of Landfill Space:

284

Kw/Hrs of electricity saved:

402,725

Pounds of air pollution avoided:

5,899

Gallons of oil saved:

45,119

Total recycled (in pounds)

183,817

SUSTAINABILITY HIGHLIGHTS

CURRICULUM

- In April 2018, Chaffey College hosted the Third Annual Campus as a *Living Lab Symposium* featuring Chaffey's faculty and students, and included representatives from Grow Perspectives in Education.
- Astronomy instructor, Brad Hughes, and sustainability and environmental safety officer, Sam Gaddie, presented Capturing the Sun: Using the Solar Carport Data Acquisition System (DAS) To Energize Student Learning. The presentation provided an overview on how to use the DAS website and real-world examples of using the data for student learning.
- Astronomy, physics and statistics instructors are currently developing curriculum using the data sets from DAS.
- Title III Stem Grant, \$3.8M, provides funding for Faculty on Special Assignment (FOSA) to develop curriculum, which incorporates the DAS.



SUSTAINABILITY HIGHLIGHTS **OUTREACH**



Hosted Chaffey College Earth Day 2018

Participants included Burrtec Waste, Sierra Club, California Conservation Corps, Southern California Edison, and the Rancho Cucamonga Environmental Program

City of Rancho Cucamonga Grant

- 16 additional trash/recycling receptacles were provided to the college, at no cost, through a City of Rancho Cucamonga Grant.
- 20 trash/recycling receptacles are currently in use at the Rancho Cucamonga campus through the grant.



FEATURED HIGHLIGHT SOLAR CARPORT SYSTEM



In February 2015, Chaffey College collaborated with Newcomb Anderson McCormick Energy Engineering and Consulting firm to bring clean, renewable solar energy to the college. A detailed feasibility analysis was completed, and a Request for Proposals went out in early 2016. Borrego Solar was awarded the solar project contract in May 2017.

In August 2017, Borrego Solar began construction of the 5.5 Megawatt solar carport project that encompassed the Rancho Cucamonga, Chino, and Fontana campuses of Chaffey College. The Chino campus solar carport system became operational on December 13, 2017, followed by the Fontana campus on January 11, 2018, and the Rancho Cucamonga campus on February 23, 2018.



System Details

Size: 4.5 MW at Rancho Cucamonga
775 kW at Chino
305 kW at Fontana

Shaded spaces: 1100+ at Rancho Cucamonga
240 at Chino
94 at Fontana

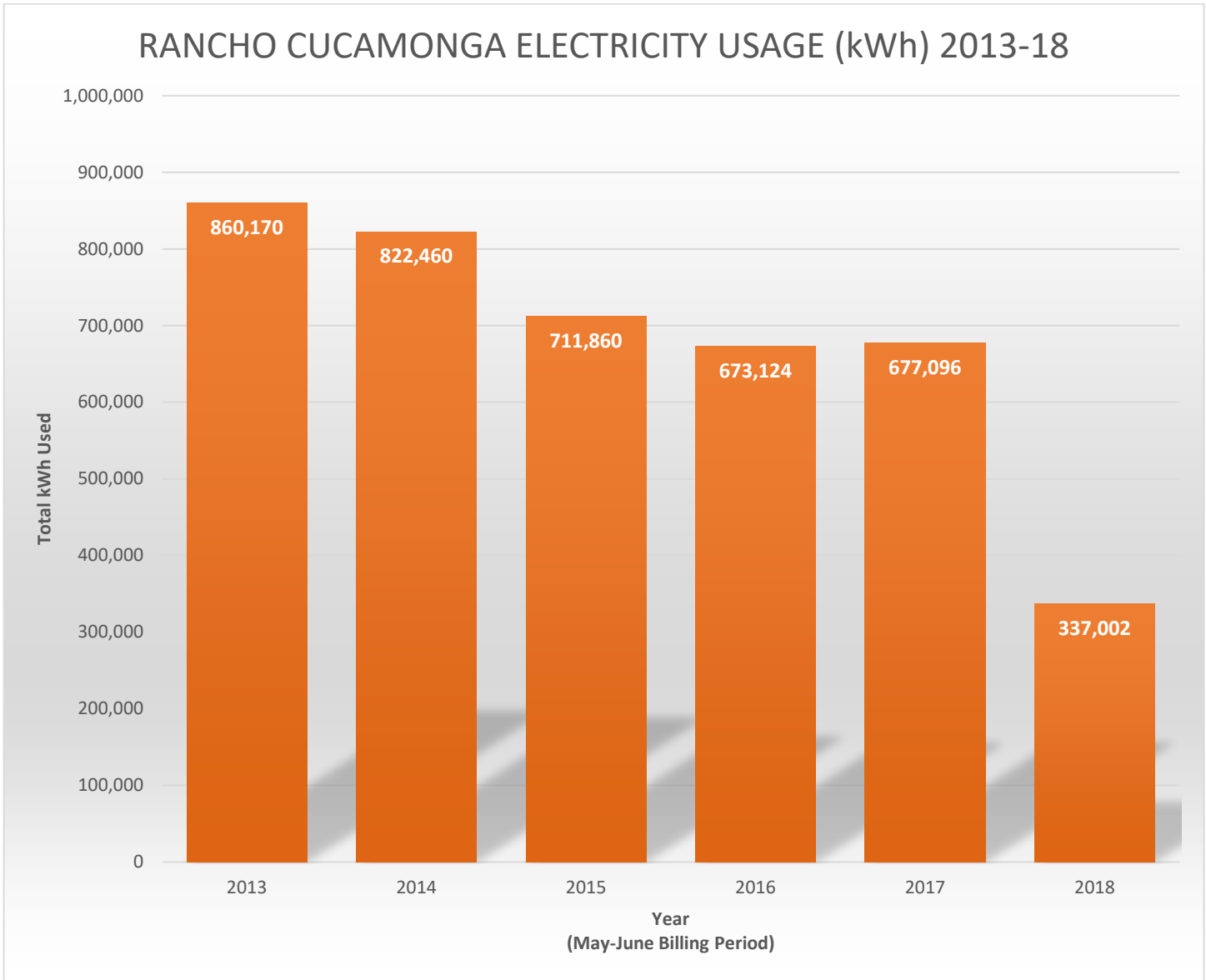
Total number of solar panels: 13,712



THE LARGEST SOLAR CARPORT SYSTEM IN A CALIFORNIA COMMUNITY COLLEGE DISTRICT!

ELECTRICITY USAGE – RANCHO CUCAMONGA CAMPUS

MAY-JUNE BILLING PERIOD

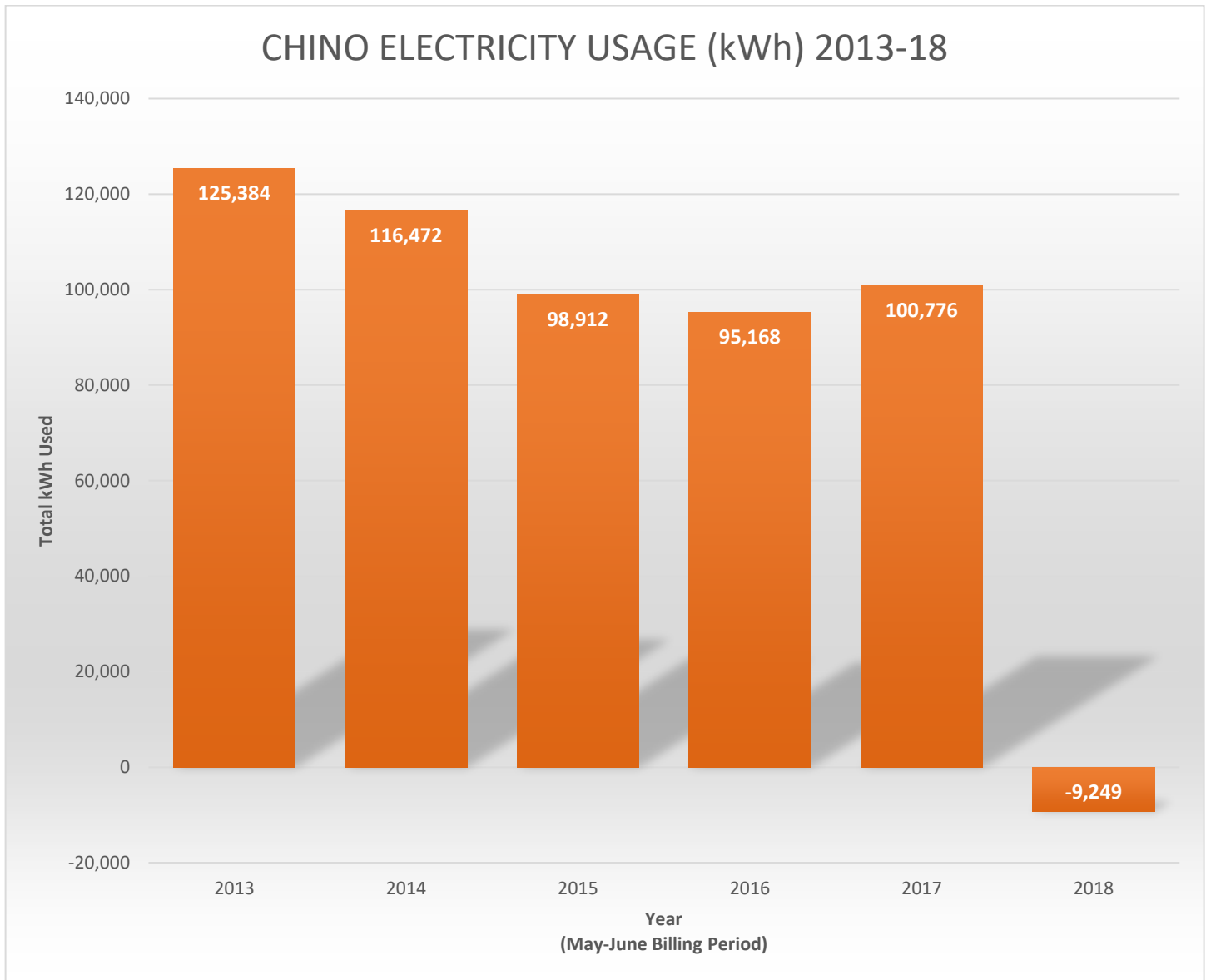


- **49.5% reduction from 2017 usage.**
- **60.8% reduction from 2013 usage (6 year high).**
- **Electricity usage reduction from 2017: 340,094 Kilowatt Hours**
- **Equivalent to the monthly electricity use of 340 average American homes.**



ELECTRICITY USAGE – CHINO CAMPUS

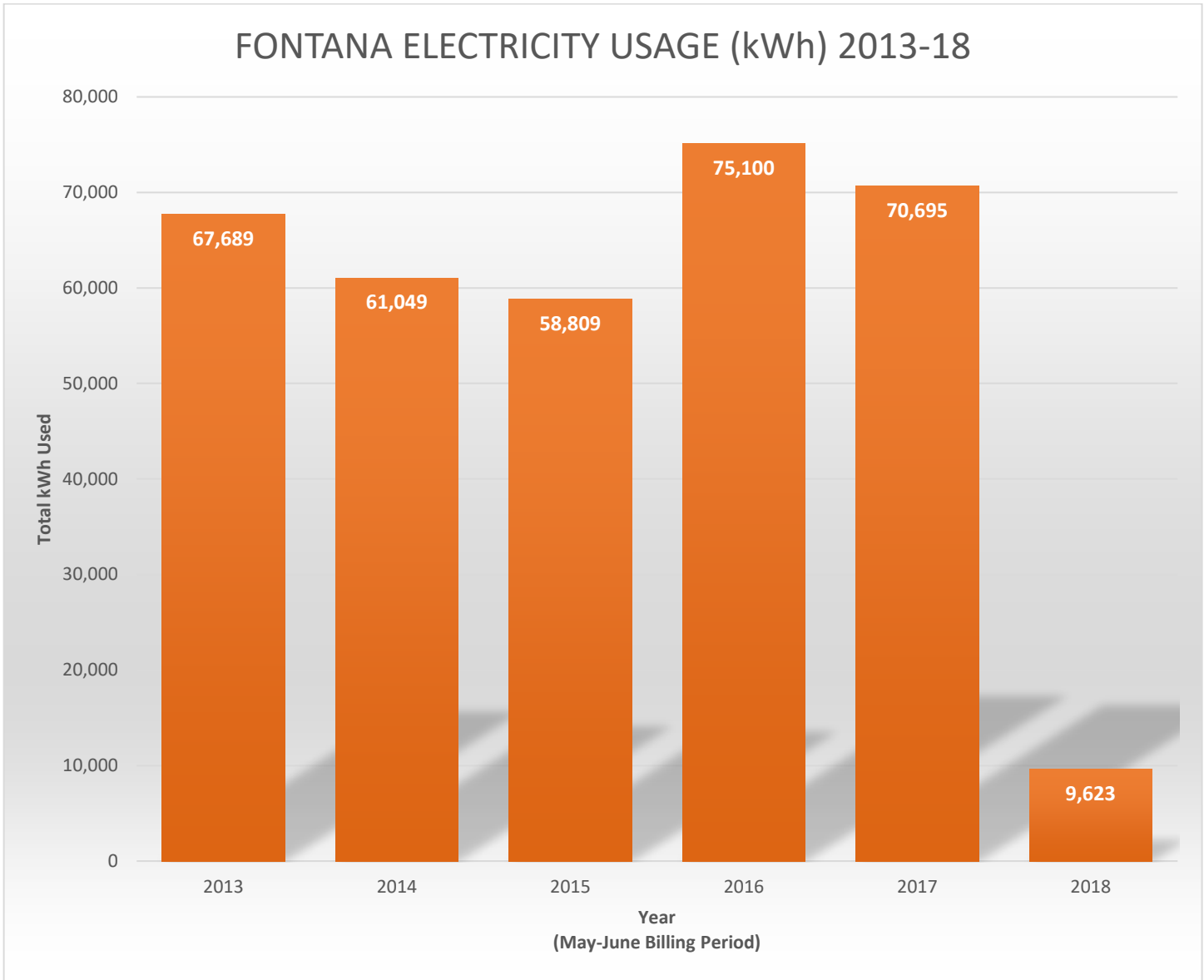
MAY-JUNE BILLING PERIOD



- **100.9% reduction from 2017 usage.**
- **107.4% reduction from 2013 usage (6 year high).**
- **Electricity usage reduction from 2017: 110,025 Kilowatt Hours**
- **Equivalent to the monthly electricity use of 110 average American homes.**



ELECTRICITY USAGE – FONTANA CAMPUS
MAY-JUNE BILLING PERIOD



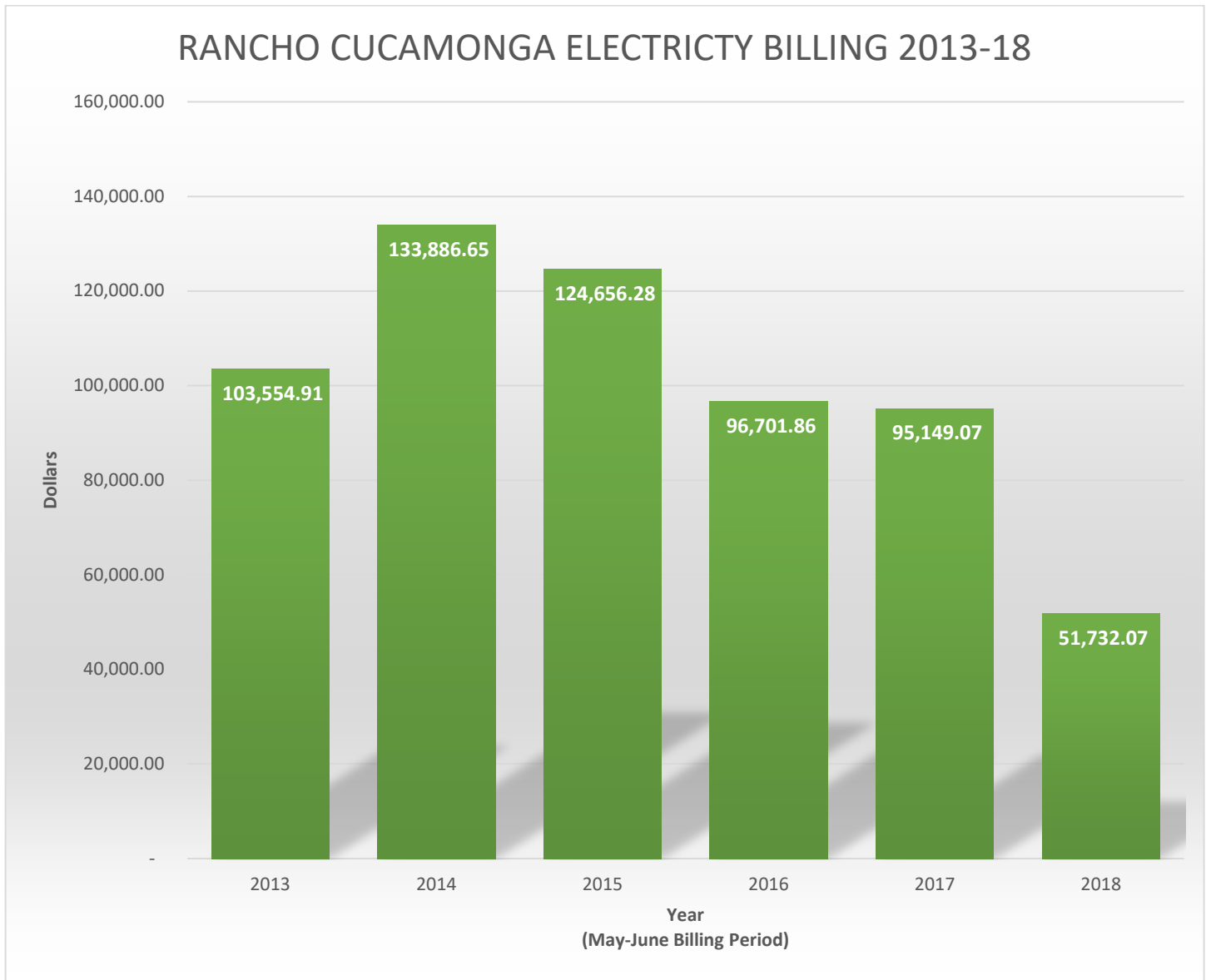
- **86.4% reduction from 2017 usage.**
- **87.2% reduction from 2016 usage (6 year high).**
- **Electricity usage reduction from 2017: 61,072 Kilowatt Hours**
- **Equivalent to the monthly electricity use of 61 average American homes.**

TOTAL MONTHLY USAGE REDUCTION FROM 2017
FOR ALL THREE CAMPUSES (MAY-JUNE):
511,191 Kilowatt Hours = 511 Average American Homes



ELECTRICITY BILLING – RANCHO CUCAMONGA CAMPUS

MAY-JUNE BILLING PERIOD

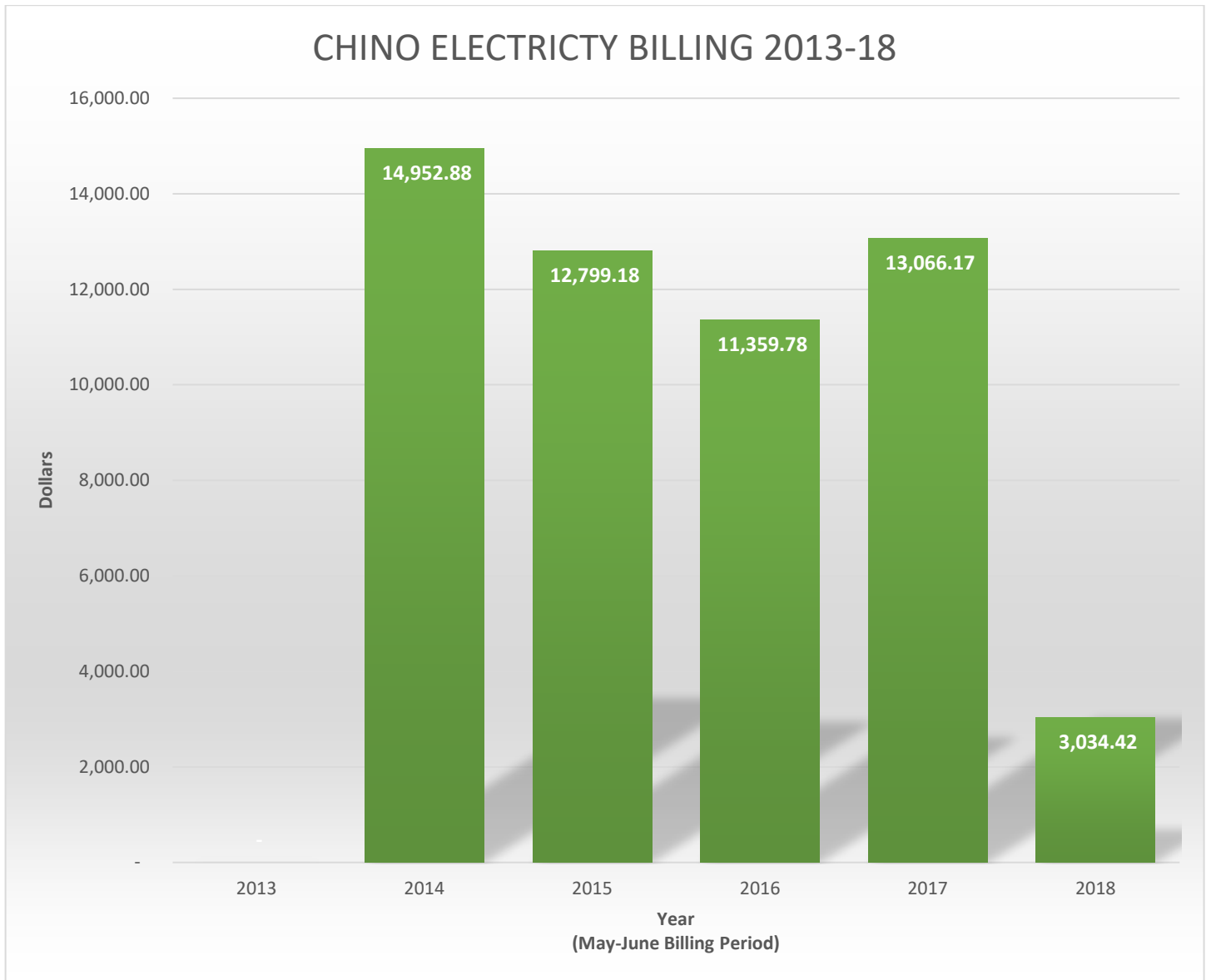


- **45.6% reduction from 2017 charges.**
- **61.4% reduction from 2014 charges (6 year high).**
- **Savings from 2017: \$43,417.00**



ELECTRICITY BILLING – CHINO CAMPUS

MAY-JUNE BILLING PERIOD



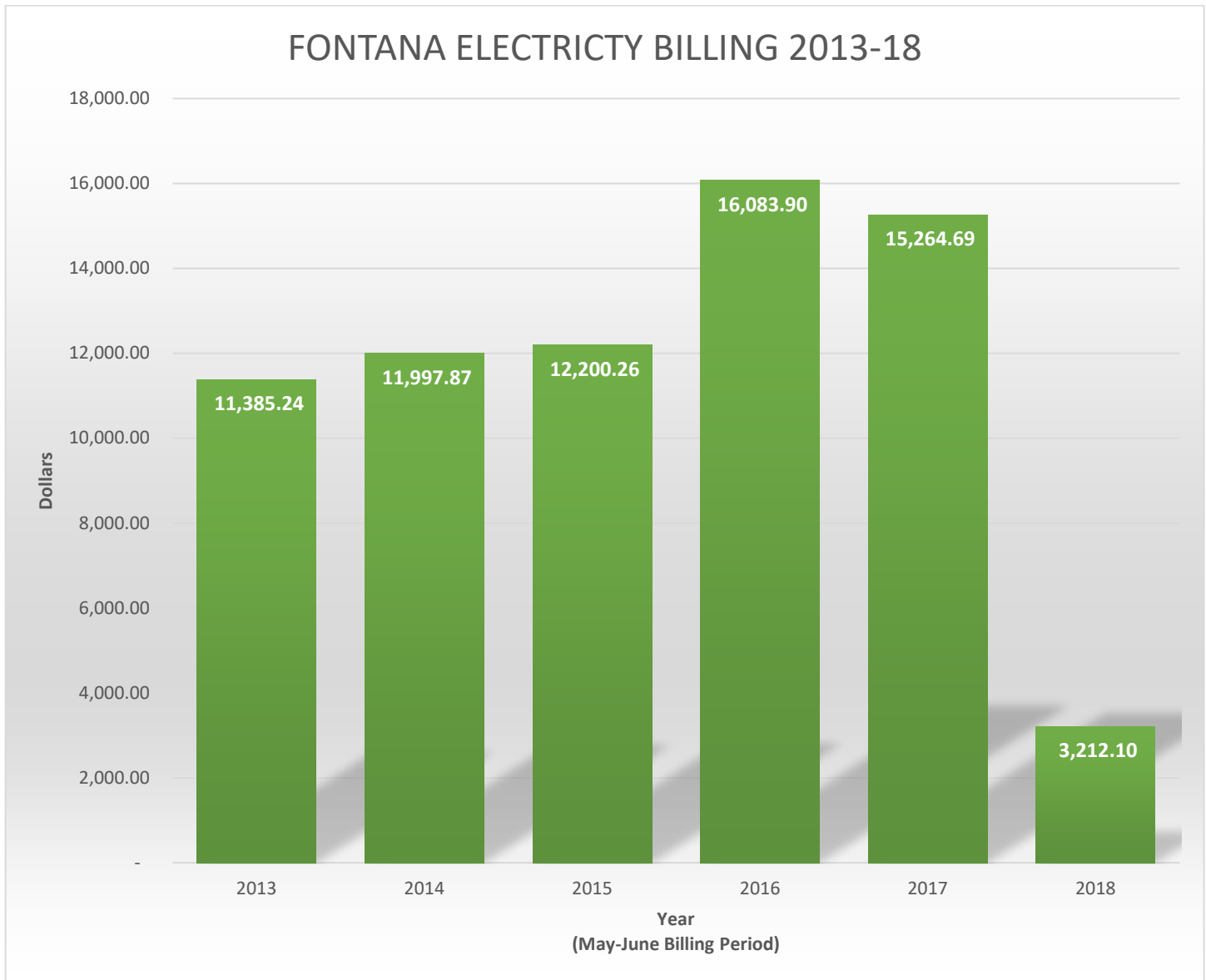
- **76.8% reduction from 2017 charges.**
- **79.7% reduction from 2014 charges (6 year high).**
- **Savings from 2017: \$10,031.75**

***Electricity Bill for 2013 was unavailable**



ELECTRICITY BILLING – FONTANA CAMPUS

MAY-JUNE BILLING PERIOD



- 79.0% reduction from 2017 charges.
- 80.0% reduction from 2014 charges (6 year high).
- Savings from 2017: \$12,052.59

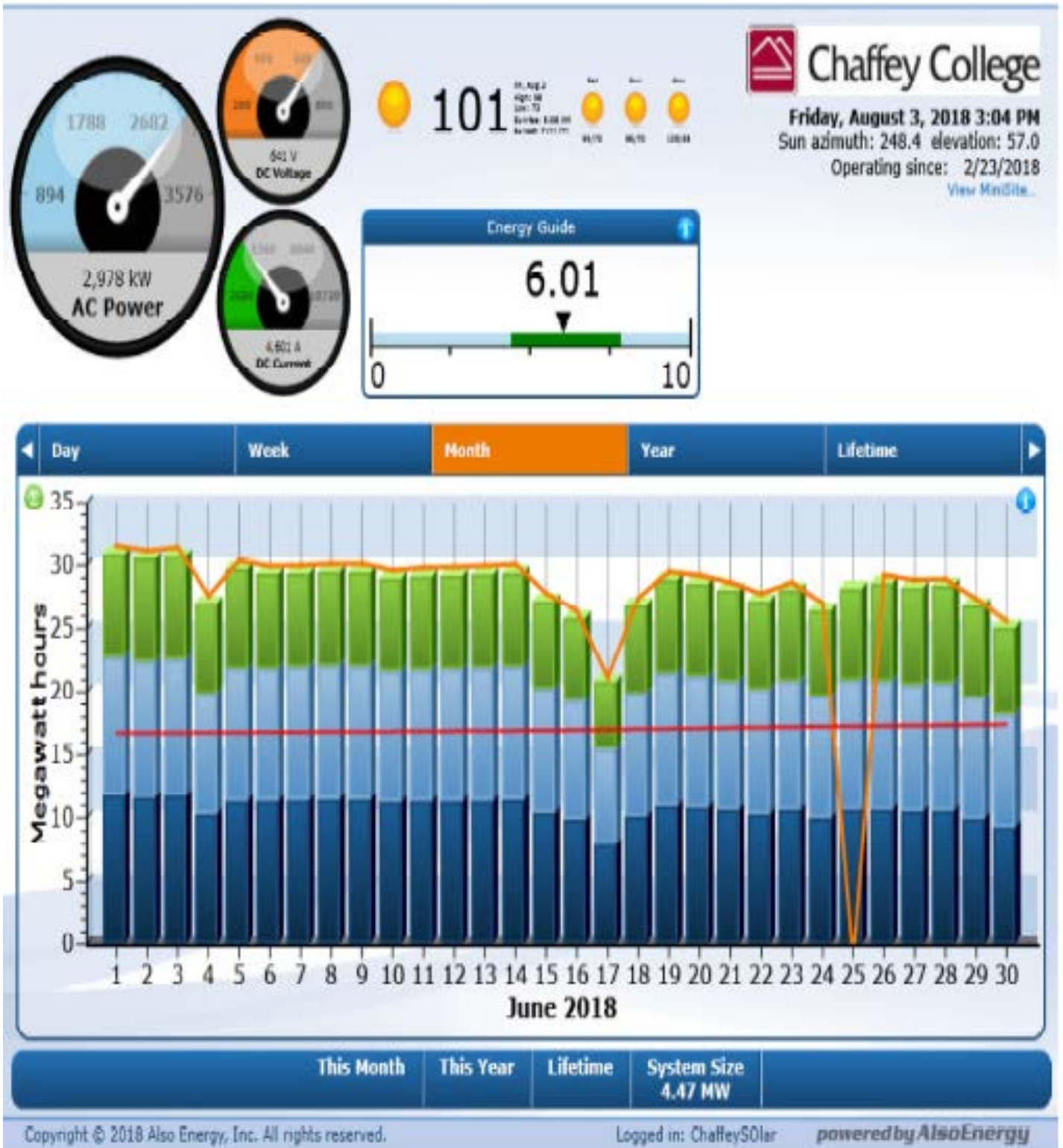
TOTAL MONTHLY SAVINGS FROM 2017
FOR ALL THREE CAMPUSES (MAY-JUNE):
\$65,501.34

Data Acquisition Systems (DAS)

THIS SECTION INTENTIONALLY LEFT BLANK



MONTHLY PRODUCTION – RANCHO CUCAMONGA CAMPUS

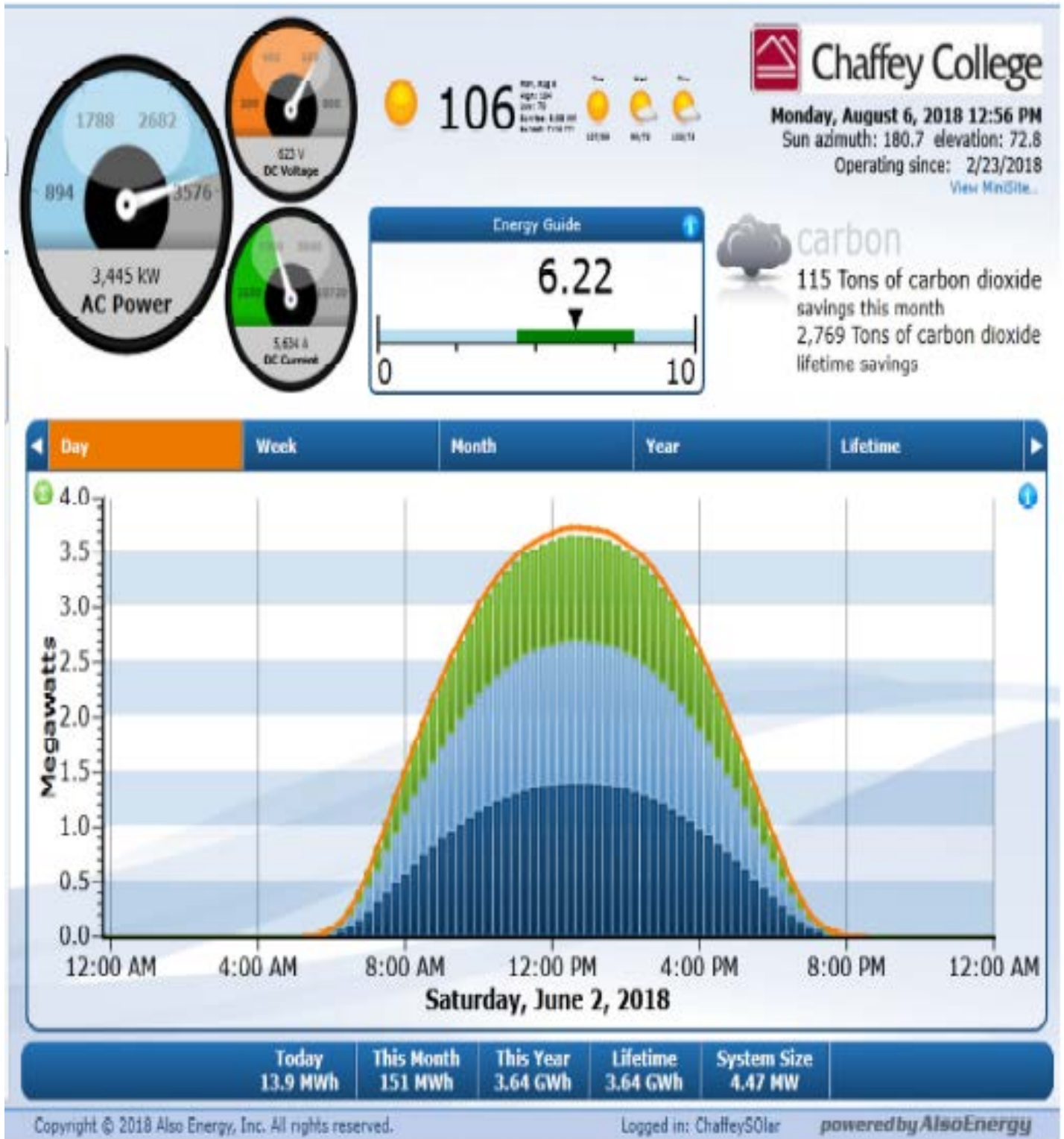


Monthly snapshot for high production (June 2) and low production (June 17)

Green = Lots 5 & 6; **Light Blue** = Lots 11 & 18W; **Dark Blue** = Lots 18E, 19E & 19W.



DAILY PRODUCTION – RANCHO CUCAMONGA CAMPUS



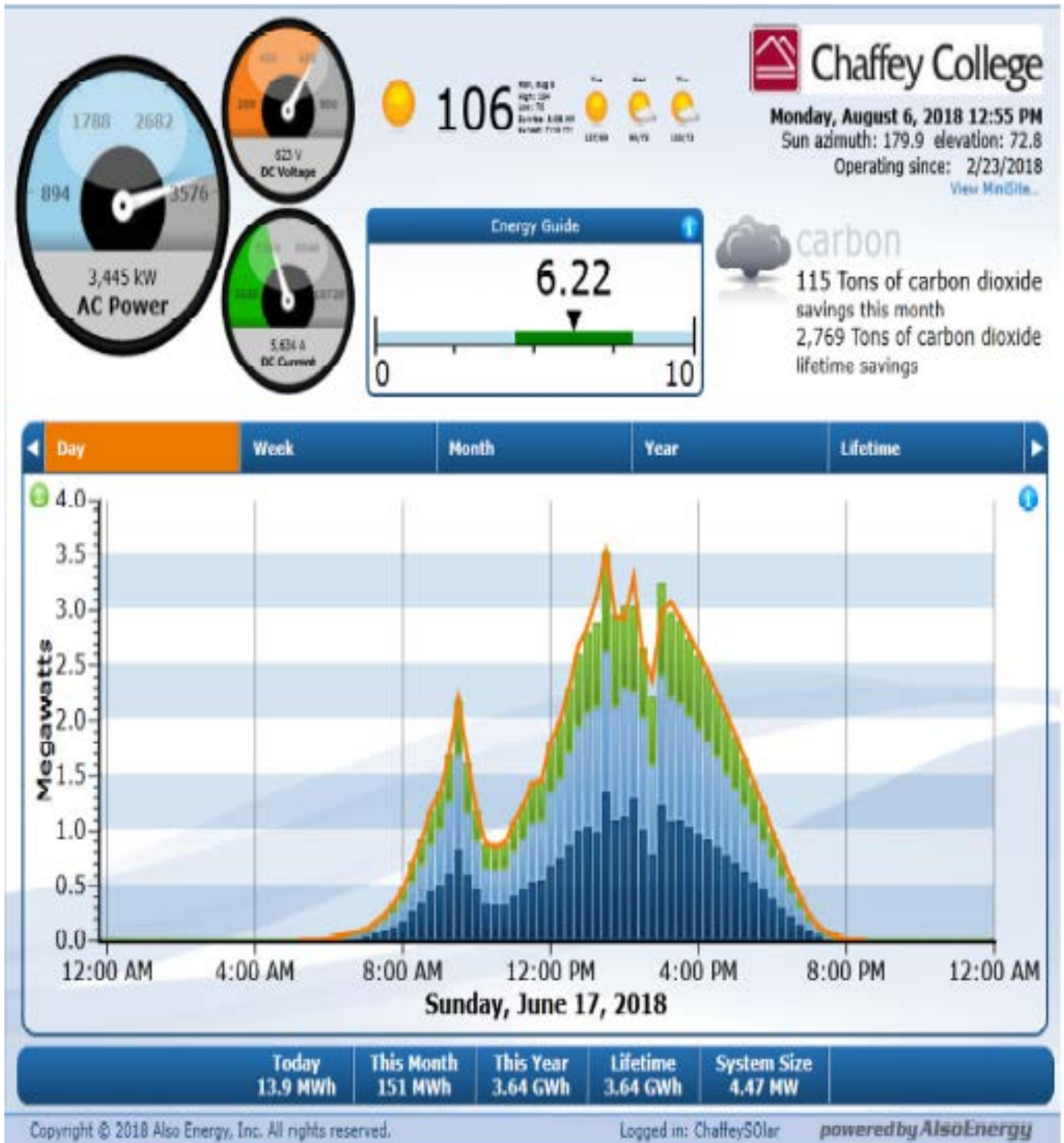
Daily snapshot for a high production day (June 2)

- Conditions: Full sun, no cloud cover
- Total Production: 30.5 Megawatt Hours

Green = Lots 5 & 6; **Light Blue** = Lots 11 & 18W; **Dark Blue** = Lots 18E, 19E & 19W.



DAILY PRODUCTION – RANCHO CUCAMONGA CAMPUS



Daily snapshot for a low production day (June 17)

- Conditions: Partial sun, heavy cloud cover
- Total Production: 20.8 Megawatt Hours (31.8% Reduction)

Green = Lots 5 & 6; **Light Blue** = Lots 11 & 18W; **Dark Blue** = Lots 18E, 19E & 19W.

PRODUCTION VS. MODEL – RANCHO CUCAMONGA CAMPUS



FACTORS AFFECTING PRODUCTION:

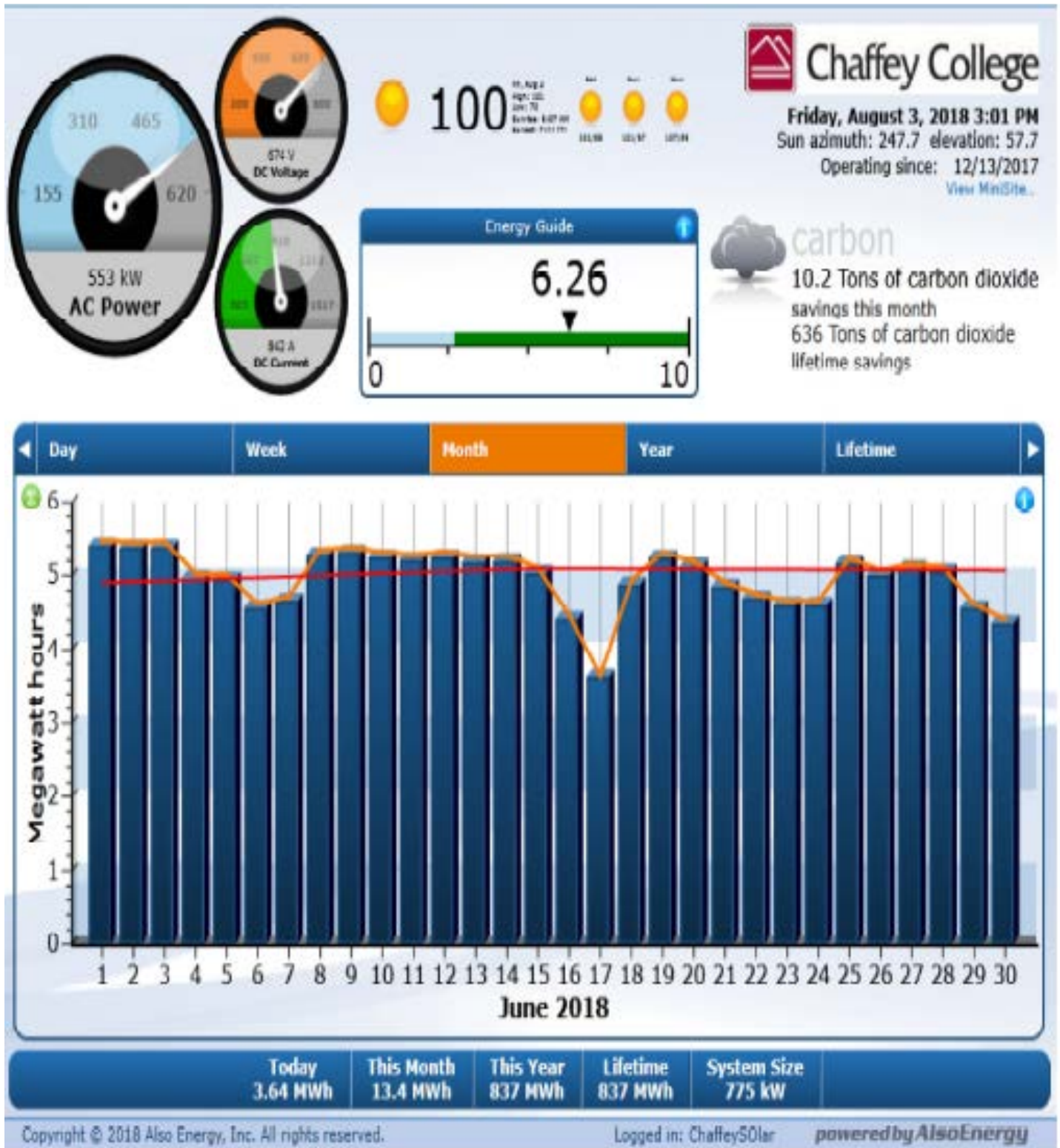
- CLOUD COVER
- HIGH TEMPS: PANELS LOSE ~1% EFFICIENCY FOR EACH DEGREE ABOVE 90 DEGREES FAHRENHEIT
- SOILING

**TOTAL MONTHLY PRODUCTION:
655 Megawatt Hours**

Green = Lots 5 & 6; **Light Blue** = Lots 11 & 18W; **Dark Blue** = Lots 18E, 19E & 19W.



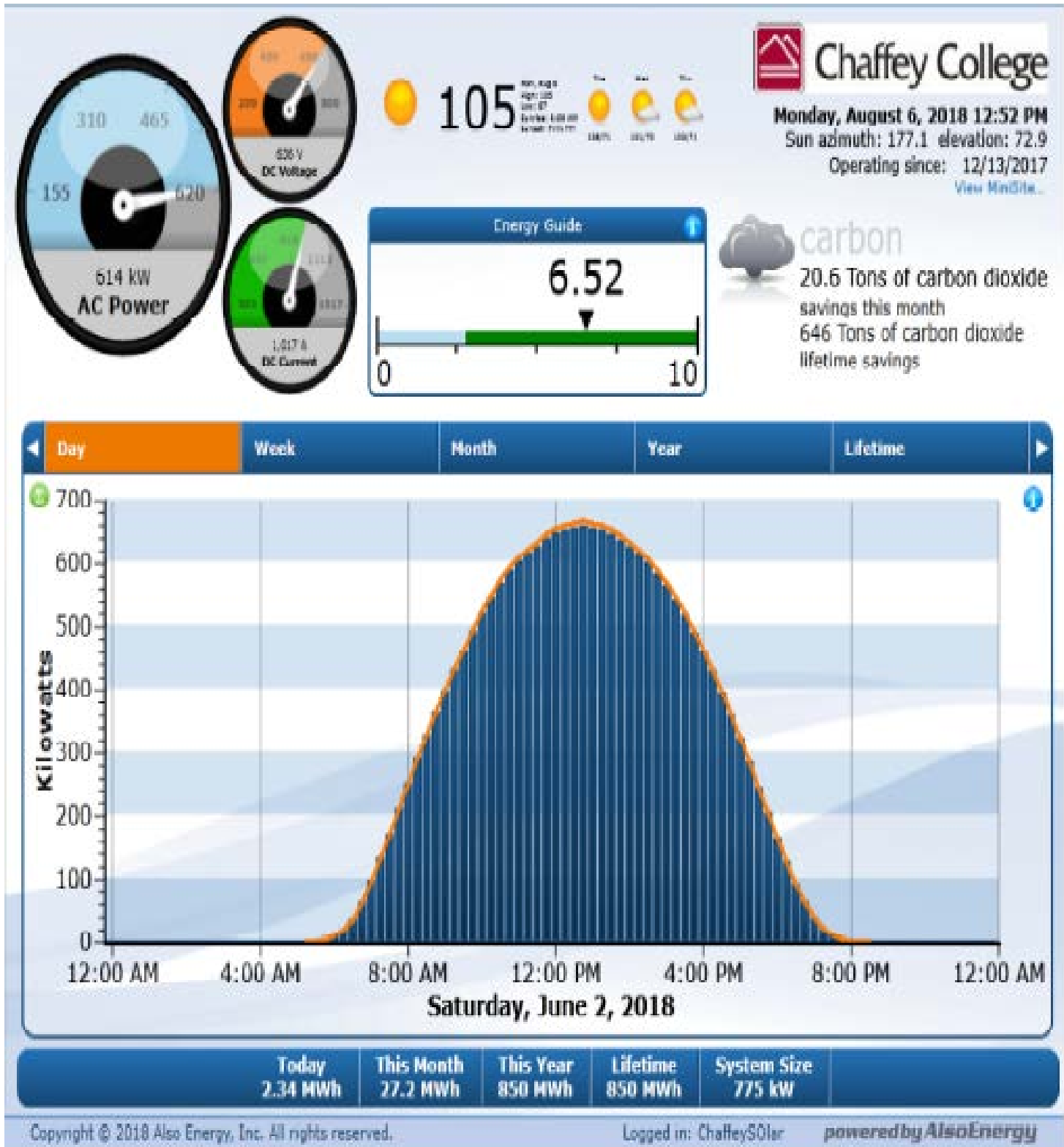
MONTHLY PRODUCTION – CHINO CAMPUS



Monthly snapshot for high production (June 2) and low production (June 17).



DAILY PRODUCTION – CHINO CAMPUS

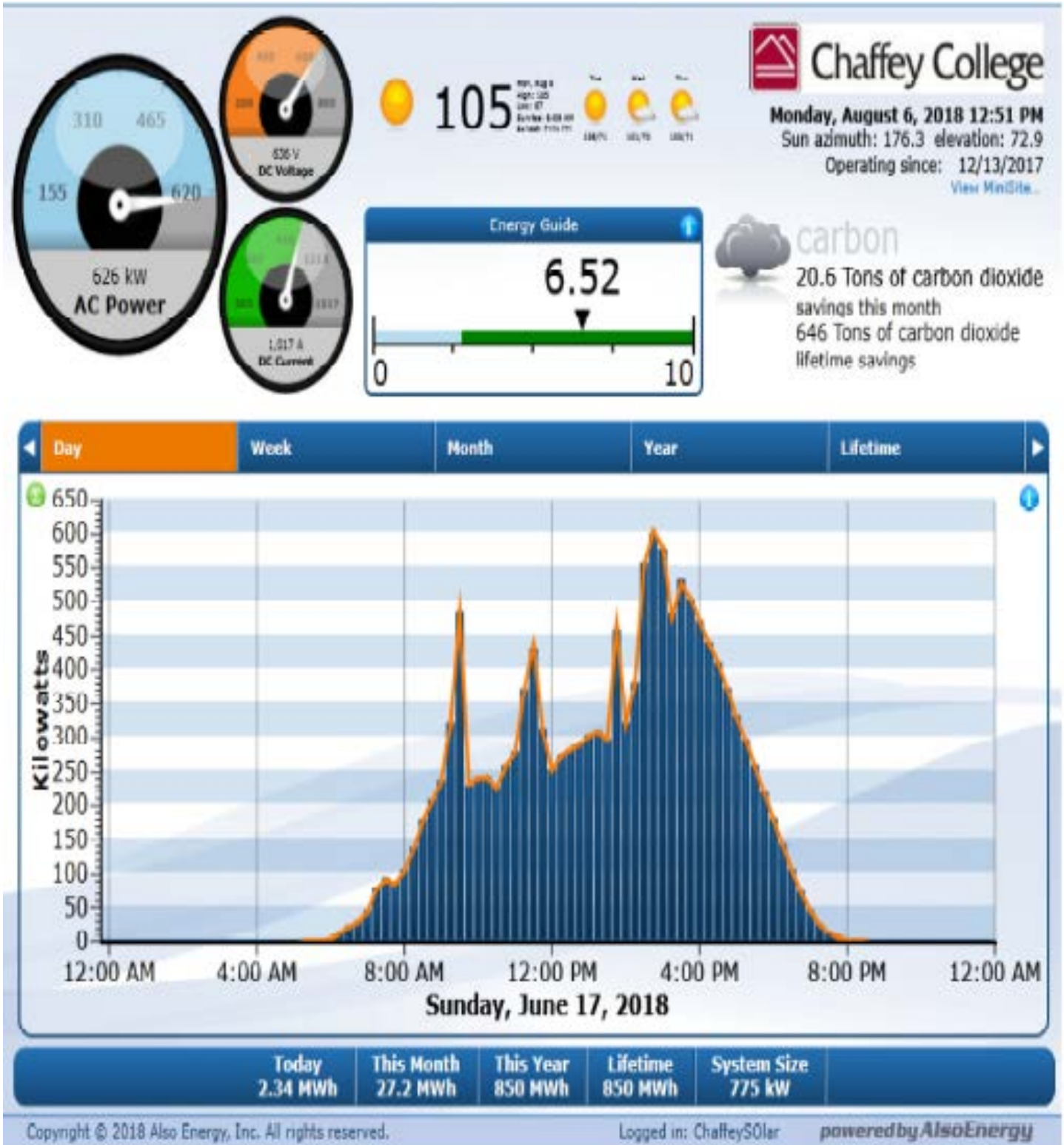


Daily snapshot for a high production day (June 2)

- Conditions: Full sun, no cloud cover
- Total Production: 5.39 Megawatt Hours



DAILY PRODUCTION – CHINO CAMPUS



Daily snapshot for a low production day (June 17)

- Conditions: Partial sun, heavy cloud cover
- Total Production: 3.63 Megawatt Hours (32.6% Reduction).



PRODUCTION VS. MODEL – CHINO CAMPUS

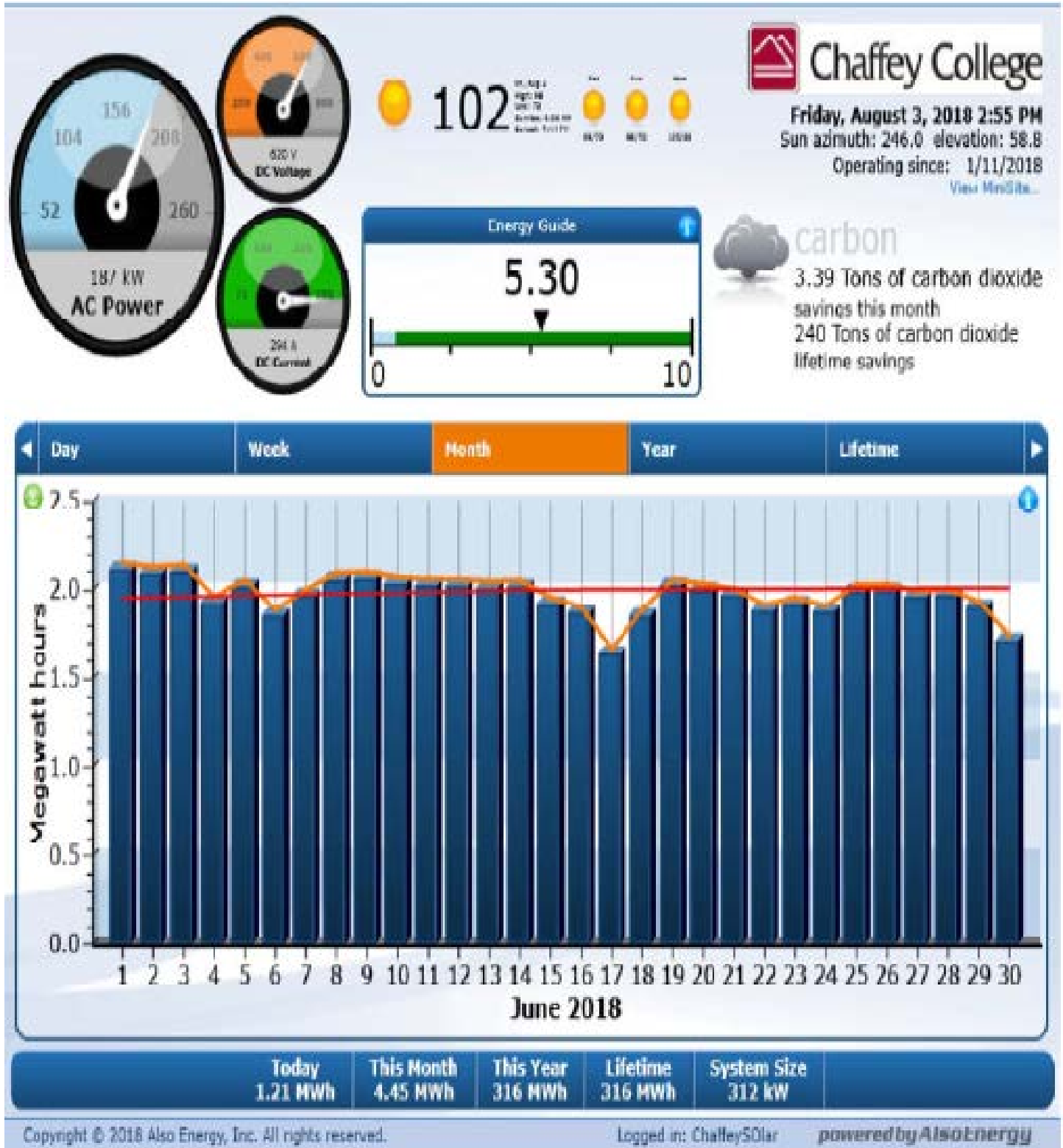


FACTORS AFFECTING PRODUCTION:

- CLOUD COVER
- HIGH TEMPS: PANELS LOSE ~1% EFFICIENCY FOR EACH DEGREE ABOVE 90 DEGREES FAHRENHEIT
- SOILING

**TOTAL MONTHLY PRODUCTION:
 124 Megawatt Hours**

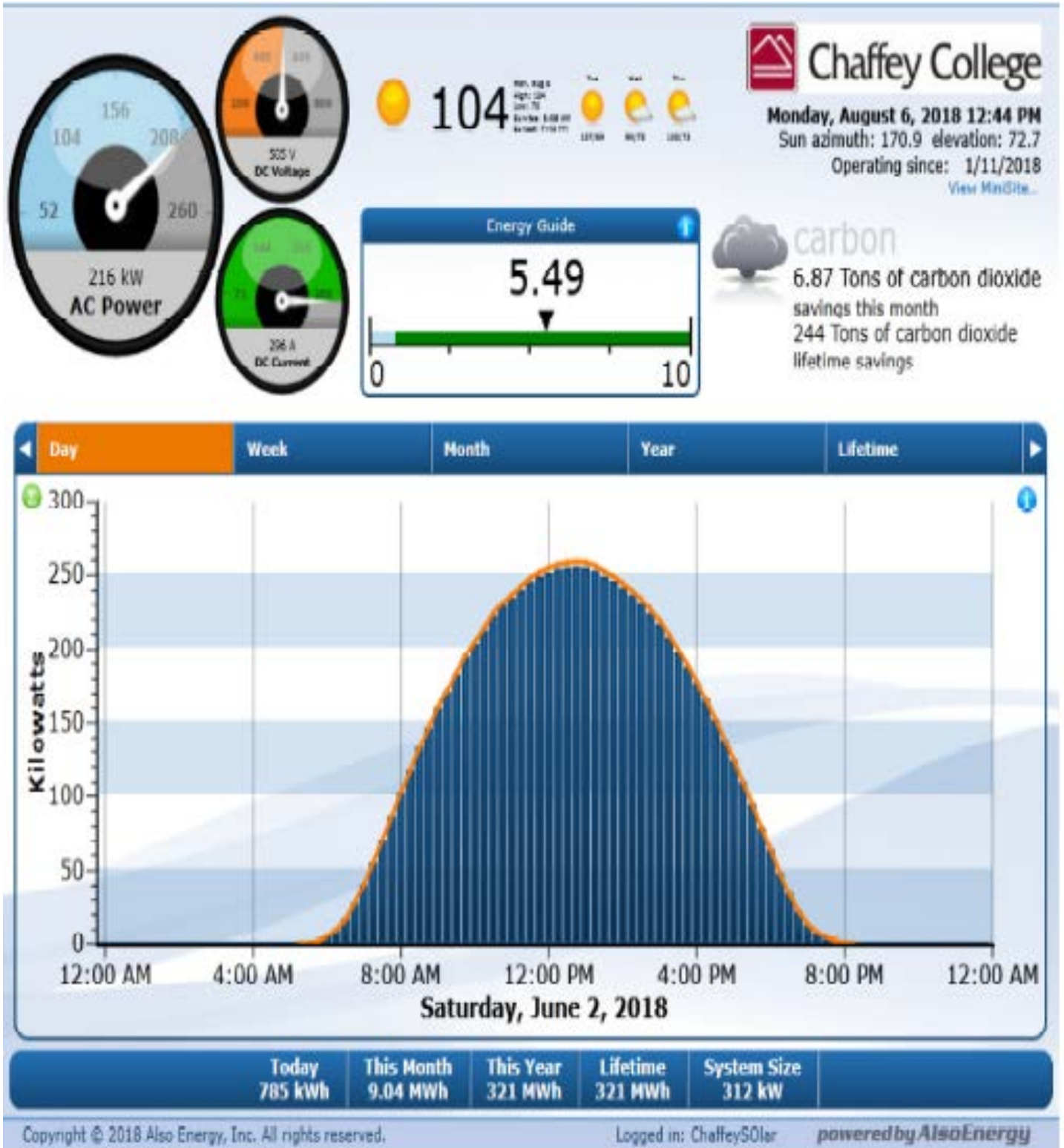
MONTHLY PRODUCTION – FONTANA CAMPUS



Monthly snapshot for high production (June 2) and low production (June 17).



DAILY PRODUCTION – FONTANA CAMPUS

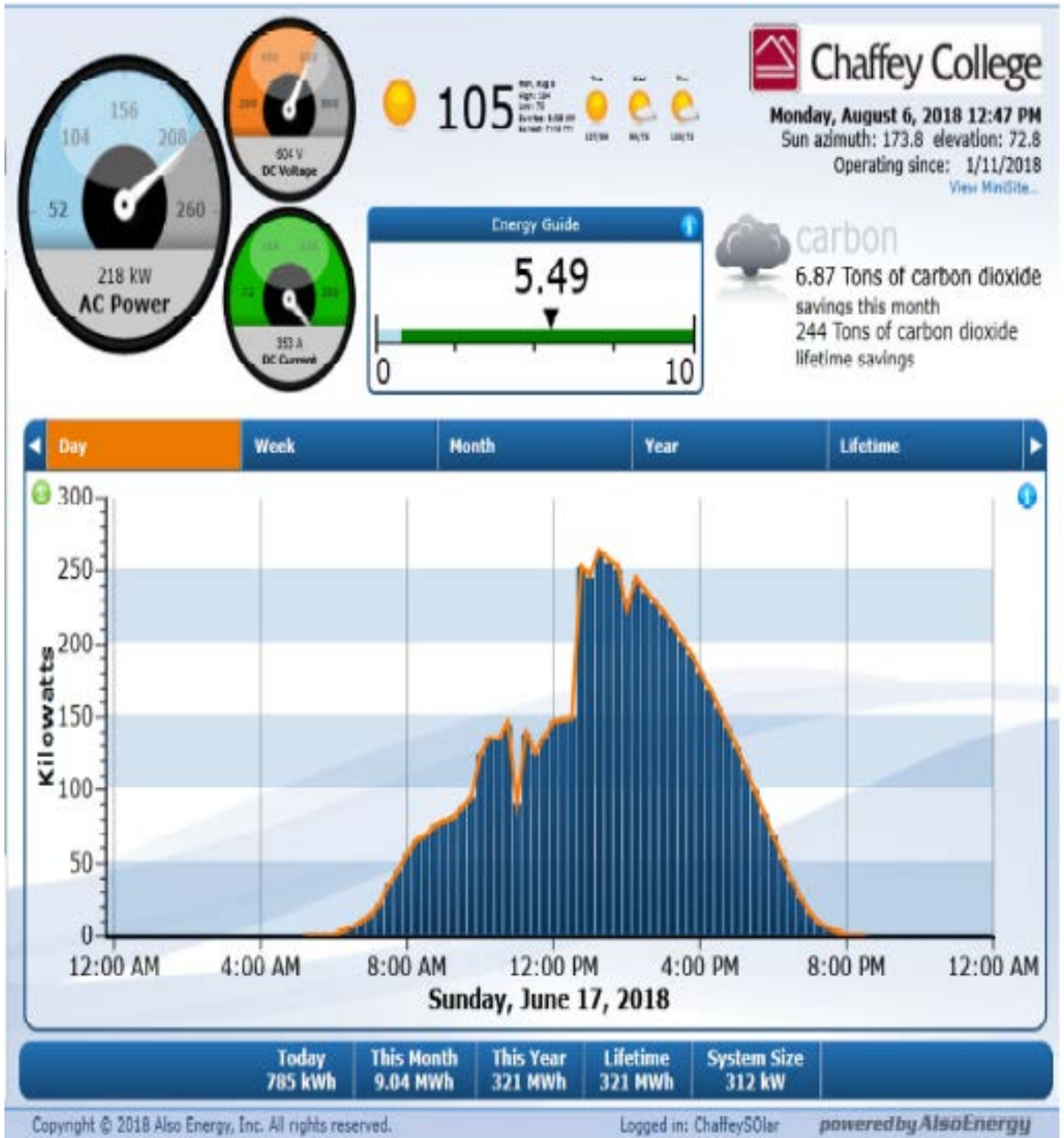


Daily snapshot for a high production day (June 2)

- Conditions: Full sun, no cloud cover
- Total Production: 2.09 Megawatt Hours



DAILY PRODUCTION – FONTANA CAMPUS



Daily snapshot for a low production day (June 17)

- Conditions: Partial sun, heavy cloud cover
- Total Production: 1.65 Megawatt Hours (21.0% Reduction)



PRODUCTION VS. MODEL – FONTANA CAMPUS

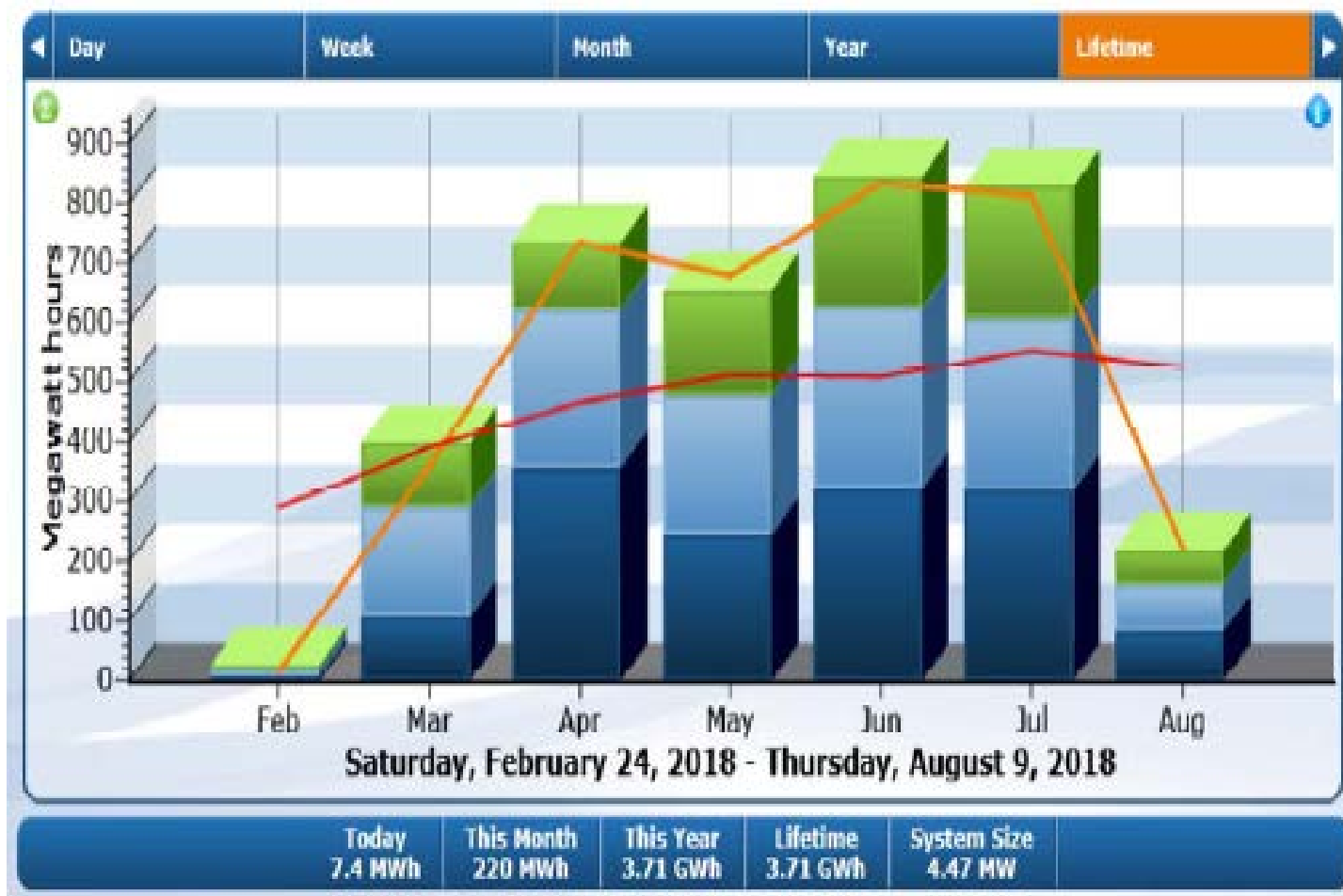


FACTORS AFFECTING PRODUCTION:

- CLOUD COVER
- HIGH TEMPS: PANELS LOSE ~1% EFFICIENCY FOR EACH DEGREE ABOVE 90 DEGREES FAHRENHEIT
- SOILING

**TOTAL MONTHLY PRODUCTION:
49.7 Megawatt Hours**

LIFETIME PRODUCTION – RANCHO CUCAMONGA CAMPUS



3,710 Megawatt Hours

ENVIRONMENTAL BENEFITS & EQUIVALENTS:

2,821 Fewer Tons of Carbon Dioxide

1,855,943 Fewer Gallons of Water Used by a Coal-Fired Power Plant

6,094,131 Fewer Passenger Car Miles Driven

Environmental Equivalent = 65,629 Trees Planted

Green = Lots 5 & 6; **Light Blue** = Lots 11 & 18W; **Dark Blue** = Lots 18E, 19E & 19W.



LIFETIME PRODUCTION – CHINO CAMPUS



863 Megawatt Hours

ENVIRONMENTAL BENEFITS & EQUIVALENTS:

656 Fewer Tons of Carbon Dioxide

431,444 Fewer Gallons of Water Used by a Coal-Fired Power Plant

1,416,680 Fewer Passenger Car Miles Driven

Environmental Equivalent = 15,527 Trees Planted

LIFETIME PRODUCTION – FONTANA CAMPUS



325 Megawatt Hours

ENVIRONMENTAL BENEFITS & EQUIVALENTS:

247 Fewer Tons of Carbon Dioxide

162,458 Fewer Gallons of Water Used by a Coal-Fired Power Plant

533,443 Fewer Passenger Car Miles Driven

Environmental Equivalent = 5,745 Trees Planted



TOTAL LIFETIME PRODUCTION – ALL THREE CAMPUSES:

4,898 Megawatt Hours

ENVIRONMENTAL BENEFITS & EQUIVALENTS:

3,724 Fewer Tons of Carbon Dioxide

2,449,845 Fewer Gallons of Water Used by a Coal-Fired Power Plant

8,044,254 Fewer Passenger Car Miles Driven

Environmental Equivalent = 86,901 Trees Planted



AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

(Information)

August 28, 2018

Board Meeting Date

TOPIC QUARTERLY INVESTMENT REPORT

Communication No. IV.E.2.c

SUPPORTS BOARD POLICY

Board Policy 6320 Investments - The Superintendent/President is responsible for ensuring that the funds of the District are invested that are not required for the immediate needs of the District. Investments shall be in accordance with law.

PROPOSAL

To present the quarterly investment report for the quarter ended June 30, 2018, for information only.

BACKGROUND

As recommended in Government Code 53646, the district investment reports may be presented to the board quarterly. The quarterly investment report for the period ended June 30, 2018 is attached.

BUDGET IMPLICATIONS

Funding Source – All funds

Status of Funds – N/A

Future Implications – N/A

RECOMMENDATION

To review the quarterly investment report for the quarter ended June 30, 2018, as presented.

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

Chaffey Community College District Investment Report



Governing Board

Kathleen R. Brugger, President
Gloria Negrete McLeod, Vice President
Gary C. Ovitt, Clerk
Lee C. McDougal, Member
Katherine Roberts, Immediate Past President

Moises Rosales, Student Trustee

Dr. Henry D. Shannon, Superintendent/President

June 30, 2018

Chaffey Community College District


Investment Report

Summary

For The Period Ended June 30, 2018

General Portfolio	Fund Value	Market Value
General Portfolio		
San Bernardino County Investment Pool	\$ 80,088,251	\$ 80,537,065
Other Investments	16,302,681	14,946,494
Irrevocable Trusts	5,910,995	7,568,705
Chaffey District Funds with Financial Institutions - Bank Deposits	1,884,607	1,884,607
Total General Portfolio	<u>\$ 104,186,534</u>	<u>\$ 104,936,872</u>

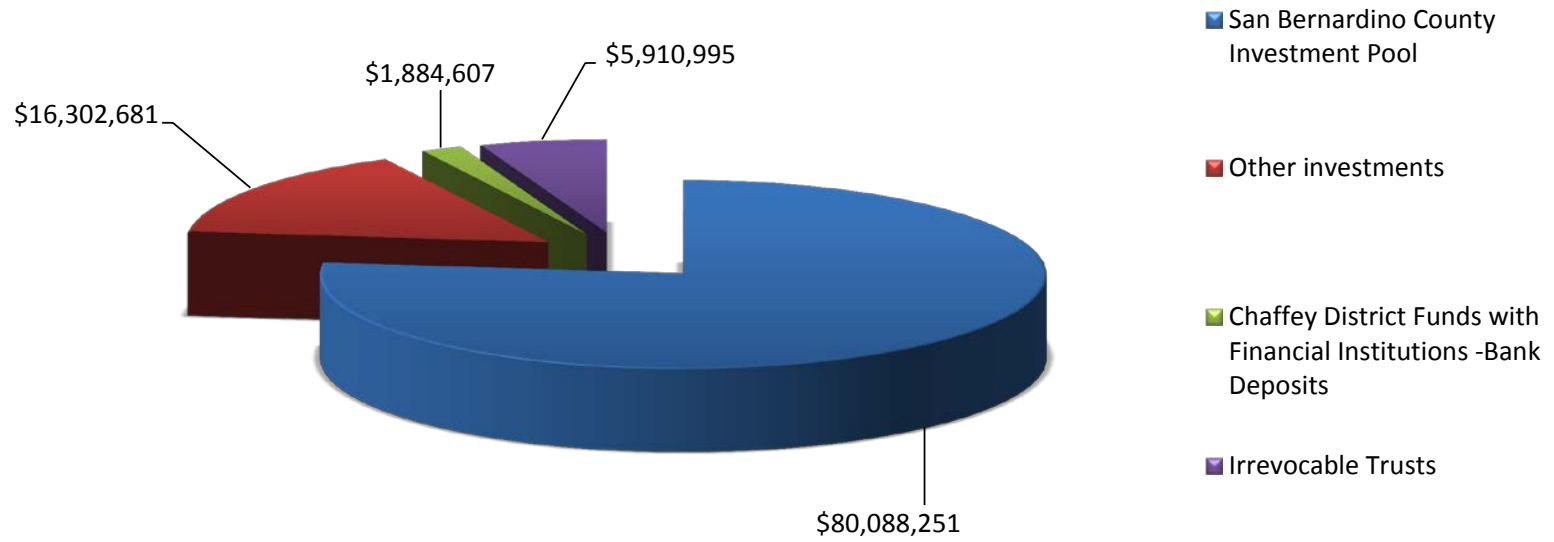
1. I hereby certify that the investments are in compliance with the investment guidelines statement adopted by the Governing Board.
2. The District has the ability to meet its budgeted expenditures for the next six months.
3. The market values for funds held in checking accounts and money market funds does not change.
4. The fiscal agent provided the market values for investments held in their accounts.
5. The checking accounts include Associated Student Body and other District cash funds.
6. This report meets the requirement of Government Code Sections 16481, 53646, and 53601.



Lisa Bailey
Associate Superintendent, Business Services & Economic Development

Chaffey Community College District
Investment Report

Summary
For The Period Ended June 30, 2018



Chaffey Community College District

Investment Report

Chaffey District Funds in San Bernardino County Investment Pool

For The Period Ended June 30, 2018

Funds/Accounts in County Investment Pool	Fund Number	Account Number	Fund Total
General Fund	10	9110	\$ 47,196,154
Bond Debt Service Fund	21	9110	12,923,516
Children's Center	33	9110	1,782,890
Bond Fund	40	9110	1,300,570
Capital Projects	41	9110	15,349,448
Scheduled Maintenance	42	9110	104,422
Bond Fund - Series D	45	9110	3,632
Bond Fund - Series E	46	9110	6,118
Self-Insurance Fund	61	9110	848,369
Vacation Liability	69	9110	<u>573,132</u>

Total Funds in County Investment Pool

\$ 80,088,251	Market Value Share \$ 80,537,065 (Note 1 and 2)
---------------	--

Annualized Yield for Quarter Ended	6/30/2018	1.85%
Annualized Yield for Quarter Ended	3/31/2018	1.59%

Other Investments	Fund Total	Market Value	6/30/18 Yield	Prior qtr. Yield
US Bank/Payden & Rygel - Series E	16,302,681	14,946,494	3.83%	4.22%
Total Other Investments	\$ 16,302,681	\$ 14,946,494		

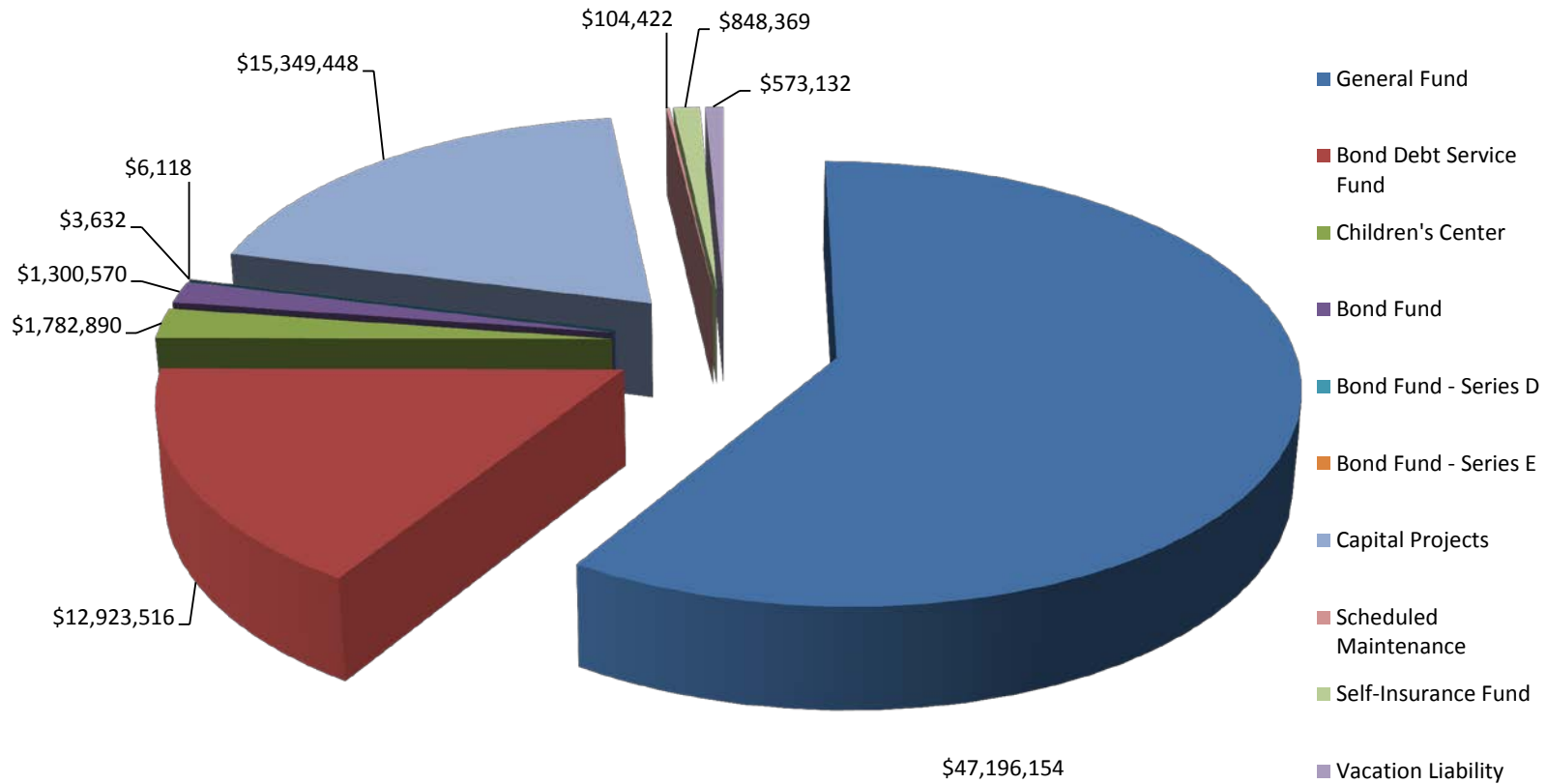
Irrevocable Trusts	Fund Total	Market Value
Benefit Trust Company - Other Post Employment Benefits (OPEB)	5,398,564	7,070,162
Benefit Trust Company - Pension Stability Trust (PST)	512,431	498,543
Total Irrevocable Trusts	\$ 5,910,995	\$ 7,568,705

Note 1: Market value share equates to the District's pro-rata share of the market value of the entire County Pool.

Note 2: See County Pool Summary on page 5 for further details of County Treasury Investments.

Chaffey Community College
Investment Report

**Chaffey District Funds in San Bernardino County Investment Pool
For The Period Ended June 30, 2018**

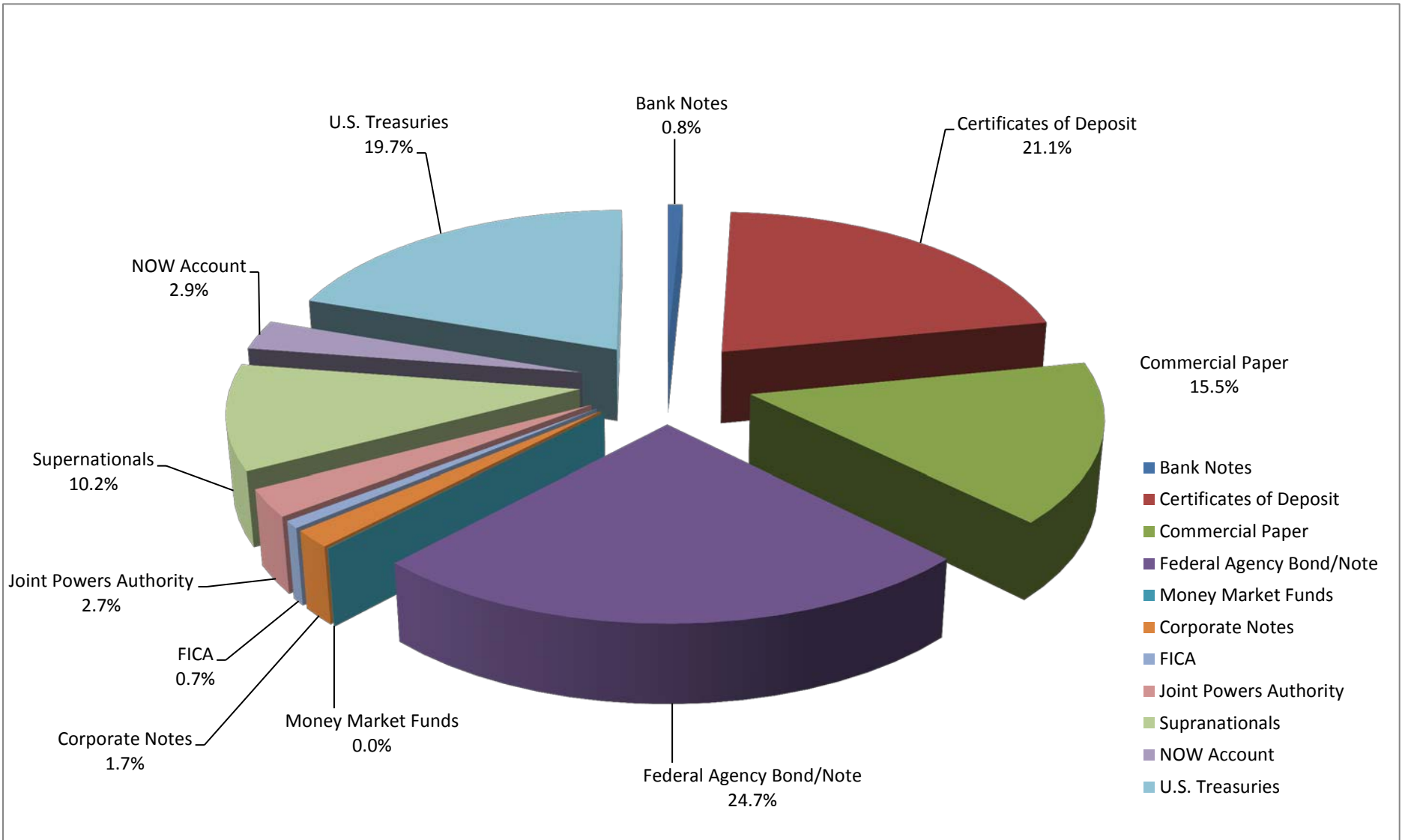


Chaffey Community College District
Investment Report

San Bernardino County Pool Summary
For The Period Ended June 30, 2018

Security Type	Par(\$)	Amortized Cost	Market Value	Yield to Maturity
Bank Notes	\$ 55,000,000.00	\$ 54,992,932.85	\$ 54,088,110.00	2.36%
Certificates of Deposit	1,475,700,000	1,475,633,936	1,475,267,991	2.09%
Commercial Paper	1,085,000,000	1,082,982,192	1,082,911,725	2.10%
Corporate Notes	117,000,000	116,996,994	116,375,495	1.83%
Federal Agencies	1,743,672,000	1,742,691,801	1,727,818,316	1.67%
Supranationals	720,000,000	719,241,652	711,394,315	1.42%
Money Market Funds	2,000,000	2,000,000	2,000,000	1.76%
FICA	50,000,000	50,000,000	50,000,000	0.95%
Joint Powers Authority	187,000,000	187,000,000	187,000,000	2.07%
NOW Account	200,000,000	200,000,000	200,000,000	2.00%
U.S. Treasuries	1,400,000,000	1,391,101,386	1,376,029,050	1.80%
Total Securities	<u>\$ 7,035,372,000</u>	<u>\$ 7,022,640,893</u>	<u>\$ 6,982,885,001</u>	<u>1.85%</u>
Cash Balances	<u>\$ 93,086,987</u>	<u>\$ 93,086,987</u>	<u>\$ 93,086,987</u>	
Total Investments	<u>\$ 7,128,458,987</u>	<u>\$ 7,115,727,880</u>	<u>\$ 7,075,971,988</u>	
Accrued Interest	<u>0</u>	<u>19,222,553</u>	<u>19,222,553</u>	
Total Portfolio	<u>\$ 7,128,458,987</u>	<u>\$ 7,134,950,433</u>	<u>\$ 7,095,194,541</u>	

Chaffey Community College District
Investment Report
San Bernardino County Pool Summary Distribution
For The Period Ended June 30, 2018



Chaffey Community College District

Investment Report

Chaffey District Funds with Financial Institutions - Bank Deposits For The Period Ended June 30, 2018

Institution	Account Name	Collateralized Deposits	Total Deposits	Interest Rate	Maturity Date
Citizen's Business Bank	Associated Student Body Bus. Analyzed Public Funds Acct.	238,210	238,210	*	N/A
Citizen's Business Bank	Associated Student Body Insured Money Market Public Acct.	149,317	149,317	0.35%	N/A
Citizen's Business Bank	Revolving Cash Fund Bus. Analyzed Public Funds Acct.	24,662	24,662	*	N/A
Citizen's Business Bank	Clearing Account Bus. Analyzed Public Funds Acct.	1,472,418	1,472,418	*	N/A
Total All Banking Institutions		<u>\$ 1,884,607</u>	<u>\$ 1,884,607</u>		

*Chaffey College's contract with Citizen's Business Bank includes Account Analysis, which applies interest income to account fees.

All funds are collateralized and fully insured.

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018
Board Meeting Date

TOPIC **2018-2019 BUDGET PUBLIC HEARING**

Communication No. IV.F.1.a

SUPPORTS BOARD POLICY

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

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

PROPOSAL

To hold a public hearing on the 2018-2019 proposed budget.

BACKGROUND

Title 5, Section 58301 requires the Governing Board of each district to hold a public hearing on the proposed budget for the ensuing fiscal year on or before the 15th day of September. The budget shall not be finally adopted by the Governing Board of the district until after the public hearing has been held.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

To hold a public hearing on the 2018-2019 proposed budget. Adoption of the 2018-2019 budget and adoption of Resolution 82818 are recommended on Communication No. IV.F.1.b.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018
Board Meeting Date

TOPIC **2018-2019 BUDGET ADOPTION**

Communication No. IV.F.1.b

SUPPORTS BOARD POLICY

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

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

PROPOSAL

To adopt the 2018-2019 budget, and to approve resolution 82818.

BACKGROUND

Title 5, Section 58305 requires that each district’s board approve the final budget for the year prior to September 15. All budgets have been prepared in accordance with state and county guidelines and represent a conservative budget for revenues and expenditures in the 2018-2019 fiscal year. The adopted budget is based on assumptions that are included in the state budget signed by the Governor on June 27, 2018.

BUDGET IMPLICATIONS

Funding Source – All district funds

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

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

RECOMMENDATION

It is recommended the Governing Board:

- a. Adopt the 2018-2019 budget.
- b. Approve Resolution 82818.

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

RESOLUTION 82818

**A RESOLUTION OF THE GOVERNING BOARD
OF CHAFFEY COMMUNITY COLLEGE
ADOPTING THE OPERATING BUDGET OF SAID COLLEGE
FOR THE FISCAL YEAR 2018-2019**

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

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

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

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

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

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

NOW THEREFORE, be it resolved, determined and ordered by the Governing Board of Chaffey Community College District that, the College's Operating Budget for the Fiscal Year 2018-2019, submitted by the President to the Governing Board, is herewith adopted for the Chaffey Community College District for the Fiscal Year 2018-2019.

Ayes:
Nays:
Abstain:
Absent:

As clerk of Governing Board of the Chaffey Community College District of San Bernardino County, California, I hereby certify that the above and foregoing resolution was duly and regularly adopted by the Board at a regular meeting thereof on the 28th of August, 2018 and passed by a majority of said board.

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of August, 2018.

Gary C. Ovitt
Clerk, Governing Board
Chaffey Community College

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018
Board Meeting Date

TOPIC APPROVAL OF MINUTES, JULY 16, 2018

Communication No. IV.G.1.a

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the minutes of the July 16, 2018, regular meeting.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

Approval of the minutes of the July 16, 2018, 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 Monday, July 16, 2018, in the boardroom of the Marie Kane Center for Student Services/Administration. Board President Brugger called the meeting to order at 2:01 p.m.

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

Members absent: Mr. Ovitt

CLOSED SESSION

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

The Board convened in closed session at 2:01 p.m. Closed session was adjourned at 2:38 p.m.

STUDY SESSION

A study session commenced on the following topic:

Alumni Partnership Report – Janeth Rodriguez, alumni relations director, presented on the following: alumnus Sheldon Pace; tailgate spirit week and pride day; student connection; alumni panel; faculty partnerships; professor for a day program; alumni outreach; rad tech alumni meet and greet; annual giving/stewardship campaign; young alumni video on social media; a look ahead; alumni advisory council; alumni survey; the Chaffeyan retiree group and a video with Tim Arner.

Dr. Shannon asked Ms. Rodriguez to speak about her new position, interim director of community outreach. This position consists of outreach to the community regarding the bond measure.

REGULAR SESSION

The regular session reconvened at 3:03 p.m., and Trustee McLeod led the Pledge of Allegiance to the Flag.

PUBLIC COMMENTS

CCFA President Jonathan Ausubel approached the Board regarding the dual enrollment agreements contained in this month's Board agenda. CCFA seeks to continue discussions regarding dual enrollment.

Dr. Shannon stated that the College is committed to working with Faculty Senate and CCFA on future dual enrollment agreements.

COMMUNITY LINKAGES GOVERNING BOARD

Student Trustee Moises Rosales gave his sincere condolences to the family of Fran Givens. He also commended Janeth Rodriguez on the work she is doing and suggested that she schedule more of the guest speakers.

Trustee McDougal had no report.

Trustee Roberts reported attending four Rotary meetings and a Fourth of July parade. Ms. Roberts also mentioned that she held a "hero" party for those who assisted her while she was ill.

Vice President Gloria Negrete McLeod had no report.

Board President Kathy Brugger announced that she attended the Rancho Cucamonga Chamber event and stated that Dr. Shannon was honored for serving on the Board for six years.

LEGISLATIVE UPDATE

No report.

PRESENTATIONS

There were no presentations at the July 16, 2018, meeting.

FOUNDATION

No report.

REPORTS

CLOSED SESSION ACTIONS

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

Employment of:

Hourly personnel including adjunct faculty, contract faculty overload, and short-term workers.
Jose Flores to the temporary, unclassified, professional expert position of first assistant coach, football/out-of-season, all sports, effective August 1, 2018, through June 15, 2019, under the terms and conditions of the employment agreement.

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

Appointment of:

Sabrina Sanchez to the position of program assistant, CalWORKs, 1.0 FTE, 12-months, range 13, step H of the CSEA salary schedule, effective August 1, 2018.

Aissa Nason to the position of supervisor, operations, 1.0 FTE, 12-months, range 4, step C of the Management salary schedule, effective July 1, 2018.

Educational Services Coordinators – 2018-2019

The Governing Board approved a temporary increase in assignments – visual and performing arts.

MONITORING

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

Facilities Master Plan Addendum – A motion was made by Trustee McDougal, seconded by Trustee McLeod, with 4-0 vote in favor of approving the report.

PUBLIC HEARINGS

ACADEMIC AFFAIRS

A public hearing was held on the proposed CCAP Agreement for Dual Enrollment between Chaffey Community College District and Baldy View Regional Occupational Program.

The public hearing was closed.

Motion – Lee McDougal Second – Gloria McLeod

The Governing Board approved the proposed CCAO Agreement for Dual Enrollment between Chaffey Community College District and Baldy View Regional Occupational Program.

A public hearing was held on the proposed CCAP Agreement for Dual Enrollment between Chaffey Community College District and Chino Valley Unified School District.

Motion – Lee McDougal Second – Gloria McLeod

The public hearing was closed.

The Governing Board approved the proposed CCAO Agreement for Dual Enrollment between Chaffey Community College District and Chino Valley Unified School District.

CONSENT AGENDA

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

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

Through this action, the following were approved (Approval of Minutes, July 9, 2018 through Sector Navigator – Energy (Efficiency) and Utilities Grant).

GOVERNANCE PROCESS

The minutes of the July 9, 2018, special board meeting were approved as presented.

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

The Governing Board changed the date of the August board meeting to Tuesday, August 28, 2018.

BUSINESS/FISCAL AFFAIRS

The Governing Board approved Amendment 02, which increases the amount of the California Department of Education 2017-2018 California State Preschool program (CSPP - 7418) by \$130,477.

The Governing Board approved the contract for the Enrollment Growth for Associate Degree Nursing Program grant (RFA17-199-004) in the amount of \$199,958 for the 2018-2019 year.

The Governing Board approved the agreement between the San Bernardino County Workforce Development Department (WDD) and Chaffey Community College in the amount of \$125,000 for the period of June 8, 2018 through June 30, 2019.

The Governing Board approved the revised district authorized signature list to be effective July 16, 2018.

The Governing Board approved the agreement with Inland Empire Health Plan (IEHP) to design and develop Business Writing Skills training in the amount of \$19,200.

The Governing Board approved:

a. The designation of the Inland Valley Daily Bulletin as the newspaper for the publication of the notice of public hearing on the 2018-2019 budget.

b. August 23, 24, and 27, 2018 between 8:00 a.m. and 4:30 p.m. as the dates and times the 2018-2019 budget will be available for public inspection in the Chaffey Community College District Budgeting and Fiscal Services Office.

c. August 28, 2018, at 2:00 p.m. as the date and time of the budget public hearing to be held in the Chaffey Community College District board room.

The Governing Board adopted Resolution 71618, which delegates authority to the superintendent/president or his designee to sell or otherwise dispose of the electronic equipment and miscellaneous materials listed in Exhibit A of the resolution, and to execute all documents in connection therewith, in accordance with the terms and conditions of the resolution.

The Governing Board:

a. Approved the 2020-2024 Five-Year Capital Construction Plan

b. Authorized the superintendent/president of the college to sign the formal documents that authorize action on behalf of the District.

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

The Governing Board approved approve the Budget Transfer Board Report for the period of April 1, 2018 through June 30, 2018.

The Governing Board approved and authorized the district to enter into a rental agreement with Chaffey Joint Union High School District ("CJUHSD"), for classroom space located at Ontario High School, 901 West Francis Street, Ontario, California, as a temporary facility for educational classes, for the periods of August 20, 2018, through December 20, 2018, and a total rental fee of \$16,958.70, at the rates as noted above, in accordance with the terms and conditions of the application and permit for use of school facilities as administered by CJUHSD's civic center policies and procedures.

The Governing Board approved the 2018-2019 Sector Navigator Grant from the California Community Colleges Chancellor's Office in the amount of \$372,000.

ACTION AGENDA
BUSINESS/FISCAL AFFAIRS

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

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

CEO/STAFF REPORTS

Henry Shannon, superintendent/president, asked Dr. Randall to introduce Michael McClellan, the new dean of guided pathways and KNA. He spent 18 years at Pasadena City College in the role of athletic director.

Dr. Shannon highlighted the bond measure and the report from the League of Women Voters.

Faculty Senate President Misty Burrueel distributed a handout regarding program mapping and educational program. She also stated that Faculty Senate supports AB 288.

Dr. Shannon thanked Matt Morin for his assistance in working on partnerships with the local high schools.

Classified Senate President Trisha Albertsen highlighted classified employee Dr. Danielle Graham, research analyst in institutional research.

CSEA had no report.

CCFA had no report.

CDCFA had no report.

BOARD COMMENTS, REQUESTS, AND FUTURE AGENDA ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 3:25 p.m.

The next regular meeting of the Chaffey Community College District
Governing Board will be Tuesday, August 28, 2018.

President

Clerk

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018

Board Meeting Date

TOPIC BOARD MEETING DATE CHANGE

Communication No. IV.G.1.b

SUPPORTS BOARD POLICY

Board Policy 2310 Regular Meetings of the Governing Board – By governing board action taken at a prior meeting, any future meetings may be added, cancelled, or rescheduled.

PROPOSAL

To change the dates of the October 2018 and May 2019 board meetings to Monday, October 22 and Wednesday, May 22, respectively.

BACKGROUND

Because of a scheduling conflict, it is proposed that the date of the October board meeting be changed to facilitate attendance by the board members.

Because of commencement, it is proposed that the date of the May board meeting be changed.

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended that the Governing Board change the dates of the October 2018 and May 2019 board meetings to Monday, October 22 and Wednesday, May 22, respectively.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018
Board Meeting Date

TOPIC 2018-2019 APPROPRIATION LIMIT

Communication No. IV.G.2.a

SUPPORTS BOARD POLICY

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

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

PROPOSAL

To approve the 2018-2019 appropriation limit.

BACKGROUND

On November 6, 1979, the voters passed Proposition 4 (Gann Limit), a constitutional amendment appropriating limits for state and local government agencies. The Gann Limit is intended to constrain the growth in state and local government spending by linking year-to-year changes in expenditures to changes in inflation and population (FTES for colleges). Each year the district is required to calculate its appropriations subject to limitation as identified in Article 13b of the state constitution and Division 9 of Title 1 of the Government Code.

The worksheet calculates an appropriation limit for the 2018-2019 fiscal year of \$181,913,484. The appropriation subject to limitation included within the proposed budget is \$100,528,747. The district is below the appropriation limit by \$81,384,737.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund.

Status of Funds – Calculations are based on the adopted budget.

Future Implications – Review of the appropriation limit is completed on an annual basis.

RECOMMENDATION

It is recommended the Governing Board approve the 2018-2019 appropriation limit of \$181,913,484.

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

August 28, 2018
Board Meeting Date

TOPIC CALIFORNIA APPRENTICESHIP INITIATIVE-NEW AND INNOVATED GRANT PROGRAM RFA 18-191

Communication No. IV.G.2.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the California Apprenticeship Initiative – New and Innovative Grant Program, RFA 18-191 from the Workforce and Economic Development Division of the California Community Colleges Chancellor’s Office in the amount of \$700,000 for the period of July 18, 2018 through December 31, 2021.

BACKGROUND

In response to the Chancellor’s Office campaign, *California Apprenticeship Initiative*, the purpose of this grant funding is to strengthen current Chaffey-certificated apprenticeship programs that have been registered through the California Division of Apprenticeship Standards in the occupations of Industrial Maintenance Electrician and Industrial Mechanic by engaging more employers and potential apprentice candidates. Key activities under this framework include: curriculum research and development; recruitment and enrollment of underrepresented populations; marketing apprenticeship information to industry employers; delivery of fast-paced, intensive classroom and hands-on training; and administrative tracking of employer acceptance agreements, on-the-job training monitoring, apprenticeship agency records and apprenticeship agreements.

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office

Status of Funds –Funds of \$700,000 for this grant are included in the 2018-2019 proposed restricted general fund adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the California Apprenticeship Initiative – New and Innovative Grant Program, RFA 18-191 from the Workforce and Economic Development Division of the California Community Colleges Chancellor’s Office in the amount of \$700,000 for the period of July 18, 2018 through December 31, 2021.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 23, 2018

Board Meeting Date

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

Communication No. IV.G.2.c

SUPPORTS BOARD POLICIES

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

PROPOSAL

To adopt attached Resolution 82818A, 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 82818A 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 82818A, 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 82818A

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. 82818A

**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 28th day of August, 2018, at a regular meeting by the following vote:

Ayes:
Noes:
Abstentions:
Absent:

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

Gary Ovitt
Clerk, Governing Board

EXHIBIT A

DISPOSAL OF DISTRICT PROPERTY: ELECTRONIC EQUIPMENT AND MISCELLANEOUS MATERIALS

BOARD MEETING DATE: AUGUST 23, 2018

<u>Quantity</u>	<u>Description (Make, Model, Color, Dimensions, Etc.)</u>	<u>Serial #s (Asset #'s)</u>
1	Truck, GMC, 3500, White	1GDHC34J6VF035723 (NA)
1	X-Ray Product Machine	NA (16614)
1	Time Stamp Simplex S-2	B40856DZ (124215)
1	Hand-Held Magnifier, HumanWare	301001198 (138867)
149	Computer, Optiplex 7010	9QHZL02 (136269); CJT6FZ1 (135848); FPYLFX1 (135446); 6HXMFX1 (135549); FVNJFX1 (135500); 6HVQFX1 (135553); FT3KFX1 (135642); FQPJFX1 (135616); FQQJFX1 (135588); FQNLFX1 (135520); FQKKFX1 (135615); FTKJFX1 (135507); FQSLFX1 (135434); FPKVFX1 (135593); FQ4LFX1 (135624); 6HXPFX1 (135491); FR6LFX1 (135603); FQMMFX1 (135590); FSZLFX1 (135256); FQPMFX1 (135583); FTZJFX1 (135285); 6HJPF1 (135470); FQPKFX1 (135529); FQ6MFX1 (135543); 6HPPFX1 (135476); 6HKQFX1 (135479); 6HPNFX1 (135466); FRKLFX1 (135328); 6HSNFX1 (135468); FRYLFX1 (135338); FSTKFX1 (135319); FT6LFX1 (135333); FTCMFX1 (135199); 6HVMFX1 (135474); FR9MFX1 (135111); FTNMFX1 (135332); FSDKFX1 (135223); FSRLFX1 (135236); FRLKFX1 (135324); FR8MFX1 (135162); FVNLF1 (135320); FTJKFX1 (135327); FT2MFX1 (135233); FSXKFX1 (135315); FV2LFX1 (135104); FS4KFX1 (135171); FSVLFX1 (135166); FVFLFX1 (135316); FRVLF1 (135189); FSKLFX1 (135238); FTJMFX1 (135161); 9Q9XL02 (136437); FT6KFX1 (135202); 6HQNFX1 (135473); FTHKFX1 (135306); FRKKFX1 (135240); FVPKFX1 (135309); 6HPQFX1 (135404); FV1KFX1 (135198); FTNJFX1 (135103); FRJMFX1 (135203); FVVKFX1 (135215); FRKLFX1 (135329); FV8KFX1 (135337); FTXLFX1 (135317); FSPKFX1 (135210); FSBKFX1 (135279); FT5KFX1 (135204); FRRMFX1 (135214); FVHLFX1 (135098); FTXKFX1 (135318); FTNKFX1 (135331); FTGLFX1 (135335); FSLKFX1 (135384); FSPJFX1 (135176); 6HLQFX1 (135403); FRRJFX1 (135183); FRJKFX1 (135164); FT7MFX1 (135305); FTMLFX1 (135234); FRQKFX1 (135322); FSVJFX1 (135168); FVHKFX1 (135358); FSKMFX1 (135381); FVJKFX1 (135313); FTXJFX1 (135174);

		CDHYDX1 (135052); 9QLTL02 (136446); FV8LFX1 (135382); FTKMFX1 (135165); FRPMPFX1 (135096); FSHMFX1 (135276); F55LFX1 (135089); FVQKFX1 (135218); FSSKFX1 (135159); 30CR9Y1 (135692); FSMLFX1 (135229); FRZLFX1 (135093); FSMMPFX1 (135085); FRLLFX1 (135112); 6HMNFX1 (135475); FS6KFX1 (135160); GQVTL02 (136462); 9QXTL02 (136466); FSNKFX1 (135334); FT2LFX1 (135239); FROMFX1 (135176); GHNNFX1 (135478); FVLLFX1 (135222); FTLKFX1 (135232); FRDKFX1 (135186); FTBKFX1 (135383); FRKMPFX1 (135187); FV9LFX1 (135099); FTVKFX1 (135288); FRPKFX1 (135511); FQ5LFX1 (135591); FQTLFX1 (135386); FRGKFX1 (135011); FVBMFX1 (135303); FRDLFX1 (135087); FRNMPFX1 (135184); FRSKFX1 (135394); FRTLFX1 (135363); FRRLFX1 (135357); 6HGQFX1 (135471); 5VNMFX1 (135086); FS6MPFX1 (135163); FTQKFX1 (135364); FSXLFX1 (135191); FSGMPFX1 (135090); FSYLFX1 (135230); FSDMPFX1 (135190); FV3KFX1 (135301); 9QRVL02 (136434); 6HQQFX1 (135480); FRMKFX1 (135188); FSOMFX1 (135231); FQZKFX1 (135385); FSRLFX1 (135236); FS1KFX1 (135237); FR9LFX1 (135361); 6HHNFX1 (135547); FQ5LFX1 9135591); FPVKFX1 (135593); FQ4LFX1 (135624); 6XHPFX1 (135491); FRGLFX1 (135603); FQMMFX1 (135590)
1	Computer, Optiplex 7020	6QPGJB2 (139668)
1	Computer, Dell Precision T7500	BC8FHS1 (NA)
1	Microscope, Olympus CX21FS1	6B11608 (125511)
3	Computer, Optiplex 755	2NJXFG1 (129533); 66CXRH1 (128382); 8Y56XF1 (129107);
1	Notebook, Dell Latitude E6500	2F6H6K1 (131374)
1	Laptop, Dell Latitude E6520	188Z5Q1 (133718)
1	Technology cart with power strip	NA (122311)
1	Large format color printer (in original box)	NA (122301)
7	Power Mac G4 Laptops, Silver	NA (122360); NA (122359); NA (122355); NA (122353) (NA); NA (122358); NA (122361); NA (122356)
1	Power Mac G3, Black	NA (112721)
2	Pro Xtra X Sanyo, Multimedia Projector	G0Y03377 (119508); G5802031 (124876)
1	Computer, Optiplex 790	B5PJPS1 (134703)
1	Computer, Optiplex 780	9KX1FN1 (132603)
1	Xerox Printer Phaser 6360	DBY393127 (134036)
1	Xerox Printer Phaser 6250	PWG465547G (122954)
4	Computer, Optiplex 760	JJVX3J1 (130709); 3KVX3J1 (130710); 2KVX3J (130708); GJVX3J1 (130711);
1	Computer, Optiplex 745	DN7BWD1 (128233)
3	Printer, LaserJet 4250	CNRXL70642 (127954); CNGXF95323 (125733); CNRXS55057 (128825)
2	Fax Machine, Canon Laser Class 2050	UZX36283 (124281); UZX64634 (127671)
1	Projector, 3500 Lumes LCD	5C0646060 (133099)
1	VHS Reporter, Panasonic 188-AG	K7WA10658 (110345)

1	Commercial Pizza Oven	Learning Development Center Equipment
3	Sinks	Learning Development Center Equipment
1	Commercial Oven	Learning Development Center Equipment
9	Freezers	Learning Development Center Equipment
3	Stoves	Learning Development Center Equipment
2	Refrigerators	Learning Development Center Equipment
2	Ice Makers	Learning Development Center Equipment
3	Cash Registers	Learning Development Center Equipment
2	Dishwashers	Learning Development Center Equipment
1	Stack Washer/Dryer	Learning Development Center Equipment
2	Computer, Panasonic Fully Rugged Notebook, C30-K3P-A0B0-X2M	9CKSA40592 (132781); 9CKSA40329 (132780)

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018
Board Meeting Date

TOPIC DEPUTY SECTOR NAVIGATOR AUGMENTATION #2

Communication No. IV.G.2.d

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the second augmentation in the amount of \$35,000 and extension of September 1, 2018 through October 31, 2018, from the California Community Colleges Chancellor’s Office, of existing Deputy Sector Navigator Contract currently ending on June 30, 2018.

BACKGROUND

In response to the Chancellor’s Office campaign, *Doing What Matters for Jobs and the Economy*, the purpose of this grant funding is to supply in-demand skills for employers by convening regional industry employer led skills panels and advisory groups to create relevant career pathways and stackable credentials, promote student success, and get Californians into open jobs. Key activities under this framework include: a focus on regional 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; and remove structural barriers to execution.

BUDGET IMPLICATIONS

Funding Source – California Community Colleges Chancellor’s Office

Status of Funds – Funds of \$35,000 for this amendment are included in the 2018-2019 proposed restricted general fund adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended that the Governing Board approve the second augmentation in the amount of \$35,000 and extension of September 1, 2018 through October 31, 2018, from the California Community Colleges Chancellor’s Office, of existing Deputy Sector Navigator Contract currently ending on June 30, 2018.

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

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018
Board Meeting Date

TOPIC EDUCATION PROTECTION ACCOUNT EXPENSE DETERMINATION

Communication No. IV.G.2.e

SUPPORTS BOARD POLICY

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

PROPOSAL

To approve the determination that Proposition 55 Education Protection Account funds in the estimated amount of \$14,801,508 be used to partially fund instructional faculty salaries and benefits for the 2018-2019 fiscal year.

BACKGROUND

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

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

EPA expenditures will be recorded annually on the CCFS-311 (Prop 55 EPA expenditure report, copy attached), which can also be used as a template for districts to publish their EPA expenditures on their website. Revenue for EPA funds are unrestricted and should be recorded in object code 8630. The Act specifically prohibits the expenditure of EPA funds for administrative salaries and benefits or any other administrative costs. The District will incur a sufficient level of non-administrative costs (e.g., instruction and student support costs) to easily ensure that EPA funds are not used for administrative costs.

The District's 2018-2019 estimated EPA funds of \$14,801,508 will be used to partially fund instructional faculty salaries and benefits. These funds are not additional funds, but are components of the state "computational revenue" calculation.

BUDGET IMPLICATIONS

Funding Source – N/A

Status of Funds – N/A

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board approve the determination that Proposition 55 Education Protection Account funds in the estimated amount of \$14,801,508 be used to partially fund instructional faculty salaries and benefits for the 2018-2019 fiscal year.

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

SUPPLEMENTAL DATA

For Actual Year: 2018-2019

Budget Year: 2018-2019

District ID:

Name: Chaffey College

Activity Classification	Activity Code	Unrestricted			
EPA Proceeds:	8630	14,498,850			
Activity Classification	Activity Code	Salaries and Benefits (1000 - 3000)	Operating Expenses (4000 - 5000)	Capital Outlay (6000)	Total
Instructional Activities - Faculty Salaries and Benefits	0100-5900	14,801,508			14,801,508
Total Expenditures for EPA*		14,801,508	0	0	14,801,508

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018

Board Meeting Date

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

Communication No. IV.G.2.f

SUPPORTS BOARD POLICY

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

PROPOSAL

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

BACKGROUND

The Quarterly Financial Status Report is provided to apprise the Governing Board of the district's fiscal condition and is presented for approval, as required by the Chancellor's Office of the California Community Colleges. The reports are consistent with the 2017-2018 adopted budget.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund budgets

Status of Funds – The reports are within appropriations indicated in the 2017-2018 adopted budget.

Future Implications – None

RECOMMENDATION

It is recommended the Governing Board accept the General Fund Financial Reports and approve the Quarterly Financial Status Report for the period ending June 30, 2018.

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

California Community Colleges
 QUARTERLY FINANCIAL STATUS REPORT, CCFS-311Q
 Fiscal Year 2017-2018

District: (920) Chaffey Community College

Quarter Ended: June 30, 2018

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

As of June 30 for fiscal year specified.

	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Actual	FY 2017-18 Actual
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, and 8800)	83,442,823	102,955,523	102,248,246	104,076,905
Other Financing Sources (Objects 8900)	5,933	2,267	43,467	12,995
Total Unrestricted Revenues	83,448,756	102,957,790	102,291,713	104,089,900
Expenditures:				
(Objects 1000-6000)	81,738,291	94,310,332	98,620,033	102,597,275
Other Outgo (Objects 7100, 7300, 7400, 7500, & 7600)	1,970,912	1,292,875	1,344,707	1,354,847
Total Unrestricted Expenditures	83,709,203	95,603,207	99,964,740	103,952,122
Revenues Over(Under)Expenditures	(260,447)	7,354,583	2,326,973	137,778
Fund Balance, Beginning	11,286,817	11,026,370	18,380,963	20,707,936
Prior Year Adjustments + (-)	0	10	0	0
Adjusted Fund Balance, Beginning	11,286,817	11,026,380	18,380,963	20,707,936
Fund Balance, Ending	11,026,370	18,380,963	20,707,936	20,845,714
% of GF Balance to GF Expenditures	13.2%	19.2%	20.7%	20.1%

II. Annualized Attendance FTES:

Annualized FTES				
(Excluding apprentices and non-residents)	14,566	15,849	16,385	16,385

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

	As of the specified quarter ended for each fiscal year presented			
	2014-15	2015-16	2016-17	2017-18
Cash, excluding borrowed funds	26,478,700	38,139,559	43,680,998	48,741,090
Cash, borrowed funds only	0	0	0	0
Total Cash	26,478,700	38,139,559	43,680,998	48,741,090

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

Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col.2)
Revenues:				
Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	105,749,048	105,749,048	104,076,905	98.4%
Other Financing Sources (Objects 8900)	25,000	25,000	12,995	52.0%
Total Unrestricted Revenues	105,774,048	105,774,048	104,089,900	98.4%
Expenditures:				
Unrestricted General Fund Expenditures (Objects 1000-6000)	107,843,356	107,843,356	102,597,275	95.1%
Other Outgo (Objects 7100, 7300, 7500, & 7600)	1,859,270	1,859,270	1,354,847	72.9%
Total Unrestricted Expenditures	109,702,626	109,702,626	103,952,122	94.8%
Revenues Over(Under) Expenditures	(3,928,578)	(3,928,578)	137,778	
Adjusted Fund Balance, Beginning	20,707,936	20,707,936	20,707,936	
Fund Balance, Ending	16,779,358	16,779,358	20,845,714	
% of UGF Fund Balance to UGF Expenditures	15.3%	15.3%		

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 Total Cost		Academic-Permanent Total Cost		Academic-Temporary Total Cost		Classified/Confidential Total Cost	
	Increase	%	Increase	%	Increase	%	Increase	%
Year 1	342,079	3%	1,756,925		1,003,075		71,681	3%
Year 2	425,944	4%	1,509,019		1,071,509		117,244	4%
Year 3	348,990	3%	1,446,726		1,208,139		92,660	3%

*As specified in Collective Bargaining Agreement.

BENEFITS

Contract Period Settled (Specify)	Management Total Cost		Academic-Permanent Total Cost		Academic-Temporary Total Cost		Classified/Confidential Total Cost	
	Increase	%	Increase	%	Increase	%	Increase	%
Year 1	71,534		318,530		181,857		17,942	
Year 2	97,639		295,466		209,801		31,891	
Year 3	88,428		310,034		258,904		27,335	

c. Include a statement regarding the source of revenues to pay salary and benefit increases, Unrestricted general fund apportionment revenue-8611. Restricted categorical programs and other funds will fund increases charged to their programs.

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: June 30, 2018

Governing Board Meeting Date: August 28, 2018

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018

Board Meeting Date

TOPIC CONFLICT OF INTEREST CODE

Communication No. IV.G.3.a

SUPPORTS BOARD POLICY

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

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

PROPOSAL

To amend the Chaffey Community College District's 2018 Conflict of Interest Code to include the changes/additions/deletions as indicated on the attached list.

BACKGROUND

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

BUDGET IMPLICATIONS

N/A

RECOMMENDATION

It is recommended the Governing Board amend the Chaffey Community College District's 2018 Conflict of Interest Code to include the changes/additions/deletions as indicated on the attached list.

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

**AMENDED CONFLICT OF INTEREST CODE FOR THE
CHAFFEY COMMUNITY COLLEGE DISTRICT
2018**

Appendix

<u>DESIGNATED POSITIONS</u>	<u>DISCLOSURE CATEGORIES</u>
Members of the Board of Trustees	All
Superintendent/President	All
Associate Superintendent, Business Services and Economic Development	All
Associate Superintendent, Instruction and Institutional Effectiveness	All
Vice President, Administrative Affairs	All
Vice President, Student Services	All
Dean, Business and Applied Technology	2
Dean, Chino Campus	2
Dean, Counseling and Matriculation <u>Student Success & Support Programs</u>	2 2
Dean, Discipline & Enrollment/Grievance & High School Partnerships	2
Dean, Fontana Campus	2
Dean, Health Sciences	2
Dean, Institutional Research, Policy and Grants	2
Dean, Instructional Support, <u>Guided Pathways, Kinesiology, and Nutrition</u>	2 2
Dean, Language Arts	2
Dean, Mathematics and Science	2
Dean, Social and Behavioral Sciences	2
Dean, Student Life <u>and Discipline</u>	2 2
Dean, Visual, and Performing Arts	2

<u>Administrator, Campus Store</u>	2
Administrator, Payroll	2
Associate Dean, Library/Learning Resources	2
<u>Associate Dean, Strong Workforce</u>	2
Chief of Police / Director, Public Safety	2
<u>Deputy Chief of Police</u>	2
Director, Admissions, and Records	2
Director, Alumni Relations	2
Director, Child Development Center	2
Director, Disability Programs and Services	2
Director, Employment Development / Community Education	2
<u>Executive Director, Facilities, Physical Plant and Construction</u>	2
<u>Director, Economic Development</u>	2
Director, Financial Aid	2
Director, Grant Development & Management	2
Director, Human Resources	2
Director, Marketing and Public Relations	2
Director, Museum/Gallery	2
<u>Director, Purchasing Services</u>	2
Director, Student Health Services	2
Director, Technical Services	2
Director, Transfer Center and International Student Programs	2
Executive Director, Business Services	2
Executive Director, Budgeting & Fiscal Services	2
<u>Executive Director, Governmental Relations / Foundation</u>	2

Internal Auditor	2
Supervisor, Bookstore Operations	2
Supervisor, Lithography Services Media & Print Services Supervisor	2
Supervisor, Operations	2
<u>Professional Experts</u>	
Accounting Manager	2
Administrator, Campus Police	2
Administrator, Key Talent Development	2
Communications Manager	2
Director, Adult Education & High School Partnerships and Distance Education	2
Director, Economic Development	2
Director, Career Development	2
Director, Center of Excellence	2
Director, Special Populations & Equity Program	2
Economic Development, Administrator	2
Grant Director, Title III	2
Interim Athletics Director / Head Coach, Men's Basketball	2
Interim Director, Transfer Center & High School Outreach	2
Manager, Administrative Application Services	2
Manager, Facilities Development	2
Manager, Grounds	2
Manager, Maintenance	2
Manager, Transitional Services & Governmental Relations	2
Project Director, Upward Bound	2
Sustainability and Environmental Safety Officer	2

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018
Board Meeting Date

TOPIC PROFESSIONAL SERVICES AGREEMENT

Communication No. IV.G.3.b

SUPPORTS BOARD POLICY

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

PROPOSAL

To enter into a professional services agreement with the Chancellor's Office of the California Community Colleges for the period of September 1, 2018, through June 30, 2019, in accordance with the terms and conditions of the agreement.

BACKGROUND

The Chancellor's Office of the California Community Colleges has requested the professional services of professional expert James Caldwell to advise and support the digital futures division in the development and rollout of the edtech and data tools for the field and system. The Chancellor's office is prepared to compensate the district for this temporary assignment.

BUDGET IMPLICATIONS

Funding Source – Unrestricted general fund

Status of Funds -The personnel costs associated with this position are included in the 2018-19 tentative budget.

Future Implications – This temporary agreement will expire.

RECOMMENDATION

It is recommended that the Governing Board approve the professional services agreement with the Chancellor's Office of the California Community Colleges for the period of September 1, 2018, through June 30, 2019, in accordance with the terms and conditions of the agreement.

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

PROFESSIONAL SERVICES AGREEMENT

Parties. The parties to this Professional Services Agreement (“Agreement”) are Chaffey Community College District (“District”) and Chabot Las Positas Community College District (“Fiscal Agent”). The fiscal agent is acting at the behest of the California Community Colleges Chancellor’s Office (“CCCCO”).

Contact: Susan Hardie
Director, Human Resources
Chaffey College
5885 Haven Avenue
Rancho Cucamonga, CA 91737-3002
Susan.hardie@chaffey.edu
909-652-6531

Contact: Julia A. Dozier, M.Ed.
District Executive Director
Economic Development & Contract Education
Chabot-Las Positas Community College District
7600 Dublin Blvd., Suite 102
Dublin, CA 94568
Jdozier@clpccd.org
925-249-9370

CCCCO Contact:
Van Ton-Quinlivan
Executive Vice Chancellor
Workforce and Digital Futures
Vtquinlivan@cccco.edu
916-327-5492

Billing Contact (Chaffey CCD):
Eva Ramirez
Interim Director, Purchasing
Chaffey College
5885 Haven Avenue,
Rancho Cucamonga, CA 91737-3002
Eva.ramirez@chaffey.edu
909-652-6703

Term. The term of this Agreement commences on September 1, 2018 and expires on June 30, 2019.

1. **Scope of Professional Services:**

(a) **Term.** Effective September 1, 2018, and for a period ending June 30, 2019, the fiscal agent hereby retains the professional services of James Caldwell full

time to advise and support the digital futures division in the development and rollout of its edtech and data tools for the field and system.

(b) Tasks and Responsibilities.

- Complete the onboarding of key talent joining the DWM team.
- Enhance integration of key talent across regional DWM organizations
- Identify and scale best practices among SNs and DSNs
- Improve alignment of sector strategies with the Vision for Success
- Assist key talent in optimizing sector strategies
- Develop and implement a sector-based student success model
- Improve sector-based communications with CIOs, regional governance bodies, and state agencies
- Perform other duties as assigned

(c) Professional Services Billing. The total cost per annum allowed by fiscal agent is capped at \$81,860.00 maximum. Salary/benefits can be billed in monthly, bimonthly, quarterly, or biannual schedule to the fiscal agent. Reimbursement by the fiscal agent for work expenses, including travel and miscellaneous, is capped at \$20,000 and can be billed as incurred or preferably at the same interval.

(d) Termination. District and the fiscal agent may terminate this professional services contract at any time for any reason or for no reason upon 60 days written notice to each other. If, in the event that Caldwell is to be no longer available, this professional services agreement will terminate on his last day of services to the fiscal agent, and district can submit final billing to the fiscal agent for the remainder of cost.

2. General Terms and Conditions. This Agreement is subject to all applicable laws of the State of California, the regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of district and fiscal agent. These laws, rules, regulations, policies, and procedures, which may be amended, augmented, or repealed from time-to-time, are integrated into this Agreement.

Standard Intellectual Property Clause:

Grantee agrees that any and all services rendered and documents or other materials, inventions, processes, machines, manufactures, or compositions of matter, and/or trademarks or service marks first created, developed or produced pursuant to the Grant Agreement, whether by Grantee or its subcontractors or subgrantees, shall be and are Work for Hire. All subcontracts or subgrants shall include a Work for Hire provision by which all materials, procedures, processes, machines, and trademarks or service marks produced as a result of the Grant Agreement shall be Work for Hire. All rights, title, and interest in and to the Work first developed under the Grant Agreement or under any

subcontract or subgrant shall be assigned and transferred to the Chancellor's Office. This Work for Hire agreement shall survive the expiration or early termination of this Grant Agreement.

The copyright for all materials first produced as a result of this Work for Hire agreement shall belong to the Chancellor's Office. Grantee, and all subcontractors, subgrantees, and others that produce copyright materials pursuant to the Grant Agreement, assigns all rights, title and interest, including the copyright to any and all works created pursuant to this Work for Hire agreement, to the Chancellor's Office. The Chancellor's Office shall acknowledge Grantee or its subcontractors and subgrantees, if any, as the author of works produced pursuant to this Work for Hire agreement on all publications of such work. The Chancellor's Office will license such copyrighted work with a Creative Commons CC BY license. The license will allow Grantee or its subcontractors and subgrantees, if any, to reproduce and disseminate copies of such work, provided the licensee agrees not to permit infringement of the copyright by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with the licensing agreement. Said license shall include the right to create and use works derived from those created under this Grant Agreement, even if such derivative works compete with those created under this Grant Agreement.

All materials first developed in draft and in final form pursuant to this Grant Agreement shall, in a prominent place, bear the © (the letter "c" in a circle) or the word "Copyright," or the abbreviation "Copr.", followed by the year created; and the words "California Community Colleges, Chancellor's Office." In addition, all such materials shall bear the Creative Commons CC BY symbol below. Acknowledgment may be given to Grantee or the actual author(s) of the work in an appropriate manner elsewhere in the copyright material. If it is deemed necessary by either the Chancellor's Office or the Grantee that the copyright be registered with the U.S. Copyright Office, Grantee will be responsible for applying for, paying the filing fees for, and securing said copyright.

All technical communications and records originated or first prepared by the Grantee or its subcontractors and subgrantees, if any, pursuant to this Work for Hire agreement, including papers, reports, charts, computer programs, and technical schematics and diagrams, and other documentation, but not including Grantee's administrative communications and records relating to this Grant Agreement, shall be delivered to and shall become the exclusive property of the Chancellor's Office and may be copyrighted by the Chancellor's Office.

If it is deemed necessary by either the Chancellor's Office or the Grantee that a patent be obtained from the U.S. Patent and Trademark Office for any invention, process, machine, manufacture, or composition of matter, Grantee will be responsible for applying for, paying the filing fees for, and securing said patent. All patents for inventions, processes, machines, manufactures, or compositions of matter developed pursuant to this Grant Agreement shall be issued to the "California Community Colleges, Chancellor's Office." All products and references to patents shall be marked and designated as such as required by law. Acknowledgment may be given to Grantee or the actual inventor(s) in an appropriate manner. The Chancellor's Office agrees to grant a nonexclusive license for

such intellectual property to the Grantee. Said license shall include the right to use the patent for inventions, processes, machines, manufactures, or compositions of matter derived from those created under this Grant Agreement.

All trademarks and service marks first created, developed or acquired pursuant to this Grant Agreement shall be the property of the Chancellor's Office. If it is deemed necessary by either the Chancellor's Office or the Grantee that a trademark or service mark be registered with state or federal agencies, Grantee will be responsible for applying for, paying the filing fees for, and securing said protection. All trademarks and service marks obtained pursuant to this Grant Agreement shall be issued to the "Chancellor's Office California Community Colleges" and carry the designations permitted or required by law. The Chancellor's Office agrees to grant a nonexclusive license for the use of trademarks or service marks created, developed or obtained under this Grant Agreement to the Grantee.

In connection with any license granted pursuant to the preceding paragraphs, Grantee agrees not to permit infringement by any person, to compensate Chancellor's Office for any infringement which may occur, and to indemnify and hold harmless the Chancellor's Office for any and all claims arising out of or in connection with such license. Grantee may, with the permission of the Chancellor's Office, enter into a written sublicensing agreement subject to these same conditions.

Any and all services rendered, materials, inventions, processes, machines, manufactures, or compositions of matter, and trademarks or service marks created, developed or produced pursuant to this Grant Agreement by subcontractors or subgrantees that create works for this Grant for Grantee are for and are the property of the Chancellor's Office. Grantee shall obtain an acknowledgement of the work for hire performed by these subcontractors or subgrantees that produce intellectual property pursuant to this Grant Agreement, and all rights, title, and interests in such property shall be assigned to the Chancellor's Office from all subcontractors or subgrantees. Grantee shall incorporate the above applicable paragraphs, modified appropriately, into its agreements with subcontractors or subgrantees that create works for this Grant. No unpaid volunteer or other person shall produce copyright materials under this Grant Agreement without entering into a subcontract or subgrant between such person(s) and Grantee giving the Chancellor's Office the foregoing rights in exchange for the payment of the sum of at least one dollar (\$1).

As a condition of receiving funding from the California Community College Chancellor's Office, educational materials created using those funds should be made available by the grantee under the Creative Commons Attribution License (CC BY) with the following symbol included.



Entire Agreement. This Agreement contains the entire agreement and understanding between the Parties. There are no terms, conditions, or oral understandings not contained in this Agreement.

Amendment. This Agreement may be modified or superseded only by a written amendment executed by all Parties.

THE PARTIES HEREBY EXECUTE THIS AGREEMENT with their signature and dates below.

CHAFFEY CCD

CHABOT LAS POSITAS

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLORS OFFICE (CCCCO)**

By: _____

Print Name: _____

Title: _____

Date: _____

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018
Board Meeting Date

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

Communication No. IV.H.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 July 2018.

BUDGET IMPLICATIONS

Funding Source – All Funds

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

Future Implications – None

RECOMMENDATION

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

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

CONTRACT AND CHANGE ORDER LIST¹

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS553	Alert Security Systems	Upland, CA	Amendment 1 to extend the completion date to August 31, 2018 for the installation of a new Talk-A-Phone power amplifier at the Chino Campus, as approved by Technical Services.	No Cost Impact	Unrestricted General Fund
2019CS52	Alyssa Henderson	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide event coordinator services for the Chaffey College Chino Community Center for the period of July 1, 2018 through June 30, 2019, as approved by the Chino Campus.	\$16,000.00	Chino Community Center
2018CS323	Amberwick Corporation	Long Beach, CA	Amendment 2 to increase the not-to-exceed amount, for additional waste removal services, as approved by Facilities/Physical Plant.	8,244.00	Unrestricted General Fund
2019CS32	American Business Catalysts, Inc.	Redlands, CA	For a not-to-exceed amount, to provide training to the District's business clients and community partners and their employees, in the following areas of, but not limited to: business skills, commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills, and safety skills, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ²	8,000.00	Restricted General Fund
2019CS12	Anastasia Zamora-Ortiz	Ontario, CA	For a not-to-exceed amount, to provide training to District's business clients and community partners in the areas of, but not limited to: computer keyboarding, business English, business math, introduction to standard office equipment, Microsoft Office Suite, Google Docs, Dropbox, LinkedIn, job search methods and strategies, and office ethics, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ³	24,000.00	Restricted General Fund
2019CS67	Blue Outdoor	New York, NY	For a not-to-exceed amount, for advertising panels and space at the Ontario Mills, Montclair Place, and Victoria Gardens malls, for the period of July 2, 2018 through June 30, 2019, as approved by Marketing and Public Relations.	75,000.00	Unrestricted General Fund
2019CS56	Brian Vanderzanden	Beaumont, CA	For a not-to-exceed amount, to provide training for workers of District's business clients and community partners in the areas of, but not limited to: commercial skills, computer skills, continuous improvement, health care, management skills, manufacturing skills, literacy skills, safety skills, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ⁴	7,000.00	Restricted General Fund

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

² Funded by Economic Development grant funds.

³ Funded by Economic Development grant funds.

⁴ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2018CS655	Cabrina Alviar	Azusa, CA	For a not-to-exceed amount, to attend the Digital Media Educators Conference, for the period of June 7, 2018 through June 8, 2018, as approved by Visual and Performing Arts. ⁵	\$1,000.00	Restricted General Fund
2019CS51	Cindy Dillingham	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide photographic documentation and services for the Wignall Museum at the Rancho Cucamonga Campus, for the period of August 1, 2018 through June 30, 2019, as approved by Wignall Museum.	600.00	Unrestricted General Fund
2019CS35	Envisé	Garden Grove, CA	For a not-to-exceed amount, to remove and replace one compressor unit in the HVAC system at the Ralph M. Lewis Center, located at the Fontana Campus, for the period of July 1, 2018 through September 30, 2018, as approved by Facilities/Physical Plant.	16,724.00	Capital Projects Fund
2019CS37	Evisions	Irvine, CA	For a not-to-exceed amount, to provide a one-day remote <i>FormFusion</i> course, for the period of July 1, 2018 through June 30, 2019, as approved by Administrative Systems.	1,560.00	Unrestricted General Fund
2019CS39	Evolutionary Measures, Inc.	Santa Clarita, CA	For a not-to-exceed amount, to provide training to District's clients and community partners to train their full-time workers in the following areas, but not limited to: business skills, continuous improvement, manufacturing, commercial, health care, literacy skills, computer skills, management skills, and safety skills, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ⁶	10,000.00	Restricted General Fund
2018PW2	Geocon West, Inc.	Redlands, CA	Amendment 1 to increase the not-to-exceed amount for additional geotechnical investigation services for the Solar Project, as approved by Facilities Development.	5,308.00	Capital Projects Fund
2019CS77	Gilbert Holmes	Upland, CA	For a not-to-exceed amount, to serve as guest speaker at the management retreat on August 3, 2018, as approved by the President's Office.	2,500.00	Unrestricted General Fund
2019CS34	Immaculata Studios	Columbia Falls, MT	For a not-to-exceed amount, to provide advertising and digital creative services to provide the community with educational information to promote Chaffey College, for the period of July 10, 2018 through June 29, 2019, as approved by Marketing and Public Relations.	25,000.00	Unrestricted General Fund
2018CS693	Jeanine Hill Photography	Orange, CA	For a not-to-exceed amount, to provide photography services consisting of photographing students and families at the annual <i>Chaffey College Latino Faculty and Staff Association (CCLFSA)</i> scholarship reception ceremony, on April 17, 2018, as approved by Marketing and Public Relations. ⁷	1,170.00	Restricted General Fund

⁵ Funded by Economic Development grant funds.

⁶ Funded by Economic Development grant funds.

⁷ Funded by Student Equity budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS36	Liebert Cassidy Whitmore	Los Angeles, CA	Professional Legal Services Agreement, to provide the District with consulting, representational and legal services pertaining to employment relations matters and school law matters, for the period of July 1, 2018 through June 30, 2019, as approved by Human Resources.	\$200,000.00	Unrestricted General Fund
2019CS64	Liebert Cassidy Whitmore	Los Angeles, CA	For a not-to-exceed amount, to facilitate group-training workshops covering employment relations for supervisors and managers, for the period of July 1, 2018 through June 30, 2019, as approved by Human Resources.	3,570.00	Unrestricted General Fund
2019CS8	Linda A. Burton	Fontana, CA	For a not-to-exceed amount, to provide vocational training to District's clients and community partners in the areas of, but not limited to: employability skills, job search, job placement, marketing, work experiences sites, and placement reports, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ⁸	35,000.00	Restricted General Fund
2019CS9	Michael Wahome	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide vocational training for workers of District's business clients and community partners in the areas of, but not limited to: goal setting, emotional intelligence, beliefs and affirmations and Quickbooks, for the period of July 1, 2018 through June 30, 2019, as approved by Employment Development. ⁹	4,000.00	Restricted General Fund
2019CS79	Montgomery Hardware Co.	Rancho Cucamonga, CA	For a not-to-exceed amount, to install one exterior elevator door at the Library Building at the Rancho Cucamonga Campus, for the period of July 1, 2018 through February 28, 2019, as approved by Facilities/Physical Plant.	1,901.45	Unrestricted General Fund
2019CS80	Montgomery Hardware Co.	Rancho Cucamonga, CA	For a not-to-exceed amount, to replace and install approximately twenty-five doors and/or door hardware, District supplied, in Wargin Hall and in the Theatre Buildings at the Rancho Cucamonga Campus, for the period of July 1, 2018 through October 31, 2018, as approved by Facilities/Physical Plant. ¹⁰	22,726.40	Restricted and Unrestricted General Fund
2019CS78	Pavel Acevedo	Riverside, CA	For a not-to-exceed amount, to paint additional images on the <i>Oaxa California</i> mural in the CAA building at the Rancho Cucamonga Campus, for the period of July 15, 2018 through July 20, 2018, as approved by Wignall Museum.	250.00	Unrestricted General Fund
2018CS19	Precision Security and Protective Services, Inc.	Santa Ana, CA	Amendment 2 to increase the not-to-exceed amount, for additional security services, as approved by Public Safety. ¹¹	4,988.25	Restricted General Fund

⁸ Funded by Economic Development grant funds.

⁹ Funded by Economic Development grant funds.

¹⁰ Funded by Physical Plant & Instructional Support Block grant budget and Maintenance department budget.

¹¹ Funded by restricted Parking budget.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS46	Print & Finishing Solutions	Placentia, CA	Annual Preventative Maintenance Agreement to perform preventative maintenance inspections on the Kodak offset printing press, located at the Lithography department, for the period of July 1, 2018 through June 30, 2019, as approved by Lithography.	\$6,900.00	Unrestricted General Fund
2019CS60	Reilly Workplace Investigations	Encinitas, CA	For a not-to-exceed amount, to conduct as-needed independent, impartial and objective employment-related and Title IX investigations, for the period of July 1, 2018 through June 30, 2019, as approved by Human Resources.	15,000.00	Unrestricted General Fund
2019CS57	Remberto Aguilar	Grand Terrace, CA	For a not-to-exceed amount, to provide InTech Center training courses for workers of District's business clients and community partners in the areas of, but not limited to: advanced manufacturing, industrial electrical, industrial mechanical, HVAC, construction, pre-engineering, welding, mechatronics, machining, and NCCER programs, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ¹²	30,000.00	Restricted General Fund
2019CS24	Richard Cortez	Rancho Cucamonga, CA	For a not-to-exceed amount, to provide vocational training to District's business clients and community partners in the areas of, but not limited to: advanced manufacturing, construction, mechatronics, industrial electrical, pre-engineering, machining, industrial mechanical, welding, NCCER Programs, HVAC, business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management skills, and safety skills, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ¹³	29,000.00	Restricted General Fund
2019CS40	Rita Elias	Upland, CA	For a not-to-exceed amount, to provide event coordinator services for the Chaffey College Chino Community Center, for the period of July 1, 2018 through June 30, 2019, as approved by the Chino Campus.	65,103.00	Chino Community Center
2019CS71	Robin Oaks	Goleta, CA	For a not-to-exceed amount, to provide the District with as-needed legal and investigative services, for the period of July 1, 2018 through June 30, 2019, as approved by Human Resources.	10,000.00	Unrestricted General Fund
2019CS62	Sean Duffy	Santa Clarita, CA	For a not-to-exceed amount, to participate in a panel discussion titled, "Faster, Faster! Art and the Museum" on July 28, 2018, as approved by Wignall Museum.	150.00	Unrestricted General Fund

¹² Funded by Economic Development grant funds.

¹³ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS70	Shaw HR Consulting Inc.	Newbury Park, CA	For a not-to-exceed amount, to provide as-needed consulting services in the areas of FEHA/ADA disability interactive process coordination and facilitation, essential functions job analysis development, fitness-for-duty management, and FEHA/ADA lawsuit file review/expert witness and customized training and workshops, for the period of July 1, 2018 through June 30, 2019, as approved by Human Resources. ¹⁴	\$2,500.00	Restricted General Fund
2019CS18	Southland Industries	Garden Grove, CA	For a not-to-exceed amount, to excavate and expose hot water underground site piping to determine source of leak by the north east side of the Library building at the Rancho Cucamonga Campus, for the period of June 26, 2018 through September 29, 2018, as approved by Facilities/Physical Plant.	15,500.00	Capital Projects Fund
2019CS44	STERIS Corporation	Mentor, OH	Annual Maintenance Agreement to perform scheduled preventive maintenance repair visits, inspection, and technical support for the Seismic Autoclave sterilizer machine in the Health Sciences Building, located at the Chino Campus, for the period of July 1, 2018 through June 30, 2019, as approved by the Chino Campus.	8,731.88	Unrestricted General Fund
2019CS45	STERIS Corporation	Mentor, OH	Annual Maintenance Agreement to perform scheduled preventive maintenance repair visits, inspection, and technical support for the Seismic Autoclave sterilizer machine in the Beeks Lab, located at the Rancho Cucamonga Campus, for the period of July 1, 2018 through June 30, 2019, as approved by Math and Science.	9039.14	Unrestricted General Fund
2018PW505	Terris Barnes Walters Boigon Heath, Inc.	San Francisco, CA	To increase the not-to-exceed amount to cover the reimbursement of expenses for optional mailing services related to a future bond measure, which included a feasibility assessment, public information services, and ballot measure development, as approved by Administrative Affairs.	167,214.29	Unrestricted General Fund
2019CS25	Thomas Burciaga	Beaumont, CA	For a not-to-exceed amount, to provide InTech Center training for workers of District's business clients and community partners in the areas of, but not limited to: data collection and employment verification, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ¹⁵	6,750.00	Restricted General Fund

¹⁴ Funded by Staff Diversity funds.

¹⁵ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS30	Timm A Reese	San Bernardino, CA	For a not-to-exceed amount, to provide instruction, craft related materials as well as performance based testing related to field of expertise at the InTech Center in the following areas, but not limited to: advanced manufacturing, industrial electrical, industrial mechanical, HVAC, construction, pre-engineering, welding, mechatronics, machining and NCCER programs, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ¹⁶	\$4,500.00	Restricted General Fund
2019CS48	Tom Cardwell	London, UK	For a not-to-exceed amount, to participate in panel discussion titled, "Faster, Faster! Art and the Museum" on July 28, 2018, as approved by Wignall Museum.	150.00	Unrestricted General Fund
2018PW366	Trinity Construction, Inc.	Upland, CA	Amendment 1 to increase the not-to-exceed amount for additional drywall services at the Wignall Museum, as approved by Facilities Development.	1,100.00	Unrestricted General Fund
2019CS20	William Gutzmann	Ontario, CA	For a not-to-exceed amount to provide training and associated client consultation to District's business clients and community partners to train their workers in the following areas, but not limited to: advanced manufacturing, construction, mechatronics, industrial electrical, pre-engineering, machining, industrial mechanical, welding, business skills, commercial skills, manufacturing skills and safety skills, for the period of July, 1 2018, through June 30, 2019, as approved by Economic Development. ¹⁷	11,000.00	Restricted General Fund
2019CS21	William Joe Morgan	San Bernardino, CA	For a not-to-exceed amount, to provide training for workers of District's business clients and community partners in the areas of, but not limited to: advanced manufacturing, construction, mechatronics, industrial electrical, pre-engineering, machining, industrial mechanical, welding, NCCER programs, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, computer skills, management skills, and safety skills, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ¹⁸	13,000.00	Restricted General Fund

¹⁶ Funded by Economic Development grant funds.

¹⁷ Funded by Economic Development grant funds.

¹⁸ Funded by Economic Development grant funds.

Contract Number	Vendor	City, State	Description of Service	Amount	Funding Source
2019CS23	William Napoli	Alta Loma, CA	For a not-to-exceed amount, to provide training for workers of District's business clients and community partners in the areas of but not limited to: Microsoft Office, Google Docs, business skills, continuous improvement, manufacturing skills, commercial skills, health care, literacy skills, and computer skills, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ¹⁹	\$33,000.00	Restricted General Fund
2019CS10	Your OSHA Trainer	Wildomar, CA	For a not-to-exceed amount, to provide training for workers of District's business clients and community partners in the following areas, but not limited to: vocational education training, forklift operation, roofing, applied construction, related math, OSHA safety training, basic electric, employer expectations, carpentry, basic plumbing, NCCER programs, drywall, advanced manufacturing, construction, mechatronics, industrial electrical, pre-engineering, machining, industrial mechanical welding, for the period of July 1, 2018 through June 30, 2019, as approved by Economic Development. ²⁰	14,400.00	Restricted General Fund

List reflects contracts entered into and change orders to existing contracts for the month of July 2018.²¹

¹⁹ Funded by Economic Development grant funds.

²⁰ Funded by Economic Development grant funds.

²¹ Funding for all contracts and change orders on this list are included in the 2018-2019 adopted district budgets.

CHAFFEY COMMUNITY COLLEGE
WARRANT REGISTER REPORT
FOR THE MONTH OF JULY 2018

GENERAL FUNDS (10)

PAYROLL	5,035,624.35	
COMMERCIAL	4,058,928.48	
TOTAL FUND (10)		9,094,552.83

SCHEDULED MAINTENANCE FUND (42) 27,755.10

BUILDING FUND (40) 669,729.31

EARLY RETIREMENT FUND (61) 6,317.43

VACATION LIABILITY (69) -

CAPITAL OUTLAY PROJECT FUND (41) 29,334.09

CHILD DEVELOPMENT FUND (33)

PAYROLL	\$ 56,308.32	
COMMERCIAL	73,787.85	
TOTAL FUND (33)		130,096.17

TOTAL ALL FUNDS **\$ 9,957,784.93**

PAYROLL WARRANT/ADVICE NUMBERS

124390-124475 388099-389570

COMMERCIAL WARRANT NUMBERS

1012510-1012565 1704784-1705841

PURCHASE ORDER NUMBERS

BPO's	13307-13651	\$ 4,440,483.26
PO's	50295-50489	\$ 1,252,414.85

AGENDA ITEM
Chaffey Community College District
GOVERNING BOARD

August 28, 2018

Board Meeting Date

TOPIC EMERGENCY REPAIR OF CENTRAL PLANT CLOSED WATER LOOP

Communication No. IV.H.1.b

SUPPORTS BOARD POLICIES

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

PROPOSAL

It is recommended that the Governing Board of the District ratify the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from a Central Plant closed water loop leak at a location north of the Library building on the Rancho Cucamonga Campus, and the award of a contract to Southland Industries of Garden Grove, CA (Southland) for repairs necessary to remediate the same, for a total cost of \$219,924.

BACKGROUND

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

Over the course of the past few years, the Governing Board has been provided updates related to current pipe conditions and failures of what appears to be a poorly installed and compromised underground closed loop water system, which is connected to the Central Plant located at the Rancho Cucamonga Campus. Piping contractors hired to make recent repairs to the underground pipe have reported that the initial pipe installations were not performed to industry standards (in their professional opinion), and pipe and valve failures are the unfortunate result. Piping contractors have expressed concern that the entire underground loop system is compromised and future and ongoing leaks are inevitable. Underground pipe leaks are only discovered once they have surfaced and become visible. Most recently, the Board authorized an emergency contract for repairs of such failures in the closed loop water system on March 29, 2018.

In July of 2018, a new leak was discovered at a location north of the Library building on the Rancho Cucamonga Campus. The leak has been treated as an emergency repair (health and safety) to ensure adequate heating and cooling is provided to office and classroom spaces, and also out of concern for the large amounts of water loss and potential for sink holes. Southland has been contacted to commence the emergency repair work.

BUDGET IMPLICATIONS

Funding Source – Capital Projects, Redevelopment Agency funds

Current Status of Funds – Funds of \$219,924 are included in the 2018-2019 proposed adopted capital projects fund budget.

Future Implications – N/A

RECOMMENDATION

It is recommended the Governing Board, by a four-fifths vote, ratify the existence of emergency conditions threatening public health, safety and welfare and the continuance of classes resulting from a Central Plant closed water loop leak at a location north of the Library building on the Rancho Cucamonga Campus, and the award of a contract to Southland Industries of Garden Grove, CA for repairs necessary to remediate the same, for a total cost of \$219,924.

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